



# Risk Assessment Policy

## **Statement of policy intent**

LCS is committed to managing the risks to the welfare of pupils, staff and visitors through regular and systematic risk assessments. This is the statement of general policy and arrangements to monitor, establish and review risk assessments for London Christian School. Risk assessments are designed to systematically identify hazards and use control measures to manage risks *not* to make staff risk averse.

## **Responsibility for policy implementation**

The overall and final responsibility for the management of risks to the health and safety of staff, pupils and visitors is that of the school Governors. Day to day responsibility for ensuring that this policy is put into practice is delegated to the Head Teacher and school office. The identification of new hazards and the implementation of written risk assessments is the shared responsibility of all the staff and will be overseen by the Head Teacher.

## **Training for staff and pupils**

### *Responsibility delegated to the Head Teacher*

Staff and volunteers will be given this policy upon induction and the school office will run an annual training session on risk assessments and managing risks. They are encouraged to familiarise themselves with the key risk assessments found on the school Google drive (along with any relevant policies). A file containing hard copies of all risk assessments can be found in the staff room.

Staff and pupils are encouraged to be aware of ongoing risk assessment and to report newly identified and/or developing hazards to the school office as soon as possible so they can be assessed and managed accordingly and recorded in the maintenance log. Changes will be made to the relevant risk assessment if required.

## **Conducting risk assessments**

A standard template for recording risk assessments can be found on the school Google drive, along with any current written risk assessments. Each risk assessment will be carried out to:

- Identify hazards
- Decide who might be harmed and how
- Evaluate risk and decide on control measures needed
- Record control measures and implement them

Risk assessments can be written or updated by any member of staff.

All non-residential trip risk assessments will be checked and approved by the Educational Visits Coordinator.

The Registrar & Office Manager is in charge of reviewing the current non trip related risk assessments annually and to monitor/evaluate their effectiveness when this review is conducted. Risk assessments are treated as ongoing and should be updated at least annually, or when a new hazard is identified / any significant changes have occurred.

The Governors and/or Head Teacher may conduct a risk assessment for any adult/child to whom they have a duty of care and is thought to be at risk.

## **Key risk assessments**

- Premises – a comprehensive risk assessment for the health and safety of LCS premises covers hazards regarding fire prevention, building security and access, asbestos, control of hazardous substances, accessibility, water safety, display screen equipment, hygiene and slips and trips
- EYFS – a daily risk assessment of the EYFS setting is carried out by an EYFS staff member and any changes implemented as soon as is reasonably practicable based on the evaluated risk
- Pupil welfare – covers medication/first aid, supervision, safeguarding, anti-bullying, contractors on school site, recruitment of staff, access in school
- Staff welfare – covers working at height, manual handling, lone working, violence to staff
- In school activities – covers classroom equipment and movement, food preparation and cooking, science dissections, chemical handling, DT, wet play, play areas, sport lessons
- Regular off-site trips – for local swimming pools, local library and park and covers road crossings, staff supervision, first aid and members of the public

Policy approved: June 2019

Review date: May 2020