



**Risk Assessment Policy**

This policy was updated in May 2019.

The policy will be reviewed and updated every three years.

Trustee with responsibility – Jane Randle: Personal Development, Behaviour and Attitudes Team

# The Treehouse School

Nature, nurture and nourishment

## Rationale

It is not only a legal requirement, but also part of the Treehouse ethos, that risks to health and safety should be minimised wherever possible through risk assessments. These are therefore conducted in this school on a regular basis and cover all identified risks to our pupils, our staff and volunteers, our buildings, our grounds, in our daily routines and at all school events.

## Conduct of Risk Assessment

Assessments are conducted by the Headteacher, Deputy Head or School Manager. Checks are carried out by the Trustee with responsibility.

## Nature of Risk Assessments

Assessments identify significant risks, such as defects and deficiencies, and prescribe remedial action, i.e. risk control measures.

Thorough risk assessment involves answers to such questions as:

- What hazards are we faced with?
- Who might be affected?
- How can the risks be reduced to an acceptable level?
- Can effective measures be implemented now?
- If not, what contingency plans will serve us best for the time being?

Each assessment is written up on a standard proforma, for the convenience of all concerned.

## Frequency of Risk Assessments

Assessments for regular activities and premises are annual; but more frequent assessments will be carried out for particular risk areas, e.g. visits and journeys. Any other additional risk assessments are undertaken as necessary.

## Rolling Annual Survey

Annual risk assessments are carried out on a rolling basis, as follows:

Terms 1 and 2	Terms 3 and 4	Terms 5 and 6
Inside the school buildings	Outside the school buildings	Health, Safety Wellbeing Audit and Personnel related Assessment

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Risk assessments will only be valid as long as things stay the same. A review will need to be completed if:

- a change to the work environment occurs
- an accident occurs
- new equipment or substances are introduced
- there is a change to relevant legislation
- a work procedure or process changes.

## **Benefits of Risk Assessment**

As part of an overall health and safety strategy there are significant benefits from having an integrated approach to risk prevention:

- It can lead to a reduction of risk.
- It can help identify priorities.
- It can help ensure resources are being directed at greatest areas of risk.
- It can improve health and safety management systems within the organisation.

## **Reporting Procedures for Surveys**

The results of our periodic risk assessment surveys are reported annually to the Board of Trustees.

## **Reporting Procedures for Newly-Identified Hazards**

All staff and children are aware of the need to report major new hazards as soon as they are identified. All staff in turn are notified immediately any major new hazard is reported.

## **Display of Risk Assessments**

Individual members of staff have copies of risk assessments that are applicable to them and the files of completed Risk assessments are kept in the school office.

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