

GREENBANK PREPARATORY SCHOOL & DAY NURSERY

RISK ASSESSMENT POLICY

Member(s) of Staff Responsible	Denise Proud
Date of Current Policy	Spring 2019
Date to be Reviewed	Spring 2020

‘Greenbank aims to provide a caring environment where traditional values of courtesy, respect for others and pride in work enables all children to develop their talents, gain self-esteem and reach their full potential.’

This is a whole school policy which includes the Early Years Foundation Stage, which is the Nursery, Preschool and Reception classes.

RATIONALE

Greenbank Preparatory School is committed to safeguarding and promoting the welfare of children and expects all its staff, including those employed by contractors, and volunteers to share this commitment. The School will ensure that major risks are identified and managed with a view to promoting children's welfare and that contractors and volunteers identify any risks associated with their work. This policy should be read in conjunction with the School's Safeguarding Policy.

RESPONSIBILITIES

The Headteacher and Trustees will be responsible for the overall risk management policy of the school which will be formally reviewed on an annual basis.

The Head teacher and Trustees may delegate to appropriate staff the responsibility for implementing and monitoring this policy. This includes, but is not limited to, the HR and Operations Manager and members of the Senior Leadership Team.

IMPLEMENTATION

The school will ensure that:

- Suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk.
- Identified control measures are implemented to control risk so far as reasonably practicable.
- Those affected by school activities have received suitable information and training where appropriate
- That general risk assessments are recorded by competent relevantly trained staff
- Where specialist skills are required e.g. Asbestos, fire, water and water quality then appropriately qualified contractors will be engaged to carry out the assessments.
- Risk Assessments for off site visits will be signed by the EVC
- Training will be provided for relevant staff

SCOPE OF RISK ASSESSMENTS (Non Exhaustive)

Educational

- Pupil Supervision
- Pupil Safeguarding including Prevent, bullying
- Pupil Welfare including medical needs
- Science Experiments
- Design & technology
- Food technology
- Sport including off site activities
- PE activity
- Recreation
- Art
- Music
- Drama & dance
- General classroom and lessons
- School trips

Support

- Catering and cleaning
- Caretaking and security
- Maintenance
- Grounds / traffic management
- Office
- Site visitors
- Fire & emergencies
- Management of hazardous substance
- Financial
- Recruitment including DBS checks
- Reputational
- Any other that may be required

Completion and Review procedures

The Risk Assessment Policy will be reviewed on an annual basis by the Health and Safety Committee.

Individual Risk Assessments will be reviewed by the HR and Operations Manager in conjunction with a relevant member of staff as follows:

- Where there are changes to the activity
- After a near miss, accident or event. The staff member will print the current Risk Assessment from Teachers Policies and indicate the nature of the incident and remedial action. The Risk assessment will be updated if appropriate, the hand written notification filed and the old Risk Assessment archived
- When there are changes to the type of people involved in the activity
- When there are changes in good practice

- When there are legislative changes
- Annually if for no other reason. The HR and Operations Manager will review the Risk Assessments to monitor their effectiveness