



St Kentigern's
R.C. Primary School

Risk Assessment Policy

May 2016

The governors and staff of St Kentigern's RC Primary School believe that 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. Risk assessment goes on informally throughout the day; teachers assess risk in bad weather, before doing science experiments, using PE equipment etc, but there are times when more formal risk assessments need to take place.

Conduct of Risk Assessments

Risk Assessments should be carried out by any of the following personnel:

- the Headteacher
- members of the senior management team
- teaching staff
- the caretaker
- other experienced persons such as governors or visiting staff undertaking activities at the school

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 could be put into place

All risk assessments will be written on a set form available from the staff room and copies will be given to the business manager.

When to assess risk

For any activity which could pose a danger to a child or adult, a risk assessment must take place. This could involve a day or residential trip, an activity such as baking or handling small animals, or any activity which does not form part of the normal school day. For school trips, teachers **must visit** any unknown location to assess risk in situ.

Monthly risk assessments take place between the business manager and the school caretaker and involve a walk round the building to assess any potential hazards. These are recorded and dealt with systematically by the school handyman, or external tradesmen if appropriate. Timely action is taken in proportion to the risk.

Risks to personnel

In certain circumstances, such as in those cases where a member of staff is pregnant, suffering from an illness or disability, or has passed retirement age, a risk assessment will be carried out to ensure the workplace is safe for them. Where individual pupils are at risk from any activity, risk assessments will be completed and passed to the business manager. Where appropriate, adjustments will be made to minimise risk.