OVERSTONE PARK SCHOOL

Risk Assessment Policy

Risk Assessment

Date	Review Date	Coordinator
August 2025	August 2026	Mrs M Brown Mrs D York Mrs V Price Mrs K Gorton

We believe it is essential that risks to the health and safety of our pupils, staff, buildings, school grounds, visitors and school events must be controlled through regular risk assessments as we wish to provide a safe, secure and healthy school environment.

We recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, school personnel and visitors to the school.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

Aims

- To establish and maintain a safe working environment for all pupils and school personnel.
- To encourage everyone to take responsibility for health and safety.
- To establish safe operating systems within the school.
- To provide training and up dated information.
- To work with other schools to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Proprietors

The Proprietors have:

- appointed a member of staff to be responsible for Health and Safety;
- delegated powers and responsibilities to the Principal to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;

- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Principal

The Principal will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the coordinator;
- ensure risk assessments are in place;
- have in place a cycle for reviewing risk assessments;
- seek specialist and professional advice when necessary;
- monitor the effectiveness of this policy;

Role of the Coordinator

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- provide guidance and support to all staff to maintain safe working environment for all pupils and school personnel;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;

Role of School Personnel

School personnel will:

- comply with this policy;
- report any identified hazards;
- implement risk assessments;
- comply with all risk assessments;
- assist in the writing of risk assessments if required;

- bring to the attention of volunteer helpers and other visitors risk assessments that they should be aware of;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

Conduct of Risk Assessments

Risk Assessments should be carried out by either:

- the Principal
- members of the senior management team
- heads of department
- other experienced persons

Features of Risk Assessments

Risk Assessments should identify the following:

- hazards
- the persons who might be affected
- the level of risk
- what effective control measures that can be put into place

All risk assessments will be written on a set form.

Frequency of Risk Assessments

Risk Assessments must take place annually although checks to equipment should take place more frequently.

Reporting Procedures

All risk assessments are reported to:

- the Health and Safety Committee
- teaching and support staff
- pupils
- visitors

Newly-Identified Hazards

Once a new hazard has been identified then the following procedure takes place:

- A thorough risk assessment is undertaken
- All school personnel are notified of this

Publication of Risk Assessments

Risk Assessments will be displayed in the following ways:

- Staff handbook
- School office e-mails to staff
- Staffroom folder
- Notice boards
- Appropriate areas of the school building

Role of the School Council

The School Council will be involved in:

- determining this policy with the Principal;
- discussing improvements to this policy during the school year;
- organise surveys to gauge the thoughts of all pupils;
- reviewing the effectiveness of this policy with the Principal.

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school;
- comply with all health and safety guidance appropriate to the school
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

Raising Awareness of this Policy

- School Handbook/Prospectus;
- School website;
- Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- School events;
- Meetings with school personnel;
- Written communications with home such as weekly newsletters and of end of half term newsletters;

- Annual report to parents;
- Headteacher reports to the Governing Body;
- Information displays in the main school entrance;
- Text messages
- Email
- Social media:
  - Facebook
  - Twitter
  - Virtual pin boards
  - School blog

Training

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator and the Principal.

Principal:	**Mrs M F Brown**	**Date:**	**August 2026**