

Farrowdale House

INDEPENDENT PREPARATORY SCHOOL

Proprietors:
Ms S. Hall & Miss Z. Campbell
Head Teacher:
Miss Z Campbell BA Hons PGCE



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Policy on Risk Assessment

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 pupils, our staff, our buildings, our grounds, in our daily routines and at all school events.

Conduct of Risk Assessments

Assessments are conducted by the Proprietors / Headteacher, or delegated to other competent persons. Assessment will not be delegated to staff who are uncomfortable about carrying out the task, or who do not have the influence to ensure that their recommendations are implemented.

Nature of Risk Assessments

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

Thorough risk assessment involves answers to such questions as the following:

- 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 written up on a standard proforma, for the convenience of all concerned.

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 are carried out on a rolling basis as follows:

| | | |
|-----------------------------|------------------------------|-------------|
| Autumn Term | Spring Term | Summer Term |
| Inside the School Buildings | Outside the School Buildings | Off-site |

Some risk areas take longer to review than others, and the inside assessments (being the most numerous) will sometimes continue into the spring term. However, it makes good sense to leave the outside and off-site parts of the survey until the better weather.

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.

Display of Risk Assessments

Whenever a major new hazard is identified, it is highlighted on the corresponding assessment form and displayed on the main notice board. Assessments for specific places, such as the boiler room or the medical room, are displayed where they apply.

Signed: S.Hall & Z. Campbell

Review date: March 2022