

# Normanton House School



# RISK ASSESSMENT POLICY



We believe 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 as we wish to provide a safe, secure and healthy school environment.

We recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, school personnel and visitors to the school.

**Aims:**

- To establish and maintain a safe working environment for all the pupils and school personnel.
- To encourage everyone to take responsibility for health and safety.
- To establish safe operating systems within the school.

School personnel will:

- Comply with this policy;
- Report any unidentified hazards;
- Implement risk assessments;

Parents/Carers will:

- Be aware of and comply with this policy;
- Be asked to take part periodic surveys conducted by the school;
- Comply with all health and safety guidance appropriate to the school;
- Support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

Risk Assessments should be carried out by either:

- Administration staff
- The Head teacher
- Members of the senior management team
- Other experienced persons

Risk assessments should identify the following:

- Hazards
- The persons who might be affected
- The level of risk
- What effective control measures that can be put into place

The school will ensure risk assessments are undertaken for the following activities amongst others

- School premises health and safety survey
- School trips and out of school activities (such as sports days, presentation evenings)
- Any pupil or staff member requiring special arrangements for health
- Visits from external professionals / speakers
- Fire safety requirements
- Building works or maintenance activities

And any other situation in which it can be envisaged that risk of harm may be involved

All risk assessments will be written on a set form and recorded in the appropriate file.

Health & Safety and Fire Risk assessments must take place annually, although checks to equipment should take place more frequently. There will be ongoing health and safety inspections of the premises to deal with issues as they arise.

All risk assessments are reported to:

- The director

May Allah, *subhanahu wa ta'ala*, help us to protect our children from all dangers. *Ameen*.