

Risk Assessment Policy

RATIONALE

Legislation such as Health and Safety at Work (NI) 1978 and the Management of Health and Safety at Work regulations (NI) 2000 require that suitable assessments of risk occurring are carried out and that appropriate measures are put in place to reduce any such risk to an acceptable level. The process of risk assessment is therefore about minimising not eliminating risk.

AIMS

- To provide a safe environment for all staff, pupils and visitors to the school.
- To put all appropriate measures in place to minimise any risks which may occur.
- To advise staff on how to carry out risk assessments.
- To identify what risk assessment involves.

PROCEDURES

- All school users - staff, pupils, visitors - should take reasonable care of themselves and others.
- Issues of concern should be reported to appropriate personnel:
 - Buildings/plant – Facilities Manager, caretakers;
 - Pupil Behaviour – Form Teacher/Year Head/Senior Teacher/Vice Principal.
- A formal written risk assessment should be carried out:
 - Where a significant health & safety risk has been identified in relation to the building/site which may require building works to be carried out, in line with the Health & Safety policy;
 - Where a pupil's behaviour is posing significant risk to themselves, others or the fabric of the building;
 - When pupils are participating in an educational visit by teacher in charge of visit.
- Staff should familiarise themselves with the following steps involved in risk assessment:
 - Identify hazards;
 - Decide who/what may be at risk;
 - Evaluate risk and consider whether current precautions are adequate;
 - Record findings;
 - Review and revise assessment.
- Follow CCMS/EA guidelines and forms for risk assessment.
- Submit a copy of the completed Risk Assessment to the Principal for approval, at least one week before the event/trip.

This policy was last reviewed by the Leadership Team: November 2016

Due to be Reviewed: November 2018