

St Christopher's School

A Brighton College School



RISK ASSESSMENT POLICY

(This policy includes EYFS)

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 (e.g. 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 (e.g. staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (child protection issues) and environmental (asbestos, legionella).

WHY HAVE RISK ASSESSMENTS?

The obvious answer is that risk assessments are a legal requirement. ISI and Ofsted Inspectors will expect to see examples. But there is logic to this. By focussing on prevention – as opposed to reacting when things go wrong – it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Preventative measures can often be surprisingly simple and cost-effective, such as the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out in school, each of which requires its own separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips
- EYFS settings

Separate model policies cover each of the three areas mentioned above. However, risk assessments are also needed for many other areas, including:

Educational

- Science experiments
- Each sport and PE activity
- Art
- Music (including minimising the risk of hearing loss to staff)
- Drama Productions (including the theatre back stage, stage, props room and lighting box)
- Trips

At St Christopher's we make use of model or generic risk assessments, for our educational activities and visits. We subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science and Design and Technology. We provide professional training courses for teachers who work in Science.

Pastoral

The focus of our pastoral policy is to ensure that every pupil leaves as a confident, articulate child capable of keeping him/herself safe on the streets, in the home and in all situations. Our PSHEE programmes and Assemblies 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 on 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 Medical area has risk assessments for first aid and all other treatments and procedures. All medical records and accident reports are held on the schools' data base and can be accessed by the Bursar and Senior Management Team. An Accident Book is held to report incidents that may occur for school staff and visitors or for incidents off site. The School's First Aid Policy explains the procedures that we would follow in the event of a medical emergency.

Child Protection

Our Child Protection policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with

children, and are not allowed to work in the UK. By extending this regime to Governors, volunteers 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

- **Catering and Cleaning**: risk assessments and training are required for every item of catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.
- **Caretaking and Security**: risk assessments cover every room, laboratory, stairs, corridor and emergency exit in the entire school. Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- **Maintenance**: risk assessments and training is required for every tool and item of equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.
- **Grounds**: risk assessments and training is required for every tool and piece of machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- **Office 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.

Access by Pupils

Risk assessments of all areas of the school reinforce the policy of ensuring that our pupils do not have unsupervised access to potentially dangerous areas, such as science laboratory, kitchen and cleaning store cupboards. Doors to these areas are kept locked when not in use. Pupils are only allowed access when accompanied by a member of staff. Pupils do not have access to the Maintenance, Catering and Caretaking working areas in the school.

CONDUCTING A RISK ASSESSMENT

The school uses four model risk assessment forms and notes are provided to ensure the risk score is calculated and control measures put in place.

Our policy at St Christopher's is **never to** carry out any activity which may present a risk to pupils and adults, especially activities involving our youngest pupils (EYFS children and Years 1-2).

Medium Risk Activities

We undertake a few medium risk activities with older pupils, such as fencing, skiing, swimming in open water, sailing, windsurfing and orienteering; but only using specialist/qualified instructors. Pupils are always given a safety briefing before participating in these activities, and are expected to wear protective equipment, such as mouth-guards, and to follow instructions.

Support staff may carry out medium rated activities if they have been properly trained and work in pairs. All members of staff and pupils are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

Specialist Risk Assessments and High Risk Activities

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

- Fire safety
- Gas safety
- Electrical safety of buildings
- Work at high levels

REVIEW OF RISK ASSESSMENTS

All risk assessments should be regularly reviewed; but 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*.

Risk assessments should also be reviewed (and recorded), when major structural work is planned, or in the event of an accident. The school's arrangements for the management of health and safety should 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.

At St Christopher's School, we maintain a "library" of risk assessments on our staff intranet for staff to refer to and adapt for their own use.

RESPONSIBILITIES OF ALL STAFF

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety (which is recorded). Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Headmaster, the Bursar and other members of the Senior Management Team in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar.

ACCIDENT REPORTING

The Bursar is responsible for reporting and recording any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR). All notifiable accidents and near misses are reviewed by the Headmaster with a view to assessing whether any measures need to be taken to prevent recurrence.

AUDIT COMPLIANCE STATEMENTS

An annual Company compliance risk assessment is presented by the Bursar to the Governors to approve as Trustees of the Charity/Company Directors at the same time that they review the audited accounts. This report focuses on:

- A: Regulatory
- B: Operational
- C: Governance & Management
- D: Environment & External
- E: Financial
- F: Personal

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

- Safer 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

Last reviewed: October 2016

Next review: October 2018