

## Introduction

It is not only a legal requirement, but also Bigland Green believes that risks to health and safety should be controlled wherever possible through risk assessments. These are therefore conducted in this school on a regular basis and cover all identified risks to our pupils, our staff, our buildings, our grounds, in our daily routines and at all school events.

## Conduct of risk assessments

Assessments are conducted by a member of staff or an external person who is competent for the particular assessment. Assessment are not delegated to staff who are uncomfortable about carrying out the task, or who do not have the influence to ensure that their recommendations are implemented.

Assessments identify significant risks, such as defects and deficiencies, and prescribe remedial action, i.e. risk control measures. Thorough risk assessment involves answers to such questions as the following:

- What hazards are we faced with?
- Who might be affected?
- How can the risks be reduced to an acceptable level?
- Can effective measures be implemented now?
- If not, what contingency plans will serve us best for the time being?

Each assessment is written up on a standard proforma, for the convenience of all concerned.

## Frequency of risk assessments

There is a separate assessment for each of the visit/trips. However, for consecutive or regular trips e.g. swimming, half-termly ice-skating and alike there is one assessment.

Most risk assessment related to the school premises/building are annual, but more frequent checks may be required in some risk areas.

Annual risk assessments are carried out on a rolling basis as follows:

- Autumn Term – inside the building and on equipment in and outside the classroom
  - By the Premises Manager, Classteachers and Team Leaders
- Spring Term /Summer Term – outside the school building
  - By the Premises Manager, Governors, and SLT
- On-going - This includes the PE equipment and portable appliances tests (PAT)
  - Premises Manager

Some risk areas take longer to review than others, and the inside assessments (being the most numerous) will sometimes continue into the spring term. However, it makes good sense to leave the outside until the better weather (responsibility of Resources Committee).

## **Risk assessments for taking pupils off site**

Class teachers are responsible for doing assessments for trips/visits or special events related to the class. Team Leaders are responsible for ensuring that the assessment is adequate, and the headteacher is responsible for approving the assessments. All staff members are required to read the school's guidance on risk assessments contained within the Staff Handbook, Safeguarding Updates, and other school guidance documents and relevant policies. Staff taking pupils off site must read the policy on educational visits and residential trips.

Copies of all completed risk assessments are kept in a file in the school office.

## **Reporting procedures**

The results of periodic risk assessment are reported initially to the Resources Committee, and then to the full Governing Body. The main report is made towards the end of the school year, when the rolling annual survey has been completed. The reviews are then incorporated into staff handbook in time for the following autumn term.

All staff are aware of the need to report major new hazards as soon as they are identified. All staff in turn are notified immediately any major new hazard is reported.

Whenever a major new hazard is identified, it is highlighted on the corresponding assessment form and displayed on the main notice board. Assessments for specific places, such as the boiler room or the medical room, are displayed where they apply.

## **Monitoring and review**

The effectiveness of this policy will be reviewed by the governor's Resources Committee. The headteacher will take remedial steps in emergency situation as appropriate. The policy will be reviewed on a needs basis.

Date	Signature	Review
March 2018		As required