
OVERSTONE PARK SCHOOL

Risk Assessment Policy

Risk Assessment

Date	Review Date	Coordinator	Nominated Governor
April 2018	April 2019	Mrs M Brown Mr M Partington Mrs D York Mrs T James Mr L Cartwright	Nomination process in progress.

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.

We recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, school personnel and visitors to the school.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

Aims

- ! To establish and maintain a safe working environment for all pupils and school personnel.
- ! To encourage everyone to take responsibility for health and safety.
- ! To establish safe operating systems within the school.
- ! To provide training and up dated information.
- ! To work with other schools to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body (Proprietors)

The Governing Body (Proprietors) has:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Principal to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;

- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Principal and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Principal

The Principal will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the coordinator;
- ensure risk assessments are in place;
- 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 Governing Body on the success and development of this policy

Role of the Coordinator

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
 - provide guidance and support to all staff to maintain safe working environment for all pupils and school personnel;
 - provide training for all staff on induction and when the need arises;
 - keep up to date with new developments and resources;
 - undertake risk assessments when required;
 - review and monitor;
- annually report to the Governing Body on the success and development of this policy

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Principal and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

Role of School Personnel

School personnel will:

- comply with this policy;
- report any identified hazards;
- implement risk assessments;
- comply with all risk assessments;
- assist in the writing of risk assessments if required;
- bring to the attention of volunteer helpers and other visitors risk assessments that they should be aware of;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

Conduct of Risk Assessments

Risk Assessments should be carried out by either:

- the Principal
- members of the senior management team
- heads of department
- other experienced persons

Features of Risk Assessments

Risk Assessments should identify the following:

- hazards
- the persons who might be affected
- the level of risk
- what effective control measures that can be put into place

All risk assessments will be written on a set form.

Frequency of Risk Assessments

Risk Assessments must take place annually although checks to equipment should take place more frequently.

Reporting Procedures

All risk assessments are reported to:

- the Health and Safety Committee
- the full Governing Body when appointed
- teaching and support staff
- pupils

- visitors

Newly-Identified Hazards

Once a new hazard has been identified then the following procedure takes place:

- A thorough risk assessment is undertaken
- All school personnel are notified of this

Publication of Risk Assessments

Risk Assessments will be displayed in the following ways:

- Staff handbook
- School office e-mails to staff
- Staffroom folder
- Notice boards
- Appropriate areas of the school building

Role of the School Council

The School Council will be involved in:

- determining this policy with the Governing Body;
- discussing improvements to this policy during the school year;
- organise surveys to gauge the thoughts of all pupils;
- reviewing the effectiveness of this policy with the Governing Body

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school;
- comply with all health and safety guidance appropriate to the school
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel

- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Principal reports to the Governing Body
- information displays in the main school entrance

Training

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Principal and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

Principal:	Mrs M F Brown	Date:	26 th April 2018
Chair of Governing Body:	Nomination Process in Progress.	Date:	

Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (!)	New/Proposed Policy (!)	Updated Policy (!)
			!	

This policy affects or is likely to affect the following members of the school community (!)	Pupils	School Personnel	Parents/carers	Governors	School Volunteers	School Visitors	Wider School Community
	*	*	*	*	*	*	*

Question	Equality Groups															Conclusion				
Does or could this policy have a negative impact on any of the following?	Age		Gender					Gender identity		Pregnancy or maternity			Religion or belief				Sexual orientation		Undertake a full EIA if the answer is 'yes' or 'not sure'	
	Y	NS	Y	N	Y	N	NS	Y	NS	Y	N	NS	Y	N	NS	Y	N	Y		
	!		!		!			!		!			!			!		!		
Does or could this policy help promote equality for any of the following?	Age		Gender					Gender identity		Pregnancy or maternity			Religion or belief				Sexual orientation		Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	NS	Y	N	Y	N	NS	Y	NS	Y	N	NS	Y	N	NS	Y	N	Y		
	!		!		!			!		!			!			!		!		
Does data collected from the equality groups have a positive impact on this policy?	Age		Gender					Gender identity		Pregnancy or maternity			Religion or belief				Sexual orientation		Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	NS	Y	N	Y	N	NS	Y	NS	Y	N	NS	Y	N	NS	Y	N	Y		
	!		!		!			!		!			!			!		!		

Conclusion	The policy is fit for purpose.
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Preliminary EIA completed by	Date	Preliminary EIA approved by	Date
			April 2017

Policy Evaluation

Points to be considered	Yes	No	N/A	Please supply evidence
! Policy annually reviewed	*			
! Policy in line with current legislation	*			
! Coordinator in place	*			
! Nominated governor in place	*			
! Coordinator carries out role effectively	*			
! Principal, coordinator and nominated governor work closely	*			
! Policy endorsed by governing body	*			
! Policy regularly discussed at meetings of the governing body	*			
! School personnel aware of this policy	*			
! School personnel comply with this policy	*			
! Pupils aware of this policy	*			
! Parents aware of this policy	*			
! Visitors aware of this policy	*			
! Local community aware of this policy	*			
! Funding in place	*			
! Policy complies with the Equality Act	*			
! Equality Impact Assessment undertaken	*			
! Policy referred to the School Handbook	*			
! Policy available from the school office	*			
! Policy available from the school website	*			
! School Council involved with policy development	*			
! All stakeholders take part in questionnaires and surveys	*			
! All associated training in place	*			
! All outlined procedures complied with	*			
! Linked policies in place and up to date	*			
! Associated policies in place and up to date	*			
A statement outlining the overall effectiveness of this policy				

