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## GUIDANCE ON RISK MANAGMENT

(October 2023)

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
<b>Accidents and Emergencies</b>		
a) Accident reporting	<a href="http://www.hse.gov.uk">www.hse.gov.uk</a>	Head Teacher
b) Fire safety	<a href="http://www.hse.gov.uk">www.hse.gov.uk</a>	Facilities Manager
c) First aid in education establishments	<a href="http://www.hse.gov.uk">www.hse.gov.uk</a>	Patsy McLaren
d) Medicines	<a href="http://www.hse.gov.uk">www.hse.gov.uk</a>	Jane Johnson
e) Asthma	<a href="http://www.hse.gov.uk">www.hse.gov.uk</a>	Jane Johnson

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

d) Manual handling (objects)	<a href="http://www.hse.gov.uk">www.hse.gov.uk</a>	Facilities Manager
e) Manual handling (people)	<a href="http://www.hse.gov.uk">www.hse.gov.uk</a>	Facilities Manager
f) Pregnant & nursing mothers	<a href="http://www.hse.gov.uk">www.hse.gov.uk</a>	Headteacher

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

<b>Safety and the curriculum</b>	<b>Guidance note</b>	<b>Name of responsible Person</b>
a) Science	<i>www.hse.gov.uk</i>	Science subject co-ordinator
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>	Headteacher
e) Reprographics	<i>www.hse.gov.uk</i>	Amina Ayangobe
<b>Visits and visitors</b>	<i>www.hse.gov.uk</i>	
a) Visits & out-door activities	<i>www.hse.gov.uk</i>	Headteacher