

School Building/ Grounds Risk Assessment Policy

John Clare School

Autumn 2007

Review Autumn 2009

1 Introduction

1.1 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.

2 Conduct of Risk Assessments

2.1 Assessments are conducted by the Headteacher, or delegated to senior managers, heads of department or 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.

3 Nature of Risk Assessments

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

3.2 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?

3.3 Each assessment is written up on a standard proforma, for the convenience of all concerned.

4 Frequency of Risk Assessments

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

5 Rolling Annual Survey

Annual risk assessments are carried out by the Headteacher 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.

6 Reporting Procedures for Surveys

- 6.1** The results of our periodic risk assessment surveys are reported initially to the Health & Safety Sub-Committee every term, and then to the full Governing Body.

7 Reporting Procedures for Newly-Identified Hazards

7.1 All staff are aware of the need to report major new hazards as soon as they are identified. There is a 'Health and Safety Book' kept in the staffroom, where new hazards can be logged by any member of staff. This book is checked by the site manager on a daily basis and relevant information is passed onto the Head teacher. All staff in turn are notified immediately any major new hazard is reported.

8 Display of Risk Assessments

8.1 Whenever a major new hazard is identified, it is highlighted on the corresponding assessment form and added to the risk assessment file. Assessments for specific places, such as the boiler room, swimming pool or the medical room, are displayed where they apply.

9 Monitoring and Review

9.1 The governing body has a named governor (usually Chair of Health and Safety sub-committee) with responsibility for health and safety matters. It is this governor's responsibility to keep the governing body informed of new regulations regarding Health and Safety, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters.

9.2 This policy will be reviewed at any time at the request of the governors, or at least once every two years.

Signed:

Date: