

Earlscliffe (Sussex Summer Schools Ltd)

RISK ASSESSMENT PROCEDURE

PROCEDURES

SLT, line managers and teachers are responsible for risk assessment and for the production of written risk assessments as appropriate to their roles within the school. Appropriate training will be provided in risk assessment to relevant staff and Annual Risk Assessment Returns for departmental areas or regular activities are included in the relevant handbooks. The documents for Risk Assessment are:

- Annual Risk Assessment Return/Checklist
- Activity/Club Risk Assessment Return
- Generic Risk Assessment Form (for trips/visits)
- Generic Risk Assessment Form (for on-site events)
- Risk Assessment Form for First Aid
- Fire Risk Assessment Form
- Legionella Risk Assessment Form

Relevant forms are available on the Shared Drive

Risk Assessments are routinely carried out for the following

- fire
- site security
- site hazards
- employees working at height
- asbestos
- storage of / use of / exposure to hazardous substances departmental areas / regular activities
- legionella

Where appropriate, risk assessments are carried out for the following:

- one off events in school
- trips or visits off site
- visitors coming into school without specific DBS clearance (Safeguarding)
- new or expectant mothers
- those with known infections or significant health or temperament problems
- employees under the age of 18

Risk assessment is also taken into consideration when hiring or purchasing equipment. Further details of the nature of such risk assessments can be found in the Health and Safety Policy and any queries about risk assessment at the school should, in the first instance, be addressed to the School Manager.

Electronic copies of risk assessments will be kept on the school network, and hard copies as appropriate held by the School Manager.

Records of all risk assessments carried out are regularly monitored and reviewed by the Senior Leadership Team to identify whether review or change in practice is needed.