



RISK ASSESSMENT POLICY

(including the Early Years Department)

Responsible member of SLT: **M. Jackson**

Review date: **September 2023**

Next review: **September 2024**

Risk Assessment Policy

The Board of Governors is committed to promoting the safety and welfare of all members of the School community. The School will ensure, as far as practicable, that all operations within the school environment, both educational and support, are delivered in a safe manner that complies fully not just with the law but with good 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 should be read in conjunction with all other relevant policies, and in particular Educational Trips and Visits, Health & Safety and Safeguarding.

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) associated with 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 i.e. what would be the result of that harm (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 or eliminate hazards and to ensure that risks are adequately controlled

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

It is recognised that accidents and injuries can ruin lives, damage reputations and cost money, and it is recognised that preventative measures can often be surprisingly simple and cost effective, e.g. the application of hazard warning tape to a trip hazard.

Risk assessments are prepared and reviewed by members of staff, Heads of Department and the Senior Leadership. Risk assessments are passed to the Bursar or appropriate member of SLT for review and authorisation.

What 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 include:

- Early Years Foundation Stage (EYFS) activities including supervision
- Educational Visits and Trips
- Fire safety
- Health and Safety
- Radioactive Sources

Risk assessments are also needed for many other areas, including Science, PE, Music, Drama and Alton School Nursery. 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 and Nutrition activities.

Pastoral

The focus of our pastoral care is to ensure that each pupil becomes a confident, articulate young person capable of keeping him/herself safe whether at home or outside the home. Our approaches to

education 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.

Medical and First Aid

The School has written procedures for First Aid. The accident forms are maintained by School Nurses who are responsible for ensuring that accident reports are completed. The school's First Aid Policy explains the procedures that are followed in the event of a medical emergency.

Safeguarding and Child Protection

Our Safeguarding and Child Protection Policies and training for all staff form the core of our Safeguarding and Child Protection risk management. Recruitment Selection and Disclosure Policy and Procedures ensure that the School is not exposed to the risk of employing staff who are not suitable or barred from working with children, or those who are not allowed to work in the UK, or those who do not have appropriate qualifications. By ensuring that everyone in our community receives regular Safeguarding and Child Protection training, we manage this risk to an acceptable level.

Support Areas

- Catering and Cleaning - Risk assessments and training cover all significant risks, manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction training and refresher training cover risk assessments, protective equipment and safety notices.
- Maintenance and grounds - 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 and the control of substances hazardous to health (COSHH). Induction training and refresher training include training on risk assessments, safe working practices, communication and health and safety notices and protective equipment.
- 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.
- Traffic and pedestrian interaction on site: Pupils are made aware of traffic safety and vehicles are confined to areas with minimal pupil interaction.
- Site Visitors – All visitors must sign in at School Office and be issued with a visitor badge to identify them. They must not be unaccompanied at any time and any contractors must be made aware of the asbestos register (if applicable to their job) and any other relevant facts.

Access by pupils

Risk assessments identify the areas where pupils should not have unsupervised access, such as science laboratories. The doors to such areas are kept locked when not in use; pupils are allowed access when accompanied by a member of staff.

Conducting a Risk Assessment

There are several possible techniques for conducting the risk assessment. The School uses principally the model recommended by the HSE in its publication, Five Steps to Risk Assessment. The steps are:

1. Identify the hazard
2. Decided who may be harmed and how
3. Evaluate the risk and identify precautions
4. Record the findings
5. Review your Risk Assessment

The School's policy is never to carry out activities where the residue risk after the precautions are implemented remains high. 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, and pupils are expected to wear protective equipment and follow instructions. We always employ specialists to medium and high-risk tasks. Support staff may carry out activities only if they have been specially trained. All members of staff and 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

The Bursar, with the assistance of the Site Manager, will arrange where necessary for professionals to conduct risk tasks at the School. The following Risk Assessment are carried out by specialists:

- Fire safety
- Asbestos register
- Gas Safety
- Fixed wiring of the buildings

Review of Risk Assessments

All risk assessments are regularly reviewed. These are specifically required:

- after an accident, incident or significant near miss
- after any significant changes have been made, e.g. change of staff, introduction of a new working method or piece of potentially hazardous equipment
- regularly as appropriate to the risk

The Alton School Nursery uses the EYFS Framework 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 maintains a copy of completed risk assessments and these are available for reference by staff. This are kept by the Bursar.

Responsibilities of All Staff

All members of staff are given an induction into the School's health and safety arrangements for risk assessments, Health and Safety and Fire safety, and records are kept of 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 Bursar.

Accident Reporting

It is the responsibility of the Bursar 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 submitted to the Bursar for review. These are reported to the Governors, with a view to assessing whether any measures need to be taken to prevent recurrence. The Bursar continues to monitor overall accident levels as to their nature, location and any visible trends.

Audit Compliance Statements

The Governors carry out regular reviews of the School's activities and the systems in use. This is for the purpose of planning for the future and assessing major risks to which the School is exposed. The Governors are satisfied that systems are in place to mitigate exposure to major risks as summarised below:

- reputational risks (e.g. child protection, duty of care, health and safety)
- operational risks (including estate-related, IT and IT security areas)
- financial risks
- compliance, encompassing governance and management, risks

Other areas of potential risk

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

- 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