



Risk Assessment Policy

This is the statement of general policy and arrangements for Wynstones School.

- Overall and final responsibility lies with the Trustees, who appoint one of their members to hold responsibility for Health & Safety (H&S).
- Responsibility for putting this policy into practice lies with the school's Business Manager (currently Faye Sieracki) who is also the school's H&S Officer
- Ellis Whittam are the 'competent H&S' company and oversee the H&S

General policies

1. Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.
This will be achieved by assessing hazards and risks across the school's activities, writing risk assessments (based on the HSE's 'Five Steps'), policies & procedures, reviewing these documents as necessary and ensuring that all control measures are implemented.
2. Provide clear instructions and information and adequate training, to ensure employees are competent to do their work.
This will be achieved by producing clear written and verbal guidance, with in-house training and external training providers.
3. Engage and consult with employees on day-to-day health and safety conditions.
This will be achieved by regular meetings of the H&S Group, informing staff on specific matters and a proactive H&S Officer.
4. Implement emergency procedures – evacuation in case of fire or other significant incident.
This will be achieved by providing clear procedures, regular evacuation drills and liaison with the school's insurers.
5. Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.
This will be achieved by a close working relationship between the H&S Officer and all users of equipment and the upkeep of Maintenance records.
6. Risk Assessments to be signed by two people: the person responsible for the activity and the school's H&S Officer.

Responsibilities

The H&S Officer shall ensure all the above policies are implemented, reviewed and proper records kept.

All staff have responsibility for H&S in their area of activity, e.g. their classroom, any activity they undertake in the course of their duties or an off-site trip. We are all also responsible for reporting to the H&S Officer any defect that is liable to affect the health and safety of others.

Legislation

- The Management of Health & Safety at Work Regulations 1999.
- Health & Safety at Work etc. Act 1974

Further Guidance

When considering some activities, it may be necessary to refer to relevant national subject guides, including:

Design & Technology

- CLEAPSS Risk assessments in technology <http://www.cleapss.org.uk/>
- BS 4163:2007 Health and Safety for Design and Technology in Schools and Similar Establishments

Science

- CLEAPSS <http://www.cleapss.org.uk/>
- CLEAPSS School Science Service Laboratory Handbook
- CLEAPSS Hazcards

Food Science

- CLEAPSS Food Technology <http://www.cleapss.org.uk/>

Art

- National Society for Education in Art & Design (NSEAD) <http://www.nsead.org/hsg/index.aspx>

Physical Education

- Safe Practice in Physical Education and School Sport' BAALPE/afPE <http://www.afpe.org.uk/>

Offsite visits

- Health and Safety of Pupils on Educational Visits. DfE
- Outdoor Education Advisers Panel. <http://www.oeap.info/>

Information

- Health & Safety Law poster is displayed in the Reception office.
- First Aid kits are in various locations around the site, including the Reception office.
- The Accident record book is in the Reception office.

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Authorised by: Name: Job title:	Sign:
Date:	