

The Ivory Federation

Propps Hall Junior, Infant and Nursery School Springhead Infant and Nursery School Rushcroft Primary School

RISK ASSESSMENT

RATIONALE

We believe it is essential that risks to the health and safety of our pupils, staff, buildings, school grounds, visitors and school events must be controlled through regular risk assessments as we wish to provide a safe, secure and healthy school environment.

PURPOSE

- Establish and maintain a safe working environment for all pupils, school staff and visitors to the building.
- To encourage everyone to take responsibility for health and safety.
- To establish safe operating systems within the school.
- To provide training and updated information.

BROAD GUIDELINES

- Risk assessments should be carried out by either the Executive Headteacher, Senior Leadership Team, Site Manager or/and other personnel responsible for specific activities.
- Risk assessments will identify hazards, the persons who might be affected, the level of risk and what effective control measures can be put into place
- All risk assessments are written on a set standardised proforma that is recommended by the HSE.
- Once a new hazard has been identified, a review of THE risk assessment will take place and all school personnel are notified of this.
- The line managers of each department will take full responsibility for ensuring that the staff they line manage are made aware of any risk assessments that are relevant to them, as follows;
 - 1) The Office / Business Manager will inform administration and caretaking staff.
 - 2) The Deputy Headteacher will inform learning support assistants.
 - 3) The Assistant Headteacher will inform midday supervisors and before and after school staff.
 - 4) The Senior Leadership will inform teachers.
- All risk assessments will be readily available to view on G-Drive in the policy and risk assessment folder, all staff employed with the federation have access to this folder.
- Individual Manual Handling, Store Cupboards, Pupil Cookery, Hot Water Vessels and Internet use Posters / Risk Assessments are displayed in relevant higher-risk areas.

The Executive Headteacher will:

- ensure all school staff, pupils and parents are aware of and comply with this policy;
- ensure risk assessments are in place;
- ensure that all staff are trained to identify risks through Highspeed Training (renewed every 3 years)
- have in place a cycle for reviewing risk assessments;
- seek specialist and professional advice when necessary;
- monitor the effectiveness of this policy;
- annually report to the GB on the success and development of this policy

School staff will:

- comply with all the aforementioned aspects of this policy;
- report any identified hazards or risks;
- implement risk assessments;
- comply with all risk assessments;
- assist in the writing of risk assessments for any activities they lead
- bring to the attention of volunteer helpers and other visitors risk assessments that they should be aware of.

This policy was revised in Sept 2024

CONCLUSION

The implementation of this policy will ensure we take all reasonably practicable steps to provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, school staff and visitors to the school.