



GUIDANCE ON RISK MANAGMENT

(January 2019)

To live and learn in harmony,
 Caring for each other;
 Treating everybody as a sister and a brother;
 Reflecting Christ's actions and His message too,
 By striving for excellence in all that we do.

Guidance on Risk Management

Staff with specific health and safety tasks also need to be provided with the corresponding safety guidance. Detailed below are the activities that take place within the Establishment along with details on the safety guidance and the person responsible for ensuring the implementation of the risk control measures and or performance standards contained within the establishment's safety manual.

Work activity or location.	Guidance note	Name of responsible Person
Accidents and Emergencies		
a) Accident reporting	www.hse.gov.uk	Head Teacher
b) Fire safety	www.hse.gov.uk	Facilities Manager
c) First aid in education establishments	www.hse.gov.uk	Patsy McLaren
d) Medicines	www.hse.gov.uk	Jane Johnson
e) Asthma	www.hse.gov.uk	Jane Johnson

Work activity or location	Guidance note	Name of responsible person
	www.hse.gov.uk	
General issues		
a) General risk assessment	www.hse.gov.uk	Head teacher Facilities Manager
b) The safe use of display screen equipment	www.hse.gov.uk	Head teacher Facilities Manager
c) Personal protective equipment	www.hse.gov.uk	Facilities Manager - Non Teaching Staff Headteacher –Teaching Staff

d) Manual handling (objects)	www.hse.gov.uk	Facilities Manager
e) Manual handling (people)	www.hse.gov.uk	Facilities Manager
f) Pregnant & nursing mothers	www.hse.gov.uk	Headteacher

Work activity or location	Guidance note	Name of responsible person
g) Infectious diseases	www.hse.gov.uk	Headteacher
h) Sharps & special wastes	www.hse.gov.uk	Facilities Manager
Workplace safety	www.hse.gov.uk	
a) Working alone	www.hse.gov.uk	Headteacher / Facilities Manager
b) Working at height & safe use of ladders	www.hse.gov.uk	Facilities Manager
c) The safe use of electricity in education establishments	www.hse.gov.uk	Facilities Manager
d) Establishment premises safety	www.hse.gov.uk	Facilities Manager
e) Playground safety	www.hse.gov.uk	Headteacher
f) Vulnerable glazing	www.hse.gov.uk	Facilities Manager
Work activity or location	Guidance note	Name of person responsible
Hazardous substances		
a) Asbestos	www.hse.gov.uk	Facilities Manager
b) Control of substances hazardous to health	www.hse.gov.uk	Facilities Manager

Safety and the curriculum	Guidance note	Name of responsible Person
a) Science	<i>www.hse.gov.uk</i>	Jodie Sheeley
b) Art & Design	<i>www.hse.gov.uk</i>	Headteacher
c) Design & Technology	<i>www.hse.gov.uk</i>	Headteacher
d) Games and Physical Education	<i>www.hse.gov.uk</i>	Kofi Agyemang
e) Reprographics	<i>www.hse.gov.uk</i>	Helen O'Loughlin
Visits and visitors	<i>www.hse.gov.uk</i>	
a) Visits & out-door activities	<i>www.hse.gov.uk</i>	Headteacher