



Risk assessment policy and procedures.

Dane adresowe szkoły:

a) nazwa placówki:

Szkoła Języka Polskiego im św. Siostry Faustyny w Slough

b) adres strony internetowej:

www.faustynapolishschoolslough.com,

c) adres strony na Facebooku:

Szkoła Języka Polskiego im św. Siostry Faustyny w Slough

d) adres na Instagramie:

Faustyna Polish School Slough

e) adres email:

szkolajezykapolskiegoslough@gmail.com

f) nazwa miejsca, w którym będą odbywały się zajęcia szkoły polskiej uzupełniającej:

48 Pitts Road, Slough SL1 3XH

www.faustynapolishschoolslough.com; szkolajezykapolskiegoslough@gmail.com

BACKGROUND AND PURPOSE

This policy forms part of and should be read in conjunction with the Health and Safety Policy.

It is designed to confirm how Faustyna Polish School Slough addresses the requirement to undertake Risk Assessments so as prevent or control the hazards and risks presented to its staff, students and where appropriate members of the public potentially affected by the School's activities.

The policy requires all Teachers and members of Governing Body, on behalf of the Faustyna Polish School Slough to:

- i. ensure all existing and any new activities are subject to a valid risk assessment with suitable and sufficient preventive and protective measures planned and implemented;
- ii. avoid any activity, which involves a risk to health and/or safety which has not been subject to an existing risk assessment;
- iii. implement the appropriate preventive and protective risk control measures, including the provision of training and information necessary to reduce the risk to health and/or safety to the lowest reasonably practicable level;
- iv. review the assessments as necessary to ensure they remain valid.

DEFINITIONS

Risk Assessment

A formal systematic analysis of tasks or activities which identify the hazards and level of risk presented so that decisions can be made about what is reasonably practicable to reduce or prevent harm.

Hazard

Something arising out of a work situation, which has the potential to cause harm to an individuals' health and/or safety.

Risk

The term used to describe the likelihood that a hazard is realised taking into account the severity of the outcome e.g. low / medium / high.

Low risk - unlikely that the harm would arise under the controlled conditions listed, injury relatively slight.

Medium risk - more likely that harm might occur and the outcome could be more serious.

High risk - if injury is likely to arise that injury might be serious.

POLICY STATEMENT

Faustyna Polish School Slough recognises and readily accepts the benefits that accrue from the use of the principles and practices relating to risk assessment as a means of determining suitable and sufficient arrangements for the management of health and safety. All existing activities undertaken by the School are subject to a retrospective risk assessment in accordance with the methodology of approach detailed in the Risk Assessment Procedure document. Records of the resulting assessments are held to assist in the implementation of any specified risk control measure.

The objective of this requirement to undertake risk assessments is to reduce the risks presented by any identified hazards to the lowest level which is reasonably practicable.

The School carries out two types of risk assessment, generic and specific. Generic risk assessments is completed for hazards or activities that are common throughout the school. Specific assessments is completed for particular tasks, procedures, equipment, locations, which have specific or significant risks.

Assessments are conducted by the Headteacher, Chairperson, teachers or other competent persons. Assessment will not be delegated to anyone who is uncomfortable about carrying out the task, or who do not have the influence to ensure that their recommendations are implemented.

All risk assessments must be subject to review to ensure they remain valid.

RECORDS

A record of all appropriate risk assessments undertaken, along with any revision and associated documentation will be retained by the Head Teacher and the Chairperson.

MONITORING

The operation of this policy will be subject to review annually by the Head Teacher.

REPORTING PROCEDURES

All staff is aware of the need to report major new hazards as soon as they are identified. All staff in turn is notified immediately if any major new hazard is reported. Whenever a major new hazard is identified, it is highlighted on the corresponding assessment form and displayed on the main notice board.

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RISK ASSESSMENT PROCEDURE

- Think of possible hazards. A hazard is anything that has the potential to cause harm.
- Decide who might be affected and how.
- Evaluate the level of risk and consider preventive measures. Risk is the likelihood of a hazard causing harm.
- Discuss with school staff/parents/carers/and child as appropriate.
- Formulate into a written plan.
- Put measures into practice.
- Review and revise as necessary.