



RISK ASSESSMENT POLICY

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Reviewed by: SLT

Adopted by Committee:

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Signed: Seren Wildwood
Clerk of School Committee

RISK ASSESSMENT POLICY

School Committee is committed to promoting the safety and welfare of all members of the school community. School Committee's priority lies in ensuring that all operations within the school environment are delivered in a safe manner that complies fully not just with the law but with best practice. It is recognised that risks are inherent in everyday life and that the need is to identify them and adopt systems for minimising them. It is important for our pupils to be educated to cope safely with risk

This policy explains what is meant by risk and by risk assessment. It explains which areas of our work require a risk assessment and how risk assessments are carried out and reviewed.

What is a risk assessment?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation:

- A hazard is something with the potential to cause harm.
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring.
- A risk assessment is the resulting assessment of the severity of the outcome (for example, loss of life, destruction of property).
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (examples of procedures might be: staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

Risk assessments can be used to identify potential hazards to people (for example, slipping, falling) and property (fire) and strategic hazards (eg reputation, loss of pupils, impact on development), financial hazards (eg falling pupil rolls), compliance hazards (eg inspection shortcomings), legal problems (eg Child Protection issues) and environmental hazards (eg asbestos, legionella).

It is recognised that accidents and injuries can ruin lives, damage reputations and cost money; furthermore, it is recognised that preventative measures can often be surprisingly simple and cost effective, for example, the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

Risk assessments are reviewed and updated annually by the Business Manager or appointed responsible person for that activity/area.

Which areas require risk assessments?

There are numerous activities carried out at the school, each of which requires its own separate risk assessment. Areas in which risk assessments

are of particular importance are:

- Asbestos Control
- Early Years Foundation Stage (EYFS) activities
- Educational Visits and Trips
- Fire safety
- Health and Safety
- Swimming Pool safety

Risk assessments are also needed for many other areas, including:

Educational

- Science
- Food Technology
- Sport and PE
- Design technology
- Drama

The school makes use of model or generic risk assessments for educational activities and visits. We subscribe to the CLEAPSS Advisory Service, and we follow their advice regarding risk assessments for all science and food technology activities.

Pastoral

The focus of our pastoral care is to ensure that each pupil becomes a confident, articulate young adult capable of keeping him/herself safe whether at home or outside the home. Our PSHE programmes are directed towards promoting an increasing understanding as the pupil develops of the risks that exist in both the real and the electronic worlds, and of sensible precautions that should be taken. Our Science lessons encourage pupils to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

Medical and First Aid

The school has a First Aid policy and The Health Centre has written procedures for medical and first aid practices. Accident forms are maintained in the Health Centre, and it is the injured person, witness or First Aider who is responsible for ensuring that accident reports are passed to the school nurse and/or the relevant senior member(s) of staff.

Child Protection

Our *Child Protection Policies* and training for all staff form the core of our Child Protection risk management. Safe recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, or who are not allowed to work in the UK.

By extending this regime to School Committee and the adult members of the families of staff who are accommodated on site, and by ensuring that everyone in our community receives regular Child Protection training, we manage this risk to an acceptable level.

Support Areas

- **Cleaning**

Risk assessments and training cover all significant risks concerning cleaning equipment, manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction training and refresher training cover risk assessments, manual handling, protective equipment and safety notices.

- **Caretaking, laundry and security**

Risk assessments cover all significant risks. Particular emphasis in training is given to minimising fire risks and security risks by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction training and refresher training include training on risk assessments, protective equipment and safety notices.

- **Maintenance**

Risk assessments and training cover all significant risks including, manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, swimming pool maintenance and COSHH. Induction training and refresher training include training on risk assessments, safe working practices, communication and health and safety notices and protective equipment.

- **Grounds**

Risk assessments and training cover all significant risks including manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction training and refresher training include training on risk assessments, protective equipment and safety notices.

- **Administrative Staff**

Risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

Conducting a Risk Assessment

The school uses principally the model recommended by the HSE in its publication, *Five Steps to Risk Assessment*. A template is attached.

The school's policy is not to carry out any high risk activity. Activities involving pupils are normally low risk. We undertake some medium risk activities with older pupils, for example, sailing, skiing and Duke of Edinburgh's Award training; but use only specialist/qualified instructors. Pupils are always given a safety briefing before participating in these activities, and pupils are expected to wear protective equipment and follow instructions. We always employ specialists to high-risk tasks. Support staff may carry out medium rated activities only if they have been specially trained and work in pairs. All members of staff and all pupils are expected to wear personal protective equipment for tasks that have been assessed as requiring its use.

Specialist Risk Assessments and High-Risk Activities

We always employ specialists to carry out high risk tasks at the school. The Business Manager arranges for specialists to carry out risk assessments concerning the following:

- Asbestos
- Legionella
- Gas
- Electricity

Review of Risk Assessments

All risk assessments are regularly reviewed, and the EYFS Statutory Framework requires schools which provide for this group to review and update their risk assessments annually. It also specifically requires providers to have risk assessments in place covering their indoor and outdoor spaces, furniture, equipment and toys and to keep records of these checks.

The school's arrangements for the management of Health and Safety describe the arrangements for regular Health and Safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for auditing the catering and cleaning functions and for water sampling.

The school maintains a copy of completed risk assessments and these are available on the school staff share system or from the school Business Manager.

Responsibilities of All Staff

All members of staff are given an induction into the school's health and safety arrangements for risk assessments and Health and Safety, and records are kept of all induction training. Specialist training is given to those whose work requires it. Staff are, however, responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Head, the Bursar and other members of the SLT in order to enable the Governors to comply with their Health and Safety duties. All

members of staff are responsible for reporting any risks or defects to the Business Manager.

Accident Reporting

It is the responsibility of the Business Manager to record and report to the HSE, in accordance with the *Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR)*, any notifiable accident that occurs on school premises involving a pupil, member of staff, parent, visitor or contractor. All notifiable accidents and near misses are reviewed by the school's Health and Safety Committee, with a view to assessing whether any measures need to be taken to prevent recurrence.

Audit Compliance Statements

School Committee carries out regular reviews of the School's activities and the systems in use. A Risk Management group has been established to consider all significant risks. This is for the purpose of planning for the future and assessing major risks to which the school is exposed. School Committee is satisfied that systems are in place to mitigate exposure to major risks as summarised below:

- a) financial procedures and controls
- b) major risks to the school, including:
 - strategic risks
 - loss of fee income
 - damage to reputation
 - failure to teach the correct syllabus
 - Child Protection issues
 - gaps in Governor skills
 - conflicts of interest
 - employment disputes
 - major Health and Safety issues
 - possible data loss
 - risks of fire, flood and land slip
 - poor cash flow management
 - fraud
 - loss through inappropriate investments
 - other areas of potential risk

The measures taken to protect the school against such risks, include:

- safe recruitment of staff, Governors and volunteers
- measures to ensure the selection, training and appraisal of appropriately qualified staff and Governors
- insurance
- strong financial controls that are regularly reviewed
- use of professional advice from lawyers, accountants, architects, etc as

needed

- formal review of compliance with the school's charitable objectives

Attachment: Template Sibford School Risk Assessment form



_____ DEPARTMENT

Activity/Facility:

Assessor:

RA Date:

Review Date:

Hazard (What could cause harm)	Risk to			Control measures (what is in place to prevent the hazard)	Risk factor (High/Medium/Low)
	Pupils	Staff	Public		

Signed:

Date: