

# Rudolf Steiner School Kings Langley

## Health and Safety Manual



### 8. RISK ASSESSMENT

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#### GENERAL POLICY

At the School, we recognise that the assessment of risk is critical in the management of good health and safety in the school therefore we shall, in so far as is reasonably practicable, ensure that we undertake suitable and sufficient assessment of the risks to the health and safety of all employees, students and others whilst they are at work so that we can identify the measures needed to comply with the requirements of current legislation.

We will ensure that all such assessments are reviewed periodically to ensure that, where any significant changes have been made to the safe system of work, the persons undertaking the work, the equipment or substances used in the work process etc. that these changes are in line with statutory requirements.

We will ensure that sufficient competent persons are appointed to carry out any necessary assessments and that all teachers and employees, and in particular duty holders, are provided with sufficient information, instruction, and training as is necessary to enable them to comply with local risk assessment procedures.

#### RISK ASSESSMENT POLICY

The School, in so far as is reasonably practicable, shall ensure:

- That suitable and sufficient assessment is made of the risks to the health and safety of:
  - Employees whilst they are at work.
  - Persons not in their employment but arising out of or in connection with their work.To allow the School to identify the measures needed to comply with the requirements of current statutory legislation.
- That all such assessments are reviewed periodically to ensure that where any significant changes have been made to the safe system of work are in line with statutory requirements.
- That sufficient competent persons are appointed to carry out any necessary assessments;
- That all employees, and in particular duty holders, are provided with sufficient information, instruction, and training as is necessary to enable them to comply with local risk assessment procedures.

#### RISK ASSESSMENT POLICY FOR MONITORING AND REVIEWING

- All completed risk assessments are valid for one year from the date that they were written / reviewed unless otherwise stated;
- Local Managers / Teachers are required to undertake annual reviews of all their Risks Assessment which should be recorded on the assessment;
- Apart from annually the other occasions when risk assessments MUST be reviewed are:
  - Immediately upon changes in legislation that directly affects any of the associated risks.
  - Immediately on changes to working practices or the environmental conditions that could affect staff safety.
  - Immediately after an accident, near miss or serious incident; or
  - If for any reason it is believed that the assessment is no longer valid.