

St Laurence’s Catholic Primary School

Policy Statement

For

Risk Assessment

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| **This policy was adopted:** | **September 2019** |
| **By name:** | **Mr John Holmes** |
| **Position:** | **Chair of Governors** |
| **Signature:** | **J. Holmes** |

**Our Mission Statement**

We aim to celebrate our partnership with the families we serve and the community we live in.

We aim to provide an education that enables each child to reach their full potential.

Our aim is the creation of an atmosphere where all are valued, gifts and talents are celebrated and the gospel values of love, respect and justice are at the heart of all we do.

**Our Vision**

Everyone feels a sense of belonging,

Has the opportunity to shine,

To enjoy their teaching and learning

But most of all – to dream big!

**St Laurence’s Catholic Primary School Policy Risk Assessment**



It is not only a legal requirement, but also this school’s firm belief, 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 the Headteacher, 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.

**Nature of Risk Assessments**

Assessments identify the significant risks from hazards 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. This is an online proforma, using the on eline platform Evolve.

**Frequency of Risk Assessments**

Assessments are normally termly, but more frequent checks may be required in some risk areas.

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| Autumn Term | Spring Term | Summer Term |
| Inside the school building –Site manager H + S Officer | Outside the school building- Site manager H + S Officer | Inside the school building, Outside the school building –Site manager, H + S Officer |

Offsite Risk Assessments - when required by site manager and staff.

**Rolling Annual Survey**

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

Autumn Term ,Spring Term and 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 which are completed by KMBC are reported initially to the Health & Safety officer, 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. (see risk assessment in office)

**Reporting Procedures for Newly-Identified Hazards**

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 by Head teacher, site manager and Health and Safety officer of any major new hazard.

**Display of Risk Assessments**

Whenever a major new hazard is identified, it is highlighted to the site manager who then informs H+S officer.

Risk Assessments for specific places, such as the boiler house, kitchen etc, are displayed where they apply and are completed by the site manager and KMBC.

**REVIEW OF POLICY**

The effectiveness of this policy will be reviewed annually by the Senior Leadership Team and every three years by the Governing Body. If changes are made to the policy, the Governing Body will ratify amendments.

This policy was reviewed:

Signed:

Designation:

Date: