



Abbotsholme School

an education for life

Risk Assessment Policy

Rationale

The Management of Health and Safety at Work Regulations 1999 require that every employer shall make a suitable and sufficient assessment of:

- the risks to the health and safety of their employees to which they are exposed whilst they are at work; and
- the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking.

It is essential that appropriate actions thereby identified to reduce risks are taken.

Scope of Risk Assessment

The school aims to ensure a systematic coverage of all aspects, to promote children's welfare and safety, and that of staff and other stakeholders. Risk assessment includes the following areas:

- Health and safety (premises, equipment, the school site).
- Road safety.
- Recruitment-related issues.
- Matters relating to safeguarding.
- Lessons and activities.
- Use of the school site by others.

Risks are controlled through following actions identified on individual risk assessments and through issuing and following 'Rules', 'Codes of Conduct' 'Operating Procedures' or 'Policies'.

Responsibility of Department Heads and Managers

In order to comply with this statutory undertaking the School ensures that all Heads of Department / Department Managers:

- Compile digital risk assessments for all tasks completed in their departments.

- Ensure all staff who are responsible for these tasks read the risk assessment and sign and date on a signing sheet to evidence that they will operate in line with the risk assessment.
- Ensure that hard copies of all risk assessments are kept within the department along with the hard copy of the risk assessment signing sheet.
- Save digital copies of the risk assessments and of the risk assessment signing sheet in the relevant departments section of the shared drive: (R:)/Health & Safety/Risk Assessments
- Produce a risk assessment for any new task is to be undertaken by the department, before that task happens for the first time.

Monitoring and Review of Risk Assessment

The Director of Finance & Operations will ensure that risk assessments are completed in an accurate and timely manner and that all areas are covered, by:

- Making sure all staff are aware of their responsibilities.
- Issuing a deadline to all staff to ensure risk assessments are reviewed as a minimum on a 12 monthly basis.
- Producing and maintaining a document listing all risk assessments, who is responsible for them and what date they were completed/updated.
- Conducting a test by viewing a sample of all risk assessments to ensure accuracy.
- Checking signing sheets for completeness.
- Ensuring that where gaps are identified, risk assessments are subsequently completed, with all due haste.

Staff Training

The School aims to ensure that staff have the appropriate qualifications, experience and training to undertake valid risk assessments. It does this through:

- The recruitment and selection process.
- An appraisal process which identifies the scope and need for further staff development.
- A staff development programme including both internal and external training provision.
- Use of outside consultants or technical advisers to undertake certain risk assessments.
- Encouragement to staff to identify any training needs.

Higher Risk Departments

It is acknowledged that some departments have an inherently higher health & safety risk than others. In schools these are traditionally, but not necessarily exclusively:

- Science
- Design & Technology
- Catering
- Maintenance, Estate & Grounds
- Physical Education

Due to the unique nature of the curriculum at Abbotsholme further higher risk areas exist:

- Outdoor Education
- Farm
- Equestrian

Department specific health & safety risks for these areas are addressed within the department specific risk assessments.

Recommended review period:	Annual
Review by:	Director of Finance & Operations
Date reviewed:	12/12/2018