



HOE BRIDGE SCHOOL

Risk Management

Policy Statement

In order to provide a safe environment for all members of the school community, and in line with the Management of Health and Safety at Work Regulations, Hoe Bridge School ensures the welfare of pupils is safeguarded and promoted by the drawing up and effective implementation the Risk Management Policy. In all cases appropriate action is taken to reduce risks that are identified. All reasonably foreseeable risks are assessed as are other risks identified by specific health and safety regulations, in particular the risk of fire.

The school is also committed to having detailed written procedures to deal with foreseeable situations that could present serious and imminent danger such as fire, security breach, gas leaks, and severe inclement weather. All risk assessments are carried out with the intention of ensuring the reasonable safety of those involved and, where appropriate, emergency procedures are regularly practised.

Hoe Bridge School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This policy applies to all members of our school community, including those in our EYFS setting. This document is available in line with our Provision of Information Policy to all interested parties on our website and on request from the school office. It should be read in conjunction with the following documents:-

- Health & Safety Policy
- Fire Policy
- Educational Visits Policy

Hoe Bridge is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document. Hoe Bridge seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This document is reviewed annually by the Facilities Manager or as events or legislation change requires. The next scheduled date for review is November 2018.

Procedures

Heads of departments are responsible for risk assessment and for the production of written risk assessments. Appropriate training in risk assessment is provided to relevant staff and Annual Risk Assessment Returns for departmental areas or regular activities are filed on the school network shared area.

At Hoe Bridge School the documents for Risk Assessment are:

- Department Risk Assessment
- Activity/Club Risk Assessment
- Room / Location Risk Assessment

- Support Function Activity Risk Assessment
- Trips / Visits Risk Assessment Form
- Visiting Speaker Risk Assessment Form
- School Events Risk Assessment Form (for on-site events)

The forms are available in the Risk Assessment folder on the shared area.

Risk Assessments are routinely carried out for the following:

- fire
- site security
- site hazards
- lone working
- employees working at height
- asbestos
- legionella
- storage of/use of/exposure to hazardous substances
- facilities management / caretaking activities
- catering
- educational departmental areas/regular activities

Where appropriate, risk assessments are carried out for the following:

- one off events in school
- trips or visits off site
- visitors coming into school without specific DBS clearance (Child Protection)
- new or expectant mothers
- those with known infections or significant health or temperament problems
- employees under the age of 18

Risk assessment is also taken into consideration when hiring or purchasing equipment.

Further details of the nature of such risk assessments can be found in the UCST Health and Safety Policy and any queries about risk assessment at the school should, in the first instance, be addressed to the Facilities Manager.

At Hoe Bridge School, written risk assessments for routine activities and school events are held on the shared area in the Risk Assessment folder. These are monitored by the Facilities Manager to identify whether review or change in practice is required.

Risk assessments for Educational Visits are held in the Trips & Visits folder on the shared area on school network, these are reviewed by the Educational Visits Coordinator to identify whether review or change in practice is required.