**ONE INTERNATIONAL SCHOOL RISK ASSESSMENT POLICY & PROCEDURE**

The safety of the adults and children using the ONE I.S. facilities is paramount.

* The principle of the risk assessment procedure is to identify hazards and people at risk, to remove or reduce hazards, to manage any remaining risk within reasonable boundaries.
* The class teacher is responsible for the day to day running of the session and must maintain routine checks to ensure that the building and equipment is fit for use.
* All staff must be aware of the fire drill policy/procedure.
* It is the responsibility of the class teachers to ensure that any problems with the equipment or buildings are brought to the immediate attention of the Risk Assessment Officer (Annabel Merto) by adding issues found to the Maintenance Log found in Shared Folder->Maintenance and emailing the RAO to inform her of the addition.
* It is the responsibility of the Risk Assessment Officer (Annabel Merto) to ensure that any problems with the building are brought to the immediate attention of the Head Teacher (Jenny Hoggard) and where needed, Owners (Matthew and Gabrielle Holder).
* It is the responsibility of the class teachers’ to ensure that any equipment unsuitable for use is either repaired or discarded.
* Monitoring of accident/incident sheets must be carried out on a regular basis to ensure good practice in use of equipment.
* Most checks can be carried out on a daily basis – whilst the building and equipment are in use, staff must remain vigilant.
* Checks will be carried out daily: before, during and after sessions to maintain standards.
* Reviews of risk assessments will be carried out annually.

**STEP-BY-STEP:**

1. Staff carry out daily classroom check and fill out risk assessment record sheet, with signature.

2. Any resources/equipment/environment unfit for use to be discarded or repaired by arrangement of the class teacher. Maintenance Log filled in and reported to RAO by email.

3. Risk Assessment Officer (Annabel Merto) to immediately report to the Head Teacher (Jenny Hoggard) and where needed, the Owners (Matthew and Gabrielle Holder).