

ALL SAINTS' C.E.PRIMARY SCHOOL, ALREWAS

RISK MANAGEMENT POLICY

Aims:

- to protect the establishment from all aspects of criminal attack.
- to provide a safe learning environment free from the hazards of fire.
- to operate a clear risk management policy backed up by commitment, determination and persistence at school level.

Factors influencing the policy:

- **Location:** the school is located in a small rural village. It is situated in a quiet cul-de-sac.
The A38 trunk road runs close to the village giving easy access.
- **Nature of Site:** The site is in a quiet area but over looked by houses on all sides. There is mature beech hedging and wire link fencing on three sides. At the front of the school, a low wall and horizontal bar fence, give easy access to potential intruders. The site is large and the boundaries are not well lit at night.
The main entrance is controlled by an electronic keypad, the rear entrance and Class 1 and Early Years doors have interior thumb locks. The remaining external doors cannot be opened from the outside without a key.
- **Building construction and design:** Part of the school is a two-storey building, the remainder single storey. All the roofs are flat. There is a hidden alcove outside the school kitchen and another in the rear entrance.
- **Day-to-day management of the building:** Visitors must all report to Reception. They have to sign the Visitors' Book and produce proof of identification. Visitors must wear a school visitor badge unless they already have a recognised one.
Key holders are: Mr Owen Cogman(Caretaker)
Mr Jeffrey Gray (Headteacher)
- **Type of school:** This is a primary school, used on two nights a week for village and community activities in the evening.
- **History of past damage incidents:** There have been a number of minor incidents of vandalism, linked to trespass by a group of teenagers on the property. There have been no major incidents.
- **Value of the building and its contents:** The following area contain the most valuable equipment: the school offices (computers), the classrooms (computers and electrical equipment).

Policy Objectives.

Personnel:

A key person will be identified to take responsibility for risk management throughout the school:

This will be the headteacher (Mr Jeffrey Gray), supported by a named governor (Mr David Smeeton).

All members of the teaching and non-teaching staff will have an awareness of risk management issue.

Pupils will be encouraged to address risk management issues as part of the school's ethos and atmosphere.

The wider school community will be encouraged to play its part in the risk management of the school. The school will liaise with the local Neighbourhood Watch Group.

The local Fire Safety Officer and the Crime Prevention Officer will be involved with the work of the school where appropriate.

Systems:

All damage will be reported immediately and effective action taken to rectify it as soon as possible.

There is a proper system for recording incidents (see Appendix 1) and a record of each incident is passed to the Director of Education.

The appearance of the school is well -cared for. This will be further improved by the replacement of the front boundary fence, which looks very dilapidated.

A minimum of one weekly fire alarm test, and one termly fire drill will be carried out. The reasons for this will be discussed with staff and pupils whenever possible.

Portable and desirable objects worth over £100 will be security marked. Larger electrical items will also be marked. Notices to this effect will be displayed in prominent places in school.

An inventory of all valuable items, with stock numbers, is kept and up-dated regularly, but at least once a year.

A checklist of potential hazards is maintained and reviewed regularly by the janitor and the key person. Hazards are reported to the Janitor by all staff through office notebook system.

Termly risk assessments are carried out by the headteacher and the named governor to identify risks existing in the school environment. These are attached to the policy.

County Catering and Cleaning Services carry out their own risk assessments. Risk assessments and their associated actions are reported to the Premises Committee of the school Governing Body. The headteacher reports annually to Governors on the risk assessment list.

General:

The Staffordshire County Council publication '**Risk Management in Educational Establishments**' will be used as a source of further advice and guidance. Copies of the following sections of this manual have been distributed to all staff and are form part of the school's policy. (See Appendix 3):

- 1) Personal Safety - Section 2
- 2) Crime Prevention - Section 3
- 3) Fire Safety - Section 4, including the school's own fire evacuation procedures.

Useful telephone numbers and further advice:

See Risk Management file Section 9.

This policy will be reviewed and up-dated annually.

May 2003

Reviewed May 2006