



RISK ASSESSMENT POLICY - Maranatha Christian School

Staff Responsible	Tom Price
Head Approved	Tom Price
Trustee Approved	Lara Morava

Version	Date	Head Review	Trustee Review	Status	Next Review
V1.0	Oct 2016	Oct 16	Oct 16	OK	Oct 17
V2.0	Sept 2017	Sept 17	Sept 17	OK	Sept 18
V3.0	Sept 2018	Sept 2018	Sept 18	OK	Sept 19
V4.0	Feb 20	Feb 20	Feb 20	OK	Feb 21
V5.0	August 2020	August 2020	August 2020	OK	August 2021
V6.0	June 2021	June 2021	June 2021	OK	June 2022
V7.0	September 2022	September 2022	September 2022	Ok	September 2023
V8.0	September 2023	September 2023	September 2023	OK	September 2024
V9.0	October 2023	October 2023	October 2023	OK	October 2024

The school conducts and documents risk assessments for all activities presenting a significant risk. These are coordinated by the Head Teacher. Risk assessments will be undertaken in regard to the (a) health and safety of the premises on an annual basis which will include a review of all equipment on site and access points, (b) in relation to pupil welfare for example medical needs, ongoing daily supervision and particularly for school trips, both local and national, (c) recruitment related issues such as conducting a review of our policies to ensure they are up to date and relevant to the latest developments, (d) in particular the whole area of safeguarding and (e) lessons in regard to external sources of teaching input.

Risk assessments are available for all staff to view and are held centrally in the school office. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

INDIVIDUAL RISK ASSESSMENTS

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by the Headteacher. Such risk assessments will be reviewed on a regular basis.



It is the responsibility of all staff to inform the Head Teacher of any medical conditions (including pregnancy) which may impact upon their work.

FIRE DOORS

Fire doors should be closed at all times. The only exception to this is when a teacher is supervising pupils in two classrooms and requires a wedge to prop the door open for safeguarding reasons or for ventilation in extreme weather conditions. The teacher will be responsible for the wedges in their classroom.

CURRICULUM ACTIVITIES

Risk assessments for curriculum activities will be carried out by the relevant subject teachers as detailed below:

- Design and Technology
- Practical Science
- Art & Design
- Physical Education

These assessments should be incorporated within the scheme of work, lesson plan etc. All these assessments will be signed off by the Head Teacher and reviewed annually.

To assess the risks adequately, the following information should be collected:

- Details of the proposed activity
- The age and ability of the persons taking part
- Details of the room to be used, i.e., size, availability of services and whether the ventilation rate is good or poor
- Any substance(s) possibly hazardous to health
- The quantities of substances hazardous to health likely to be used, including the concentrations of any solutions
- Class size
- Any other relevant details
- What steps will be taken to minimize risk.

OFF-SITE ACTIVITIES

All off-site activities will be covered by a Risk Assessment specific to that activity. The person mainly responsible for undertaking the off-site activity will be responsible for producing a written risk assessment for each national trip and a verbal report for local trips unless they involve specific additional risks – i.e., a trip to an Activity Centre.

The risk assessment will follow the guidance above on the details needed.



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