

RISK MANAGEMENT POLICY

Meden School Governors regard the health, safety and well being of pupils and staff to be of utmost importance. It is a legal requirement that risks to health and safety should be controlled wherever possible through risk assessments. Assessments should be conducted in this school on a regular basis to include and cover all identified risks to our pupils, our staff, our buildings, our grounds, in our daily routines and at all school events.

Who Conducts Risk Assessments?

Assessments are carried out by the nominated Health & Safety Representative/s, or delegated to senior managers, heads of department or other competent persons. Assessment will not be 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.

What Is Risk Assessment?

A risk assessment is simply a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether enough precautions have been taken or further prevention is necessary to avoid harm. Everyone has the right to be protected from harm caused by a failure to take reasonable control measures. Accidents and ill health can ruin lives. We are legally required to assess the risks in our workplace in order to implement a plan to control the risks.

How to Assess the Risks

When thinking about risk assessment, remember:

- a **hazard** is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc;
- the **risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

The following 5 steps should be followed in all risk assessments:

- **Step 1 - Identify the hazards**
- **Step 2 - Decide who might be harmed and how**
- **Step 3 - Evaluate the risks and decide on precautions**
- **Step 4 - Record your findings and implement them**
- **Step 5 - Review your assessment and update if necessary**

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

Risk Assessment Reporting

The law requires us to do everything 'reasonably practicable' to protect people from harm. The easiest way is to compare what you are doing with good practice.

Following a risk assessment, when writing down the results, keep it simple, for example: 'Tripping over rubbish: bins provided, staff instructed, weekly housekeeping checks', or 'Extreme heat from ICT Suite: air conditioning unit installed, used and regularly checked'.

Each risk assessment must be suitable and sufficient showing that:

- a proper check was made
- everyone who might be affected was asked
- all the significant hazards were dealt with, taking into account the number of people who could be involved
- the precautions are reasonable, and the remaining risk is low
- all relevant staff or their representatives were involved in the process.

Frequency of Risk Assessments

Assessments are normally annual, but more frequent checks may be required in some risk areas, or where new possibilities of risk could occur (eg new equipment/new buildings/new chemicals)

Rolling Annual Survey

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

Autumn Term	Spring Term	Summer Term
Inside the School Buildings	Outside the School Buildings	Off-site

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 and off-site parts of the survey until the better weather.

Reporting Procedures for Surveys

The results of our periodic risk assessment surveys are reported initially to the Health & Safety Sub-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 handbooks in time for the following autumn term.

Reporting Procedures for Newly-Identified Hazards

All staff must report major new hazards as soon as they are identified . Always report things that seem dangerous, damaged or faulty. Fault report forms can be found in the staff workroom and the staff common room. All staff in turn are notified immediately any major new hazard is reported.

Display of Risk Assessments

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

Risk Assessment Pro-forma

The standard Risk Assessment form is attached in the appendices. Copies can be found in the staff workroom and the staff common room. Alternatively you can find copies on your computer on the staff shared drive in the folder named "Health & Safety".

General Guidance

The following appendices give general guidance in Avoiding Risk and Risk Assessment.

MEDEN RISK ASSESSMENT APPENDICES

Risk Assessment Pro-Forma.

This Risk Assessment pro forma is designed to be completed in a Microsoft Word document and will expand automatically when data is entered. Use the Pro Forma in Appendix 2 during evaluation (print or photocopy).

Risk area:	
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Assessment performed by:	<i>Headteacher / School Health & Safety Officer / other</i> (delete as appropriate; if 'other' please specify)
Workplace:	<i>(enter name of school)</i>
Employer:	LEA / Governing Body <i>(delete as appropriate)</i>

Some Potential Hazards in this Risk Area	Estimated Risk Level			Some Useful Controls in this Risk Area	Action Dated
	High	Med.	Low		
<i>(table extends automatically)</i>					
If one of these hazards is identified in your school, please tick (✓) the level of risk, and indicate the date when any consequent controls were put in place. For additional hazards and/or control measures, please use the table below.					

Additional Hazards Identified in this School	Estimated Risk Level			Control Measures to be Instituted	Action Dated
	High	Med.	Low		
<i>(table extends automatically)</i>					

People at risk (✓):	Pupils	Staff	Parents	Parent helpers	Visitors	Contractors
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Employees informed of risk assessment via all of the following means:	1. Urgent announcement (if deemed necessary) to pupils and/or staff 2. Copy of this RA to all staff for insertion in their RA Handbooks 3. Copy of RA on notice boards and wherever else appropriate
Employees to report newly-identified hazards via:	Written notification to the Headteacher / School Safety Officer / other <i>(delete as appropriate; if 'other' please specify)</i>
Date of next assessment:	
Assessment frequency:	
Date:	Signed:

Appendix 2

Risk Assessment Pro forma to be used during evaluation. Photocopy or print as required.

Risk area:	
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Assessment performed by:	<i>Headteacher / School Safety Officer / other</i> (delete as appropriate; if 'other' please specify)
Workplace:	<i>(enter name of school)</i>
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