

# Risk Assessment Policy

## Scope

This guidance is applicable to all those with responsibility for undertaking risk assessments for activities which



School staff and volunteers

School staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required
- Familiarising themselves with risk assessments
- Implementing control measures identified in risk assessments
- Alerting the headteacher to any risks they find which need assessing
- Taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the health and safety policy and arrangements (including risk assessments) and members of the SMT in order to enable the Governors to comply with their health and safety duties.

Heads of Departments or Managers should be responsible for identifying risks 511.8 ( )2.1 (7 a)2 (nd)12 ( a)21 ( r)4.6 (e)9 (a)2..1 (t)2.6 (

- Music activities

#### In School Events

Health and Safety requirements are considered as a matter of course as part of the Events planning process.

#### Management of external visitors on school premises

As a matter of course all visitors to site are not allowed to roam the site unaccompanied. Assessing the risks posed by Visitors who will have contact with children is crucial and is covered in more detail by the Visitors Policy

#### Safeguarding Staff

Where appropriate and required, all pre-employment checks are carried out before staff commence employment with the school. However, on the rare occasion that a staff member is needed to start work but their DBS check has not yet been returned, the school may allow the staff member to start work, as long as other pre-employment checks are completed.

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

Step 6: retaining risk assessments risk assessments are retained for 3 years after the length of time they apply. Risk assessments are securely disposed of.

#### **6. Monitoring arrangements**

Risk assessments are written as needed and reviewed by the relevant member of staff.

This policy will be reviewed by the Bursar/Director of Operations ~~2~~ and approved by the Governing Body.