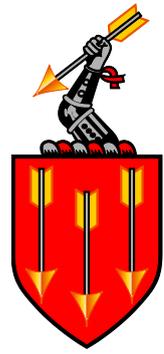




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See Distribution

03 June 2015

COVENTRY SCHOOL FOUNDATION RISK ASSESSMENT POLICY

Reference:

A. Foundation Health and Safety Manual

The Management of Health and Safety at Work Regulations and other regulations require risk assessment of work and activities. All reasonably foreseeable risks and other specific risks which are identified by specific health and safety regulations, in particular the risk of fire, must be assessed.

The requirements of the safety policy documentation, together with documented local management arrangements and regular inspection and assessment regimes, form the basis of a broad risk assessment.

Specific assessments must be suitable and sufficient. This means taking into account real risks and avoiding the trivial. The assessments must also take into account risks faced by all employees, particular employees and other persons who may be affected by work activities - for instance, the employer is required to assess risks to employees who are new or expectant mothers; and pupils and employees with known infections and significant health and temperament problems need to be identified so that specific assessments can be carried out to ensure their reasonable safety and the safety of others.

Regulations also require the employer to establish detailed written procedures to deal with foreseeable situations that could present serious and imminent danger. Fire is the main matter to be considered. Other risks could include, swimming pools and maintenance or grounds equipment.

Reputable generic assessments provide information on which to base specific assessments and this is the preferred method of producing written assessments. It must be noted however that when generic assessments are used these must be customised to make them specific to the 'department(s)' concerned. If customisation is not carried out the law says that there is no risk assessment in place. Where "further action is necessary to control risk" there must be a detailed action plan (who is responsible, by when and when completed) noted clearly on the risk assessment.

Assessment of the risks must be undertaken before employees and others (including pupils) are exposed. Risk assessments and procedures must be kept up-to-date and be effective. Arrangements for evidencing effectiveness can be listed amongst the risk controls. Physical inspections, inspections of documents and learning walks are good examples of evidence. They must be reviewed annually.



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SENIOR SCHOOL



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PREPARATORY SCHOOL

Line managers are responsible for assessment and for producing written risk assessments using the form and procedures laid down in the Foundation Health and Safety Manual. This manual, further guidance and advice are available from the respective school's Facilities Managers or the Foundation Property Manager.



M Shaw
Bursar