



# **Rookery School**

## **Health and Safety Policy**

**October 2017**

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## Rookery School statement of intent

**Rookery School** is committed to ensuring health and safety good practice across all areas of school life. We take our responsibility for the health and safety of staff, pupils, volunteers and any other visitors to the school very seriously and use this policy, in line with our **risk assessment documents** and in accordance with the 1974 Health and Safety at Work Act, to maintain the highest possible level of health and safety around the school.

Health and safety in school is a priority as well as a legal requirement, and all members of the school community have a part to play in making sure that the school environment is safe, which we encourage by promoting a positive health and safety culture within the school. The school commits adequate and appropriate resources to making sure that the best equipment, risk assessments, advice, and training are applied both on school grounds and during off-site activities and visits.

All school staff will ensure that they are up to date and familiar with the school health and safety policy, as well as health and safety regulations that apply specifically to their own classroom activities. All activities, both on- and off-site, should be planned by staff with consideration for the safety of themselves, their colleagues, students and members of the public.

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### Signed by

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**Chair of governors**

**Date: .....**

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**Partner Headteachers**

**Date: .....**

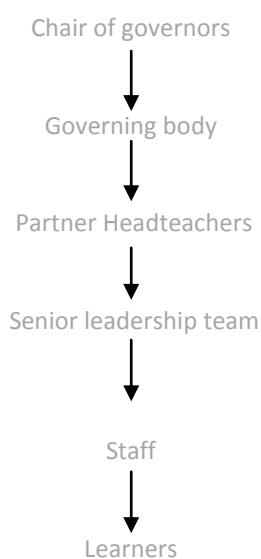
### This policy will be reviewed by the governing body and the Partner headteachers:

- at regular intervals
- after accidents, incidents and near misses
- after any significant changes to workplace, working practices or staffing
- after any form of notice has been served.

## 1. Roles and responsibility

The importance of good health and safety practice is promoted throughout the school, but members of school staff, the senior leadership team and the governing body carry the key responsibilities for assessing, recording and implementing the correct health and safety procedures.

### *Rookery School's* health and safety organisational structure



### Chair of Governors

The chairman of the governing body recognises that it is their ultimate responsibility to provide the safest school environment as is reasonably practicable. They will do this by ensuring that:

- the school fulfils its legal health and safety obligations
- the school health and safety policy is being implemented and is effective
- risk assessments are carried out regularly either by the relevant authorities and/or school staff depending on the nature of the activity taking place
- the importance of good health and safety practice is promoted throughout school to all staff, pupils, parents, volunteers, contractors and any other visitors
- school premises and equipment are regularly assessed and reviewed in line with the current health and safety regulations
- Geoff Rees is nominated Health and Safety Governor and acts as the representative for health and safety management.

**The chair is supported by the governors, who will ensure that:**

- there is the appropriate budget allocation to the school's health and safety provision
- the importance of good health and safety is communicated to school staff and carefully monitored
- all staff are made aware of the health and safety arrangements at the school, and of any changes to those arrangements.

## Partner Headteachers

The Partner headteachers delegate the day to day management of Health and safety to the School Business Manager who will act as competent person by

- ensuring that adequate and appropriate risk assessments are carried out and reviewed prior to any activity either on-site or off-site
- liaising with the *health and safety representative of the governing body* to inform that person of any health and safety issues or risks that arise
- ensuring that the information on health and safety good practice that is available to school staff and visitors is up to date, easily accessible and promoted throughout the school. This includes the school health and safety policy and risk assessment templates
- ensuring that all support and cover staff are fully trained and equipped to deal with health and safety issues and emergencies
- ensuring that the governing body is aware of and up to date with any health and safety legislation or reasons for change in health and safety provision
- ensuring that adequate funding is allocated to individual departments for their health and safety requirements
- ensuring that all staff, students and volunteers are aware of their health and safety obligations to one another
- ensuring that regular practice fire drills are undertaken.

## Members of the senior leadership team

Senior managers take the responsibility of:

- ensuring that all new employees are given the appropriate health and safety induction training, relating to both whole-school health and safety and any specific provision relating to their role in the school
- ensuring that part of the organisation of any school activity, either on or off-site, is a risk assessment for that activity and consideration of health and safety in terms of the wider school policy
- keeping up to date with any changes to arrangements surrounding activities and the implications of these on health and safety
- ensuring that all the relevant checks are done on the equipment and competency of contractors that come in to the school
- ensuring that all staff and students are aware of their health and safety responsibilities, including what to do in case of a fire, emergency, or medical emergency, and that all those taking part in any given activity are given proper training and health and safety briefing
- managing their particular budgets to ensure that there are enough resources to cover health and safety maintenance, checks and provision for activities under their department.

## Phase Leaders

Phase Leaders in the school take the responsibility of:

- assessing and implementing required health and safety provision as is implicated by risk assessments carried out for each activity undertaken by staff within their department
- ensuring that all students, staff and volunteers understand their health and safety responsibilities and are familiar with the school health and safety policy and procedures
- ensuring that all relevant training and preparation is carried out for all on- and off-site activities
- ensuring that correct procedures are undertaken in relation to accident reporting, first aid, fire safety and any other incidents that may occur during the course of a school activity

## Staff

Employees of the school, whether they are fixed term, contract, or permanent take the responsibility of:

- ensuring that they are familiar and up to date with the school's health and safety policy and standard procedures
- keeping their managers informed of any developments or changes that may impact on the health and safety of those undertaking any activity, or any incidents that have already occurred
- ensuring that all the correct provisions are assessed and in place before the start of any activity
- making sure that the students taking part in the activity are sure of their own health and safety responsibilities
- Cooperating fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance
- ensuring that any equipment used is properly cared for and in the proper working order. Any defects should be immediately reported to a senior manager and that piece of equipment should not be used.

Volunteers at the school have the same responsibilities for health and safety as any other staff and will be expected to be familiar with the school's health and safety policy and procedures.

## 2. General arrangements to establish, monitor, and review measures needed to meet satisfactory health and safety standards

The school implements specific arrangements for health and safety provision in relation to different activities around the school and their health and safety needs. However, there are some general procedures in place that form the basis of good practice within the school and apply across all areas. These are listed below.

### 2.1 Safe behaviour and school code of conduct

The school is concerned with ensuring the good health and safety of members of the school community both on an individual basis and as a whole school body. Appropriate and considerate school behaviour and conduct is an important part of health and safety and there are various school regulations in place to monitor behaviour, as well as provisions for behaviour support. Most of these are outlined in the school Code of Conduct.

*The Rookery School code of conduct is available on the school website.*

Substance misuse can be a great risk to personal and whole school health and safety, and the school takes its policy against drugs and alcohol very seriously.

### 2.2 Maintenance of safety records

Having accurate and up-to-date safety records is a key part of an effective health and safety provision. This section outlines the school's safety records and notes who is responsible for maintaining them.

## Health and safety file

The school's health and safety file is maintained by the Site Manager. A hard copy of all health and safety records should be printed out for the file, and backed up with an electronic copy. The file serves as the central health and safety record for Rookery School. Details of the following are kept in the file (where applicable):

- A current list of names of individuals with key health and safety roles – e.g., Area Health & Safety Coordinator, risk assessors, DSE assessors, first aiders (include date certificates expire), fire evacuation officers;
- A copy of the school statement of intent and projected date for review;
- A register of risk assessments completed for the school .
- Copies of risk assessments including (where applicable):
  - General risk assessments;
  - COSHH assessments;
  - Display screen equipment workstation assessments;
  - Fire risk assessments;
  - Manual handling operations;
  - Machinery / equipment;
  - Lifting equipment and lifting operations;
  - Lone working;
  - Risk of violence and aggression;
  - Student supervision forms (if used);
  - Work in confined spaces, work at height, etc;
- Completed accident records sheets [removed from the Accident Book]
- Copies of any completed accident report form , plus the report of any investigation made into the accident / incident and details of any remedial action taken following an accident or incident;
- Details of emergency procedures – e.g., fire evacuation, procedures to deal with a chemical / biological or radiological spillage, location of first aid kits and first aiders, etc.
- Date and findings of health and safety inspections; together with details of any actions / timescales to be taken following such an inspections;
- Inspection and statutory examination reports relating to equipment – such as respiratory protective equipment, fume cupboards, dust extraction, lifting equipment, and gas fired equipment etc.
- Other equipment maintenance and service records
- Fire drill records – dates and performance [clearance time; details of any problems, etc.];
- Health and safety training records – names, dates and course titles for health and safety training attended by staff plus projected date for refresher training;
- Copies of completed health and safety induction checklists (for new staff);
- Copies of Governor health and safety audit checklists and action plans;
- Minutes of meetings of the Health and Safety Committee [if applicable] and copy of terms of reference, membership etc;

The school keeps records of health and safety incidents for 5 years. The school examines past health and safety records and risk assessments to allow any necessary changes and improvements to be identified.

### 2.3 Safety review, monitoring, and evaluation procedure

The school's health and safety monitoring will be undertaken by the School Business Manager in conjunction with the nominated Governor. This policy and the health and safety file will be reviewed by the Health and Safety Committee due to triggers including, but not limited to:

- changes in key personnel
- changes to the structure of the school's organisation
- the introduction of new processes
- any change in premises or the specific use of part of the premises
- changes in legislation
- following the findings from an accident investigation (internal and/or external) or following a civil claim

- following consultation with employees
- following any enforcement action, i.e., by the HSE or local authority

Provision will be evaluated and changes for improvement made when and where there is a need for it.

It is important that the school monitors safe systems of work on a day to day basis in areas such as:

- kitchens
- cleaning cupboards and staffrooms
- The Art Hub
- The Sports and Arts Centre

## 2.4 Accidents

### Procedure and reporting

In the event of an accident taking place either at school, or off-site on a school organised activity, the member of staff in charge should report the accident as soon as practicable to the School Business Manager. On school premises, this may mean reporting to the school office. A first aider should make an assessment of the injury as soon as possible.

#### First Aid

The school has appointed the following as designated First Aid operatives.

Mrs S Heath-Gardiner

Mrs W Bajwa-Ahmedi

Mrs R Kaur

Mrs N Sandhu

Mrs B Gaddu

Mrs S Sehra

Mrs R Kaur Dhese

Mrs D Chahal

In addition Mrs A Panesar and Miss D Groves and all Teaching Assistants are trained in emergency first aid. First aid kits are available in the First aid room in the Crescent Building and outside the Globe staff room.

If an ambulance is required, it will be ordered by the receptionist unless emergency medical assistance is required, in which case any member of staff should call an ambulance from the nearest phone.

Parents (or emergency contacts where the parent is not available) will be contacted as soon as possible in the event of serious injury or ill health of a student. **Medical treatment or the contacting of emergency services will not be delayed if the school cannot contact a parent or guardian.** If a student needs to be taken to hospital, and a parent or guardian is not immediately available, a member of school staff will accompany the student to hospital and wait for the parent to arrive.

Pupils will only be sent home if there is a parent or guardian available to be with them there. If they have suffered injury or are unwell, they will be kept in the reception until they can be collected.

Pupils will have individual medical plans if it is the case that there is allergy medication or other prescriptive medication that needs to be on-site for students to use regularly or in a case of emergency. Individual medical plans will be reviewed systematically to ensure that they suit the pupil's needs and remain effective. A record of any medication of this sort will be kept in the school reception. Any medicine administered in school will be recorded. All medicines are stored in a locked cabinet in the reception.

#### Recording an accident

The school has accident forms which are stored in the **Finance Office**. This is used to record **all** accidents, both major and minor. Each page is used for a separate report and removed once it has been filled out with the details of the accident and stored securely *in the school's health and safety file* according to the Data Protection Act 1998. All members of staff supervising at the time of the incident should make a separate report. What happened, actions taken, injuries, and first aid administered should be recorded.



Serious incidents will also be recorded, and reviewed by senior leaders. The governing body will review cases of serious incidents and determine what, if any, steps could be taken in order to ensure that the same accident does not happen in the future. The types of minor accidents reported (no personal details discussed) will be reviewed at senior leadership team meetings to determine whether there are any accident trends that could be avoided.

### Investigation

An investigation may be launched by **external authorities** in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed. This may happen in cases including but not limited to:

- 'major injuries' in respect of employees or students
- 'dangerous occurrences'
- 'occupational diseases'
- 'injuries resulting in hospital visits for treatment in respect of students and employees who are injured out of or in connection with work activities'.

The Partner Headteachers and the Governing Body may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

## 2.5 Lone workers

### Staff

Any staff, pupils, contractors or visitors who are identified as lone workers will be given all the necessary training, information and instruction to enable them to recognize the hazards and appreciate the risks involved with working alone. Risk assessments will also be carried out.

#### ***Risk of violence:***

- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one informed member of staff on site for the duration of the meeting.
- Late meetings must finish promptly and not leave one member of staff alone on-site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.

#### ***Communication:***

Staff are advised to:

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Sign in and off the site.
- Carry either a mobile phone or school telephone at all times when lone working.
- Let someone know you are coming into work, how long you expect to be and when you are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.

#### ***First aid:***

- For those working on our premises, first aid kits can be found in the first aid room in the Crescent Building and near to the Staff Room in the Globe Building

- In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone/ school phone to contact the Partner Headteachers, the staff member's nominated person, or the emergency services.

### **Guidance for key holders attending alarm calls after hours:**

- Cougar Security Services have been contracted to attending alarm calls after hours.

## **2.6 Building and site maintenance**

The *Head teacher* is responsible for ensuring that the school premises are properly maintained, comply with health and safety laws, and are easily accessible and safe for the whole school community.

The school has appointed the School Business Manager to be responsible for reporting any health and safety concerns relating to the school premises. He will co-ordinate any safety precautions that are necessary during ongoing site maintenance or building work.

## **2.7 Environmental statement**

**Rookery School** recognises that it has a responsibility to educate students about caring for the environment and the world we live in. The best way to do this is to instil good practice in our students through example. We aim to do this by:

- reducing our use of natural resources;
- supporting the sustainable production of the resources we must use by purchasing renewable, reusable, recyclable, and recycled materials;
- minimising our use of toxic substances and ensuring that unavoidable use is in full compliance with local environmental regulations;
- promoting recycling around the school with the use of recycling bins, supported through the curriculum and in classrooms
- taking active steps to reduce the amount of waste we generate and promote strategies to reuse and recycle those wastes that cannot be avoided; and
- restoring the environment where possible.

## **2.8 Fire safety and evacuation procedures**

The school carries out whole school fire drills termly. There are emergency exits located and signposted around the school, and emergency procedures posters detailing what to do in the event of a fire are posted around the school site, and available on the school website.

Fire risk assessments are carried out, recorded, and regularly reviewed for each building. Fire alarm safety checks are carried out regularly and recorded.

The emergency procedures should be followed in the event of an evacuation of the school for any reason. In the event of a power cut, emergency exit lights will indicate where the emergency exits are. Emergency lights are tested along with the other fire maintenance checks.

## **2.9 Emergency procedures**

In the case of an emergency situation, the school will work closely with emergency services to do everything practicably possible to reduce the health and safety risk to those in the school. We have provisions in place to aid us in preventing certain emergencies but in some cases, such as extreme weather, major power failure, or flooding, they cannot be avoided. In these circumstances the school will put in place its Business Continuity plan.

## Emergency communications

Rookery School will notify all parents and carers of any emergencies through the text messaging system

**It is important that parents inform the school immediately of any changes in phone number or address as it is vital that these are accurate in the school records in case of an emergency.**

All emergency communications will also appear on the school website.

The school will take proactive measures to prevent emergencies, and the school's health and safety provision outlined in this policy is designed with this in mind.

## 2.10 Health and safety training

Effective health and safety training is key to good health and safety practice. The school takes health and safety training seriously and expects all employees and students to do the same. Training is part of induction for all employees, whether they are on fixed term or permanent contracts. Visitors and volunteers are also responsible for contributing to safe practice around school.

Specific training in relation to use of equipment or substances may be given to staff and students relating to the specific job they do. Employees and students who are not specifically trained for specialist equipment are not permitted to use it.

## 2.11 Workplace safety

The school will ensure that the school environment and workplace is safe for students, staff and visitors. This means keeping classrooms and corridors tidy, organised, and free of safety hazards such as loose wires. Appropriate clothing and good conduct will also be expected in school and both contribute to good health and safety practice.

Any hazards around the school site that are noticed by any member of the school community should be reported to the site team.

## Display Screen Equipment (DSE)

The school recognises the importance of taking into consideration the health and safety surrounding the use of DSE and operate in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. Some of the potential health problems associated with incorrect use of DSE are:

- Upper Limb Disorders (ULD) (e.g., upper limb aches and pains caused by poor posture)
- backache
- fatigue and stress
- temporary eye strain.

The school adapts the following precautions to ensure a safe system of work for any staff, students, volunteers and visitors to the school:

- Work areas are risk assessed and arranged to enable safe practices to be carried out.
- Furniture and equipment are regularly tested and checked to ensure that they are functioning correctly. An example of this would be checking that the chair provides adequate support for the back.
- Staff and students are trained in the safe use of Display Screen Equipment and the risks of working for a prolonged period of time.
- Furniture and equipment is adjusted to each individual so as to ensure maximum comfort when working.
- Regular breaks are taken when working with DSE.
- The school encourages that staff, pupils, and volunteers or visitors report to their line manager or superior any symptoms of discomfort or ill health that they believe may be related to the use of DSE.

## Manual Handling

The school operates in accordance with the *Manual Handling Operations Regulations (1992)*. 'Manual handling' describes activities which involve lifting, carrying, moving, holding, pushing, lowering, pulling or restraining an object or person. The school will provide information, instruction, and training on safe manual handling for day to day tasks, and will, as is reasonably practicable, avoid the need for employees to undertake any manual handling operations at work which involve a risk of injury.

Risk assessments are carried out by the School Business Manager and measures required to eliminate risk, or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and used to implement a safe system of work. While the school takes steps to reduce risk in the workplace, it is also the responsibility of staff and pupils to act in accordance with health and safety legislation and school policy. The school expects employees:

- to safeguard their own health and safety whilst at work, and also that of any person who may be affected by their actions
- to follow safe systems of work as determined by the result of the risk assessments
- to use mechanical aids which have been provided for their use and which they have been trained to use. Faults with any equipment should be reported to line management immediately
- to ensure that they use equipment as per manufacturer's instructions
- to attend training sessions as required and apply the knowledge/skills to daily tasks
- to report all accidents and incidents which have either caused or could have caused harm or injury
- to report any difficulties, including 'near misses' they have experienced in order that the risk assessment can be reviewed to prevent injury occurring
- to inform line management if they are unable to perform manual handling duties
- to ensure that they do not try to perform a manual handling operation which they believe is beyond their physical capability
- to comply with policy regarding suitable clothing, such as footwear and jewellery, so as not to injure pupils or themselves when undertaking a manual handling task
- to avoid the need to lift, carry, push, pull, lower or support loads wherever possible
- to mechanise tasks where they cannot be avoided by the use of trolleys, barrows, lifts or hoists
- to ensure risk assessments have been carried out, which take into account the work task, the activity involved, individual capacity, working environment and any other relevant factors.

## Machine maintenance

The school operates in accordance with the *Provision and Use of Work Equipment Regulations 1998 (PUWER)*. These regulations require that the work equipment in schools is:

- **suitable** for use, and for the purpose and conditions in which it is used;
- **maintained** in a safe condition for use so that people's health and safety is not at risk; and
- **inspected** in certain circumstances to ensure that it is, and continues to be, safe for use. Inspections are carried out by a competent person (this could be an employee if they have the necessary competence to perform the task) and a record kept until the next inspection.

The school ensures that risks created by the use of the equipment are eliminated where possible or controlled by:

- taking appropriate '**hardware**' measures, e.g., providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment; and
- takes appropriate '**software**' measures such as following safe systems of work (e.g. ensuring maintenance is only performed when equipment is shut down etc), and providing adequate information, instruction and training.

## Electrical Safety.

All electrical equipment used in Rookery School is subject to the ***Electricity at Work Regulations 1989***. The Site Team will inspect all electrical equipment and maintain a register of electrical equipment following the HSE Guidelines “Maintaining portable electrical equipment in a low risk environment”.

### 2.12 Control of substances hazardous to health (CoSHH)

There are areas in school where hazardous substances will be stored. The school has systems in place to ensure that hazardous substances are used correctly, and records are kept in order to prevent the misuse or accidental misuse of such substances. The precautions the school takes include:

- safe storage in locked cabinets, with a clear system explaining how and where chemicals are stored and who has responsibility for any keys to locked cabinets. Hazard data sheets and information on procedures for assessing substances hazardous to health are kept in both staff rooms. Hazard data sheets describe the hazards the chemical presents, and give information on handling, storage and emergency measures in case of accident
- only staff that are trained to use these substances will have access to them. These staff will be trained in proper maintenance, storage, and use of these chemicals
- clear labelling of all chemical bottles
- clear record of chemicals ordered, who they are ordered to, and that they are ordered for
- safe disposing of chemicals
- appropriate PPE for use when handling hazardous substances
- strict ‘off-limits’ policy for students. Students will only be allowed to handle hazardous substances under the supervision of a member of staff (in science lessons, for example).

### 2.13 Occupational health services and managing work-related stress

*Rookery School* takes the health and wellbeing of all its staff and pupils very seriously, and acknowledges that in a busy and hard working environment, managing work-related stress alone can be very difficult.

We urge any staff member who is experiencing stress to talk to their manager or a member of the senior management team, and the school will do everything that it can to support them.

### 2.14 Policy and procedures for off-site visits

School trips, off-site visits, residential visits, and any school-led adventure activities are carried out as part of an enriched curriculum and to support the learning and development of our pupils. Before any activity is allowed to take place the governing body will ensure that:

- the objective of the visit is clear
- the visit has been planned effectively, and risks have been assessed and are minimised as far as is reasonably practicable
- they are informed well in advance about less routine visits
- the group leader has shown how the plans for the visit comply with regulations and guidelines and with the school’s health and safety policy
- in the case of adventurous activities (e.g., water sports or climbing), the group leader and/or other supervisors are competent to lead or instruct pupils
- it assesses proposals for certain types of visit, e.g., those involving an overnight stay or overseas travel, and submits these to the LA if appropriate
- a sufficient level of insurance is in place
- group leader reports back after the visit.

In the supporting document for health and safety for off-site visits, you will find full information on:

- responsibilities for off-site visits
- parental consent
- transport
- supervision
- emergencies
- adventure activities
- off-site risk assessments

## 2.15 Selecting and managing contractors

It is vital that any company or persons invited into the school under a contractual agreement to work on school maintenance or the building site operates under the highest level of health and safety possible, and is aware of our school policy and procedures.

It is the Partner Headteachers responsibility to select contractors and the Site Manager oversees the management of contractors.

For information on safeguarding pupils against visitors or contractors to the school, please read our **school child protection and safeguarding policy which is available on the Rookery School website.**

## 2.16 Security

School security is a vital component of good health and safety, and we want pupils and staff to feel safe in school. The site is managed by an access control system. All visitors are required to sign in and out of our site. The site is monitored by a CCTV system.

## 3.Risk assessment

Effective risk assessment is the foundation of all school health and safety checks, and the school takes steps to ensure that all school staff are confident and familiar with carrying out risk assessments, and recording and reporting risks. All risk assessments are countersigned by the School Business Manager.

### 3.1 School risk assessment matrix

Risk assessments are stored in the school public drive and will be reviewed:

- at regular intervals
- after accidents, incidents and near misses
- after any significant changes to workplace, working practices or staffing
- after any form of notice has been served.

The school carries out risk assessments in accordance with the Health and Safety at Work Act 1974. It is impossible to eliminate all risk, but the school does take every action that it can in order to decrease risk as far as is reasonably practicable. Any activity that is considered too high risk to the health and safety of our pupils, staff, or the general public through risk assessment will not be carried out.

Signed by

\_\_\_\_\_

Chair of governors

Date: .....

\_\_\_\_\_

Partner Headteacher

Date: .....

This policy will be reviewed: