

Policy



Risk Assessment Policy

*Nurturing today's young people,
Inspiring tomorrow's exemplary*



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SECTION 1 – POLICY STATEMENT

AJI is committed to achieving and maintaining the highest standards of health and safety for all pupils, parents, staff and visitors to the school. We will accomplish this by:

- The identification of all significant workplace hazards.
- The identification of anyone who may be exposed to the hazards and how they may be harmed.
- The evaluation of the risks to which pupils, staff and others are exposed.
- The selection and monitoring of realistic and practical preventative and control measures to ensure safety in the workplace.
- The recording and regular review of assessments.

SECTION 2 – RESPONSIBILITY AND REVIEW

Risk assessments must be carried out by competent people; e.g. those with the necessary training, experience, knowledge, skill etc.

Risk assessments must be recorded and reviewed on an annual basis or where the need arises.

SECTION 3 – RISK ASSESSMENTS WILL COVER THE FOLLOWING POINTS FOR EACH AREA

- 1 Hazard
- 2 Risk Presented by hazard
- 3 Person at risk.
- 4 Existing controls.
- 5 Additional controls required
- 6 Responsibility

SECTION 4 – TASK FOR RISK ASSESSOR

- Draw up prioritised action plans and implement findings of risk assessments.
- Ensure senior managers are aware of, and are provided with, sufficient resources for the implementation of any action plans.
- Consult with, and involve, staff and safety representatives during the risk assessment process.
- Ensure the findings of risk assessment are communicated to employees and others as appropriate.
- Ensure employees work in accordance with findings of risk assessments and that they are appropriately informed, instructed, trained and supervised.

- Ensure risk assessments are recorded and are kept available for inspection for their areas of responsibility
- Ensure risk assessments are reviewed regularly, e.g. after a case of ill health, an accident or near miss, where processes or personnel change, where legislation changes, where the risk assessment is considered no longer valid and where the review date has been reached.