

RED ROSE SCHOOL

RISK ASSESMENT POLICY

Updated: October 2017

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Section 8

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Health & Safety Co-ordinator: Mrs Gill Makinson

Educational Visits Co-ordinator (EVC): Mrs Gill Makinson

Risk Assessment Co-ordinator: Mrs Gill Makinson

At Red Rose School are fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just with the law, but also with best practice. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated in how to cope safely with risk.

WHAT IS A RISK ASSESSMENT?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation. A hazard is something with the potential to cause harm (e.g. fire). A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).

A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).

Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Risk assessments need reviewing and updating regularly. Our risk assessments are maintained by the EVC and kept in a file in the school office.

WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out in Red Rose School, each of which requires a separate risk assessment. The most important of these cover:

- Fire safety, procedures
- Building and the school grounds
- Classroom areas
- Educational visits and trips.
- But risk assessments are also needed for many other areas, including:
 - Science
 - Design and Technology
 - Food Technology
 - Each sport and PE activity including dance and swimming
 - Art
 - Music

Support Areas :

Catering and Cleaning: risk assessments and training is required for every item of catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH).

Caretaking and Security: risk assessments cover every room, stairs, corridor and emergency exit in the entire school. Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.

Maintenance: risk assessments and training is required for every tool and item of equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, and water. Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.

Grounds: risk assessments and training is required for every tool and piece of machinery where applicable, as well as for manual handling, slips and trips, working at height and lone working.

CONDUCTING A RISK ASSESSMENT

All teaching staff receive induction and refresher training in risk assessments tailored to their specific areas.

The EVC has delegated to the Risk Assessment Co-ordinator the responsibility of ensuring staff complete all necessary risk assessments.

Specialist Risk Assessments

The Risk Assessment Co-ordinator will arrange for specialists to carry out the following risk assessments:

Fire safety – including checking fire fighting equipment, Asbestos, Legionella, Gas safety and Electrical safety (including PAT testing).

RESPONSIBILITIES OF ALL STAFF

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it. However, all staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors.

REVIEW

All risk assessments are reviewed and recorded on an annual basis. The separate policy on the management of health and safety describes the arrangements for regular health and safety audits.

All risk assessments (other than educational visits) are kept in the risk assessment folder. The Health and Safety Co-ordinator will arrange a health and safety meeting once a term with the Head Teacher to discuss any issues and share risk assessments.