Risk Assessment Policy

Rationale

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 children, staff, parents, buildings, grounds, daily routines and all school events.

Conduct of Risk Assessments

Assessments identify significant risks, such as defects and deficiencies, and prescribe remedial actions, i.e. risk control measures.

Thorough risk assessment involves answers to questions such as:
- 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 recorded on a standard proforma.

Frequency of Risk Assessments

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

Rolling Annual Survey

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

<table>
<thead>
<tr>
<th>Autumn Term</th>
<th>Spring Term</th>
<th>Summer Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inside school buildings</td>
<td>Outside school buildings</td>
<td>Off-site</td>
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Some risk areas take longer to review than others, and the inside assessments may continue into the spring term.

**Reporting Procedures for Surveys**

The results of our periodic risk assessment surveys are reported initially 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.

**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.

Date: Jan 2011
REVIEWED 12/10/2016