**RISK ASSESSMENT POLICY**

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| Date reviewed | September 2025 |
| Reviewed by | Headteacher |
| Approved by | Proprietor |
| Planned Review date | September 2026 |

**Rationale**

The Management and staff of Eden Springs Girls Secondary 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.

**Conduct of Risk Assessments**

Risk Assessments should be carried out by either:

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

**Features of Risk Assessments**

Risk Assessments should identify the following:

* risk/hazards
* the person/s who might be affected
* how the risk/hazard may cause harm
* what effective control measures could be put into place

All risk assessments will be written on a set format posted out to each staff email. These risk assessments will be displayed where appropriate and kept with planning when directly linked to teaching.

General risk assessment will be filled out on set forms available in the staff room and placed in the Risk Assessment Folder.

**Frequency of Risk Assessments**

A given date should be made for each risk assessment, and renewed assessments should be made no longer than two years following the initial assessment.

**Reporting Procedures**

All risk assessments will be kept in the Risk Assessment Folder, which can be accessed by all teaching and support staff. A summary of risk assessments will be given to the pupils by the Headteacher or teaching staff.

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| **This is the statement of general policy and arrangements for: Eden Springs Girls Secondary** | | |
| **Management at Eden Springs Girls Secondary School has overall and final responsibility for health and safety** | | |
| **The Head teacher has day-to-day responsibility for ensuring this policy is put into practice** | | |
| **Statement of general policy** | **Responsibility of: Name/Title** | **Action/Arrangements (What are you going to do?)** |
| Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace | Headteacher/ SLT | Ensure all safety equipment is checked.  Ensure all maintenance work is up to date within recommended timescales.  Ensure all staff are inducted on policies and procedures. |
| Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work | Headteacher | Ensure all staff have up to date health and safety awareness training/ Fire Safety training.  Ensure all staff are inducted on policies and procedures. |
| Engage and consult with employees on day-to-day health and safety conditions | Headteacher/ SLT | Staff aware on filling of risk assessment forms.  Weekly buzz sessions. |
| Implement emergency procedures – evacuation in case of fire or other significant incident. | Head teacher/ Fire Safety Officer | Termly fire drills |
| Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances | Head teacher/ SLT/ All Staff | Ensure staff adhere to guidance given in training and induction on storage of hazardous substances and adhere to all health and safety related policies/ procedures. |