Document Control	
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Person Responsible:	**Business Manager**

Risk Management

Policy Statement

In order to provide a safe environment for all members of the school community, and in line with the Management of Health and Safety at Work Regulations Rowan Preparatory School is committed to the appropriate risk assessment of its work and activities. All reasonably foreseeable risks are assessed as are other risks identified by specific health and safety regulations, in particular the risk of fire.

The school is also committed to having detailed written procedures to deal with foreseeable situations that could present serious and imminent danger such as fire, security breach, gas leaks, and severe inclement weather.

All risk assessments are carried out with the intention of ensuring the reasonable safety of those involved and, where appropriate, emergency procedures are regularly practised.

Rowan Preparatory School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

This policy applies to all members of our school community, including those in our EYFS setting. This document is available in line with our Provision of Information Policy to all interested parties on our website and on request from the school office. It should be read in conjunction with the following documents:-

- Health & Safety Policy
- Fire Safety Policy
- Educational Visits Policy

Rowan is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document. Rowan seeks to implement this policy through adherence to the procedures set out in the rest of this document.

Procedures

Heads of departments are responsible for risk assessment and for the production of written risk assessments. Appropriate training in risk assessment is provided to relevant staff and Annual Risk Assessment Returns for departmental areas or regular activities are filed on the school network shared area.

At Rowan Preparatory School the documents for Risk Assessment are:

- Department Risk Assessment
- Activity/Club Risk Assessment

- Room / Location Risk Assessment
- Support Function Activity Risk Assessment
- Trips / Visits Risk Assessment Form
- Visiting Speaker Risk Assessment Form
- School Events Risk Assessment Form (for on-site events)
- Business Risk Assessment (carried out in conjunction with the Local Governing Body)

The forms are in the Risk Assessment folder on the staff shared area on the school network.

Risk Assessments are routinely carried out for the following:

- fire
- site security
- site hazards
- lone working
- employees working at height
- asbestos
- legionella
- storage of/use of/exposure to hazardous substances
- facilities management / caretaking activities
- catering
- educational departmental areas/regular activities
- classrooms
- new equipment

Where appropriate, risk assessments are carried out for the following:

- one off events/activities/sports in school
- trips or visits off site
- recruitment-related issues (eg late DBS check, late overseas check)
- visitors coming into school without specific DBS clearance (Child Protection)
- Workstations for new employees or room changes
- new or expectant mothers
- those with known infections or significant health concerns
- those with temperament problems requiring additional supervision for certain activites
- matters relating to Safeguarding (eg Prevent, bullying, peer abuse, allegations)
- employees under the age of 18
- volunteers for irregular activities, such as DfE

Risk assessment is also taken into consideration when hiring or purchasing equipment.

Further details of the nature of such risk assessments can be found in the UCST Health and Safety Policy and any queries about risk assessment at the school should, in the first instance, be addressed to the Business Manager, Vicky Langham.

At Rowan Preparatory School, written risk assessments for routine activities and school events are held on the shared area in the Risk Assessment folder. These are monitored by the Business Manager, Vicky Langham, to identify whether review or change in practice is required.

Risk assessments for Educational Visits are held in the Trips & Visits folder on the shared area on school network, these are reviewed by the Educational Visits Coordinator, Stewart Bailey, to identify whether review or change in practice is required.

This document is reviewed annually by the Business Manager or as events or legislation change requires.