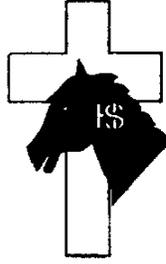


HORSINGTON CHURCH SCHOOL



RISK ASSESSMENT POLICY

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 teachers, 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 generic risk assessment for the convenience of all concerned, and will be found on P:/Staff/Risk Assessment.

FREQUENCY OF RISK ASSESSMENTS

Risk Assessments are carried out as and when required but may be more frequent in some risk areas.

REPORTING PROCEDURES FOR SURVEYS

The results of our periodic risk assessment surveys are reported initially to the Policy and Procedures Committee.

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 any major new hazard is reported. Newly identified risks are recorded on a Risk Assessment record which informs a Risk Assessment Action Plan.

DISPLAY OF RISK ASSESSMENTS

Whenever a major new hazard is identified, it is highlighted on the corresponding assessment form and notified to all staff.

Adopted: March 2010
Revised: January 2011
Reviewed: March 2013
Reviewed: June 2014
Reviewed: June 2016