Apex Primary School

RISK MANAGEMENT POLICY

Review Date: July 2026 I Next Review: As needed

PURPOSE

The school regards the health, safety and well-being of pupils and staff to be of utmost importance. It is a legal requirement that risks to health and safety should be controlled wherever possible through risk assessments. Assessments should be conducted in this school on a regular basis to include and cover all identified risks to our pupils, our staff, our buildings, our grounds, in our daily routines and at all school events.

This policy is implemented in accordance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. Significant risks identified through risk assessments will be recorded within the school's Risk Register where appropriate, reportable incidents will be managed in line with RIDDOR 2013 requirements, and the Board of Trustees will receive appropriate oversight of the school's risk management arrangements as part of its governance responsibilities.

RISK ASSESSMENT

A risk assessment is simply a careful examination of what, in your work, could cause harm to people; so that you can weigh up whether enough precautions have been taken or further prevention is necessary to avoid harm. Everyone has the right to be protected from harm caused by a failure to take reasonable control measures. Accidents and ill health can ruin lives. We are legally required to assess the risks in our workplace in order to implement a plan to control the risks.

RISK ASSESSOR

Assessments are carried out by the nominated Health & Safety Representative/s, or delegated to senior managers, Trustees or other competent persons. Assessment will not be delegated to staff who are uncomfortable about carrying out the task, or who do not have the influence to ensure that their recommendations are implemented.

ASSESSING THE RISK

When thinking about risk assessment, remember:

- a hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc;
- The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

The following 5 steps should be followed in all risk assessments:



Each assessment is written up on smartlog.

REPORTING

The law requires us to do everything 'reasonably practicable' to protect people from harm. The easiest way is to compare what you are doing with good practice.
Following a risk assessment, when writing down the results, keep it simple, for example: 'Tripping over rubbish: bins provided, staff instructed, weekly housekeeping checks', or 'Extreme heat from ICT Suite: air conditioning unit installed, used and regularly checked'. Each risk assessment must be suitable and sufficient showing that:

- a proper check was made;
- everyone who might be affected was asked;
- all the significant hazards were dealt with, taking into account the number of people who could be involved;
- the precautions are reasonable, and the remaining risk is low;
- all relevant staff or their representatives were involved in the process.

FREQUENCY

Risk assessments are formally reviewed on an annual basis to ensure they remain current and effective. In addition, daily risk assessments are carried out by staff to identify and manage any immediate hazards or changes in the environment.

Annual Survey
Risk assessments are carried out annually, areas inspected are as follows:

Inside the School Buildings	Outside the School Buildings	Off-site

REPORTING PROCEDURES FOR NEWLY-IDENTIFIED HAZARDS

All staff must report major new hazards as soon as they are identified. Always report things that seem dangerous, damaged or faulty. Faults and hazards can be reported to the admin office by staff, students and parents and in turn staff are notified immediately of any major new hazard.