Luton Pentecostal Church Christian Academy

Risk Assessment Policy

It is not only a legal requirement, but also this Academy’s firm belief, that risks to health and safety should be controlled wherever possible through risk assessments. These are therefore conducted in this academy on a regular basis and cover all identified risks to our pupils, our staff, our buildings, our grounds, in our daily routines and at all academy events.  
  
Conduct of Risk Assessments   
  
Assessments are conducted by the Principal, or delegated to senior managers, Supervisors or other competent persons. Assessment will not be delegated to staff who are uncomfortable about carrying out the task, or who do not have the influence to ensure that their recommendations are implemented.  
  
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 the following:  
  
· 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 pro-forma, for the convenience of all concerned.  
  
Frequency of Risk Assessments

Assessments are normally annual, but more frequent checks may be required in some risk areas. Inside the academy building Outside the academy building Off site  
  
Reporting Procedures for Surveys  
  
The results of our periodic risk assessment surveys are reported initially to the to the full Governing Body.

Reporting Procedures for Newly - Identified Hazards  
  
All staff 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  
  
Whenever a major new hazard is identified, it is highlighted on the corresponding assessment form and filed in the main office. Assessments for specific places, such as the boiler room or the medical room, are displayed where they apply  
  
Risk assessments for taking children off site  
  
Staff responsible for taking children off site must carry out a risk assessment using the standard pro-forma. Before it can take place the activity must be authorised and the form signed by the Principal (or in their absence the vice Principal).   
  
Copies of all completed risk assessments are kept in a file in the office.   
  
Policy agreed: September 2009

Reviewed January 2018

Policy Due for Review on: September 2019