



**St John's Priory School
Banbury, Oxon**

Risk Assessment Policy and Procedure

This policy applies to the whole school, including the EYFS

Risk Assessment Policy and Procedure

Purpose

● St John's Priory School holds the utmost importance to the health, safety and welfare of its employees and pupils, including those pupils in the EYFS. The school complies with the provisions of the Health and Safety at Work Act 1974 and all subsequent regulations, including those implementing EC Directives, Independent Schools Inspectorate, National Minimum Standards and Early Years Foundations Stage standards. The Proprietors bear ultimate responsibility to provide leadership, and has responsibility for the Risk Management Policy. Day-to-day responsibilities are delegated to the Headmistress and School Business Manager. This guidance is applicable to general risk assessments; risk management is covered by the Risk Management Policy. Where specialist skills are required e.g. asbestos, fire, water quality and hazardous substances, we have access to external support from DAC and contacting companies. Teaching area risk assessment checklists are also in place for guidance.

Policy

- The Proprietors will ensure that:
- Adequate resources are made available for the implementation of this policy.
- Arrangements are made for the effective communication of this policy and procedure.
- Arrangements are made for the identification of hazards and the assessment of associated risk to health and safety.
- Following the assessment measures are taken to reduce the risk to the lowest level practicable.
- The significant findings of assessments are recorded, maintained and communicated.
- Adequate information, instruction and training are provided at all levels as necessary.
- Arrangements are made for the periodic monitoring of performance against these standards.
- This policy and associated procedures will be reviewed and revised as necessary at least once every two years or after each accident/incident investigation.

Procedure

When do I need to complete a risk assessment?

- Pupil supervision including safeguarding and welfare requirements
- dealing with physical, chemical and biological hazards, such as machinery safety, chemical safety, asbestos in the school building, water quality, and the use of radioactive material
- contractors in schools
- management of visitors on school premises
- In and out of school activities with pupils
- fire and emergencies (see also Fire Safety Policy)
- the suitability of staff to undertake designated roles and checks to ensure that they are suitable including staff not employed by the school who work with pupils on another site
- risk areas that are not directly related to health and safety
 - o financial
 - o recruitment procedures including governing body oversight
 - o reputational
 - o terrorism, including the prevention of fundamentalism and extremism
 - o pupil self-harming
 - o security, specifically EYFS area

Risk assessments will take into account the hazard, risk evaluation, risk rating and control measures and will be reviewed in the event of a change in activity, near miss or incident, staffing, good practice, changes in legislation.

Who is responsible for completing them?

- The Proprietors have overall responsibility for the management of health and safety.
- Registered Managers/School Heads will be responsible for ensuring that risk assessments are completed for all relevant tasks. Teachers can complete risk assessments for planned trips and visits.

What needs to be done?

- Only trained employees who have been authorised by the Registered Manager/School Heads can complete risk assessments.
- Identify the activities which need to be assessed.
- There is a bank of generic risk assessments which is held on the school general drive. This includes a range of maintenance, catering and cleaning related assessments. These assessments should be made specific to site circumstances.
- Ensure that additional risk controls identified are implemented. Remember that physical controls should take precedence over management, PPE and signage.
- Where the risk assessment identifies that a task is not safe to proceed, then work should not commence until appropriate control measures have been identified and implemented.
- Explain the contents of the risk assessment to any employees carrying out the relevant work. Ensure they sign the form to confirm they understand the contents.
- Where the work involves designated high risk work, e.g. hot work, then the Permit to Work Procedure will need to be followed. Completed risk assessments should be systematically filed and kept for a minimum of three years.
- Each assessment should be reviewed annually and amended as appropriate.

Employees should not be in any doubt that the school will apply disciplinary procedures to any employee who is in breach of the school's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the school's operations, and for those who may become involved in them.

Reviewed September 2019

T Wilson – Headmistress

G.Mystowski – Proprietor

