



## **WOBURN LOWER SCHOOL**

### **RISK ASSESSMENT POLICY**

#### **RATIONALE**

The welfare and safety of children who attend Woburn Lower School is our paramount concern. We will promote the health, well-being and safety of the pupils in all we do. Our children have the right to protection, regardless of age, gender, ability, race or social background. They have a right to be safe in our school. The school recognises and understands its statutory responsibilities to work together in partnership with other agencies to help children to grow up in a healthy and safe environment.

It is not only a legal requirement, but also Woburn Lower School's firm belief, that risks to health and safety should be controlled wherever possible through risk assessments. These assessments are therefore conducted in this school on a regular basis and cover all identified risks to our pupils, our staff, our buildings, our grounds, in our daily routines and at all school events.

#### **RESPONSIBILITY**

It is the responsibility of the Headteacher and Governors to ensure that up-to-date risk assessments are in place according to legal requirements.

#### **NATURE OF RISK ASSESSMENTS**

Assessments identify the significant risks from hazards such as defects and deficiencies, and prescribe remedial action, i.e. risk control measures.

Thorough risk assessment involves answers to such questions as the following:

- What hazards are we faced with?
- Who might be affected?
- How can the risks be reduced to an acceptable level?
- Can effective measures be implemented now?
- If not, what contingency plans will serve us best for the time being?

Each assessment is written up on a standard pro forma or in the case of off-site visits details are input on the LA EVOLVE system for authorisation by the Headteacher. Staff training is up-to date.

#### **REPORTING PROCEDURES FOR SURVEYS**

Health and Safety is reported on to Governors at each full Governors meeting.

## **FREQUENCY OF RISK ASSESSMENTS**

Assessments are normally annual, but more frequent checks may be required in some risk areas as new risks arise.

## **REPORTING PROCEDURES FOR NEWLY-IDENTIFIED HAZARDS**

All staff are aware of the need to report new hazards to the Headteacher and the caretaker as soon as they are identified.

This policy is to be read in conjunction with Central Bedfordshire Risk Assessment Guidelines.

Governor:

Date: January 2024

Headteacher: P Black

Date: January 2024

To be reviewed: January 2025