



# Greater Grace School of Christian Education

## Risk Assessment Policy

### Introduction

At Greater Grace School we recognise the importance of the process of risk assessment to enable us to safeguard our pupils and promote their welfare.

This policy is to be used in conjunction with the individual risk assessments that it governs, and with our Health and Safety Policy, which gives full details of the risk assessment process.

### Risk Assessment Process - Summary

Risk assessment is a subjective but logical process which can be broken down into 5 steps:

1. Identify the hazard
2. Decide who or what might be harmed and how
3. Evaluate the risks and decide on precautions
4. Record significant findings and implement them
5. Review the assessment and update if necessary

We acknowledge that risk assessments must **not only** be updated when there is a relevant change of circumstances, **but also** reviewed and updated regularly to be effective, and therefore schedule review dates as follows:

### Annual Updates required (August):

Fire Safety – entire property  
Entrance hall & toilets  
Room 1 – Seniors  
Room 2 – Juniors  
Room 3 – Activity Room (used for small group lessons)  
Room 4 – Kitchen & Storeroom  
Room 5 – Office  
Room 6 – Chapel (used for Chapel and for special events such as Award ceremonies)  
External areas – Access, path, playground & garden

In addition to the annual review date, each risk assessment states that they should be reviewed prior to any change of use.

The risk assessments above are assessed by the Head or a senior staff member together with a trustee (usually the Designated Health and Safety Trustee, Andrew Bailey).

### Staff Responsibilities

All new members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety. Specialist training will be given to those whose work requires it.

However, all staff are responsible for taking reasonable care of their own safety, together with that of students and visitors. They are responsible for cooperating with the Headteacher, and other members of the school leadership in order to enable the Trustees to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Headteacher.

Risk assessments should be carried out by subject teachers as needed and incorporated within the scheme of work, lesson plan etc. for curriculum activities such as

- Physical Education
- Practical Science & ICCE science
- Design and Technology
- Art & Design

## Offsite Visits

Risk assessments for offsite visits have three levels:

1. Generic activity risk assessments, which are likely to apply to the activity whenever it takes place
2. Visit/site specific risk assessments, which will differ from place to place and group to group – e.g. sports venues, swimming pool, farm/zoo, use of a self-drive minibus  
Any risk assessment provided by the destination/event should be obtained (usually available to download from their website)
3. Ongoing risk assessments that take account of e.g. illness of staff or pupils, changes of weather, availability of preferred activities

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the Headteacher who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to a trustee for approval. Full details are in our Educational Visits policy.

If this is a repeat visit, the previous risk assessment may be reviewed provided that full consideration is given to safeguarding, child protection, and pupil welfare in line with our Safeguarding and Child Protection Policy.

**Particular attention should be given to significant changes to the pupil group such as age** (e.g. educational visits for those under 9)  
**particular health/medical issues** (asthma inhaler, epi-pen for allergic reactions)  
**increased vulnerability including SEND** (See latest Safeguarding and Child Protection Policy)

Please discuss any particular concerns with relevant staff and with parents.

The risk assessment will be reviewed by the Head before signing the Approval Form which will then be submitted to a trustee (See latest Educational Visits Policy)

## STATUTORY TESTS

Statutory tests must be carried out annually on the following. Further details may be found in our Health and Safety Policy which includes the Fire Safety Policy.

- Fire Extinguishers – Annual
- Gas Boiler and cooker - Annual
- Portable Appliance Testing (PAT) - Annual
- Fixed Electrical Wiring Installation – every five years

Following survey/risk assessments which have been undertaken by specialists in respect to

- Asbestos – an annual visual inspection is undertaken by Andrew Bailey, Designated Health and Safety Trustee. Prior to consent for any building work to be undertaken, due regard is given to ensure that no materials containing asbestos are involved.
- Legionella – Remedial work has been completed, and appropriate preventive control measures have been implemented which are monitored by Andrew Bailey, who has completed Legionella and Legionnaire’s Disease Awareness Training.

Policy Adopted by Trustees on: 5/10/17 A Craddock

Policy Last Reviewed on: 8/10/19

Policy Due for Review on: 30/10/21