



## RISK ASSESSMENT POLICY

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### **Rationale**

The Governors and staff of Ayscoughfee Hall School believe that it is essential that risks to the Health and Safety of our pupils, staff, buildings, school grounds, visitors, school events and outside visits must be controlled as far as possible through regular Risk Assessments.

### **Areas of Risk**

There are a number of areas of risk that can be identified. Risk Assessments can cover Health and Safety (see the Health and Safety Risk Assessment folder) and matters relating to pupil and staff welfare (see the First Aid Policy, Supervision Policy, Educational Visits Policy, Safeguarding and Child Protection Policy, Safer Recruitment Policy and Risk Assessments including for example New and Expectant Mothers).

### **Conduct of Risk Assessments**

Risk Assessments should be carried out by either:

- The Headteacher
- Members of the Senior Management Team
- Teaching staff / Mrs Wade
- Other experienced persons such as Governors or visiting staff undertaking activities at the school

If any member of staff feels a Risk Assessment is ineffective, they should bring it to the attention of a member of the Senior Management Team immediately.

### **Features of Risk Assessments**

Risk Assessments should identify the following:

- Hazards
- The persons who might be affected and in what way
- The level of risk
- What effective control measures could be put into place

All Risk Assessments will be written on a set form available from the Main School Office and copies will be placed in the Risk Assessment Folder in the Main School Office.

### **Frequency of Risk Assessments**

A given date should be made for each Health and Safety Risk Assessment, and renewed assessments should be made no longer than two years following the initial assessment. All school trip assessments must also be dated. There is a separate Educational Visits policy giving full details of Risk Assessments required.

### **Reporting Procedures**

All Risk Assessments will be kept in the Health and Safety Risk Assessment Folders or School Trip, Music and Sport Risk Assessment folders, which can be accessed by all teaching and support staff in the School Office.

### **Newly Identified Hazards**

Once a new hazard has been identified then the following procedure takes place:

- A thorough Risk Assessment is undertaken
- All school personnel are notified of this
- Training is put in place if needed

### **Publication of Risk Assessments**

Risk Assessments will be displayed in the following ways:

- The Risk Assessment Folder, available in the Main School Office
- Notice boards, where necessary
- Appropriate areas of the school building, where necessary

### **Effectiveness**

We believe this policy will be effective only if we ensure consistency across the school by regular monitoring. Monitoring will be the responsibility of the Health & Safety Group a subcommittee who report to the Governors Building Committee. The Health and Safety group is formed of The Health & Safety Governor, and the School Bursar, Emma Gibson.

The School Bursar recently completed a one-day Risk Assessment in Schools course on 4<sup>th</sup> May 2021 delivered by the ISA. Risk Assessment training for other staff members is covered periodically during staff Inset Days.

Mrs Wade has completed The National College, Understanding Risk Assessments course on 22<sup>nd</sup> September 2022.

The school has recently been subject to an independent Health and Safety audit which took place in July 2021 by COPE Safety Management. The school scored an overall performance rating of 96%

**This policy should be read in conjunction with the school's Health and Safety Policy and the Safeguarding and Child Protection Policy.**

***Any reference to the word 'School' implicitly includes all its associated clubs/activities including Kids Club. This policy also applies to EYFS***

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