

## Risk Assessment Policy

### 1 Introduction

- 1.1 This Policy also includes the Early Years Foundation Stage, and Before and After School Provision.
- 1.2 The Governors and Trustees of Grangewood Independent School are committed to promoting the safety and welfare of all members of the school community, pupils, staff, volunteers and visitors. Governors' priority lies in ensuring 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 also with best practice.
- 1.3 At Grangewood Independent School we recognise the importance of the process of risk assessment to enable us to safeguard our students and promote their welfare.
- 1.4 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.
- 1.5 This policy is to be used in conjunction the school's Health and Safety Policy and with all other policies related to health and safety, and individual risk assessments. The purpose of risk assessment is to identify hazards and evaluate any associated risks. This includes such areas as:

- Safeguarding
- Health and Safety
- Security
- Fire Safety
- Site Security
- School Trips
- Critical incidents

Other areas include:

#### **Educational**

- Some Science & Design Technology activities
- PE and Sport Activities

### 1.6 Child Protection and Pastoral Care

Our Safeguarding and Child Protection Policy outlines the procedures in place to identify children at risk beyond the environs of school.

### 1.7 Medical and First Aid

Our Administering Medication Policy outlines the procedures for managing children's medication.

Our First Aid Policy outlines the procedures for managing first aid.

The Headteacher is responsible for reporting any notifiable accident that occurs on school premises to a student, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

## **1.8 Unsafe areas**

We ensure that students understand why they do not have access to potentially dangerous areas, such as the cellar, boiler room, behind the stage and storage areas (such as the Science cupboard). Doors to these areas are always kept locked when not in use.

All flammables are kept securely locked.

Students do not have access to catering, maintenance and cleaning stores of the school.

## **1.9** A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or the school) 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 likelihood (or probability) of the hazard happening.
- A risk assessment calculates the potential severity of the outcome of a particular hazard (ie. low, medium, high risk).
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences and/or potential risk (for example, staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

## **2 Aims**

### **2.1** The aims of our risk assessments are to:

- Effectively manage health and safety for all members of Grangewood Independent School community.
- To identify: hazards which arise from school activities, who may be harmed, how they may be harmed and what steps will need to be put in place to minimise each one.

## **3 Nature of Risk Assessments**

### **3.1** Risk assessment is a subjective but logical process which can be broken down into 5 steps:

- (i) Identify the hazard (ie. What hazards are we faced with?)
- (ii) Decide who or what might be harmed and how (ie. Who might be affected?)
- (iii) Evaluate the risks and decide on precautions (ie. How can the risks be reduced to an acceptable level?)
- (iv) Record significant findings and implement them (ie. Can effective measures be implemented now? If not, what contingency plans will serve us best for the time being?)
- (v) Review the assessment and update if necessary

### **3.2** Each assessment is to be written up using the standard school format, available from the Headteacher.

## **4 Conduct of Risk Assessments**

### **4.1 Responsibilities of All Staff**

All members of staff are given an induction into the school's arrangements for risk assessments and health and safety. Specialist training will be given to those whose work requires it.

However, staff are responsible for taking reasonable care of their own safety, together with that of students and visitors. They are responsible for cooperating with the Headteacher, and other members of the school leadership in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for recording (in the School Maintenance Record Folder and, if appropriate, class risk assessment folder) and for reporting any risks or defects to the Headteacher.

Assessments are conducted by the Headteacher, or delegated to senior managers, subject co-ordinators, class teachers or other competent persons. Assessment will not be delegated to staff who are uncomfortable about carrying out the task, or who do not have the influence to ensure that their recommendations are implemented.

### **4.2 General Risk Assessments**

The school conducts and documents risk assessments for all activities presenting a significant risk. These are coordinated by Mrs B. Roberts, the Headteacher.

The school employs specialists to carry out surveys and risk assessments in asbestos, legionella, gas safety, electrical safety and fire safety (also see Fire Safety & Procedures Policy).

Risk assessments are available for all staff to view and are held centrally in the Headteacher's office, as well as where relevant, in each learning area. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

### **4.3 Individual Risk Assessments**

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by Mrs B. Roberts, Headteacher. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform the Headteacher of any medical conditions (including pregnancy) which may impact upon their work.

### **4.4 Curriculum Activities**

Risk assessments for curriculum activities will be carried out by the relevant Class Teacher or Key Stage Coordinator as detailed below.

- Nursery – Mrs M. Bah
- EYFS – Miss D. Francis
- KS1 & 2 – Mr D. Blankson

These assessments should be incorporated within the scheme of work, lesson plan etc.

In order to assess the risks adequately, the following information should be collected:

- Details of the proposed activity
- The age and ability of the persons likely to do the activity
- Details of the room to be used, i.e. size, availability of services and whether or not the ventilation rate is good or poor
- Any substance(s) possibly hazardous to health
- The quantities of substances hazardous to health likely to be used, including the concentrations of any solutions
- Class/group size
- Any other relevant details

#### **4.5 Statutory Tests**

Statutory tests must be carried out on all the following. Further details may be found in the school's Health and Safety Policy and Fire Safety Policy.

- Fire Extinguishers
- Fire Alarm
- Fixed Electrical Wiring Installation
- Emergency Lighting Inspection and Test
- Gas Equipment
- Portable Appliance Testing (PAT)
- Water coolers
- Legionella survey/risk assessments

### **5 Health and Safety Risk Assessments**

- 5.1** A general inspection of the site will be conducted on a termly basis and be undertaken by Mr F. Baptiste, Site Manager and Mr T. Roberts, Business Manager.
- 5.2** The person(s) undertaking inspection will document Actions required and submit this to the Headteacher. Responsibility for following up items detailed during the safety inspection will rest with Mr F. Baptiste and Mr T. Roberts.
- 5.3** A named Governor, Mr J. Agyeman, will undertake an audit of the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full Trustee and Governing Body meetings.

### **6 Fire Evacuation and other Emergency Arrangements**

- 6.1** The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented.
- 6.2** The Fire Risk Assessment is in the school's Fire Risk Assessment Folder and will be reviewed on an annual basis. This can be found in the School Office.

## **7 Inspection/Maintenance of Emergency Equipment**

Mrs B. Roberts is responsible for ensuring that the school's fire log is kept up to date and that inspection / maintenance is undertaken and recorded in the Fire Assessment File located in the School Office.

## **8 Premises and Work Equipment**

Mr T. Roberts is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified, and relevant risk assessments conducted where required.

## **9 Flammable and Hazardous Substances**

**9.1** Within the school and curriculum areas (in particular science and DT) the Headteacher is responsible for COSHH and ensuring that an up to date inventory and model risk assessments are in place.

**9.2** If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.

## **10 Lifting and Handling**

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

## **11 Contractors**

Mr F. Baptiste is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls/risk assessments are in place and working effectively.

## **12 Legionella**

**12.1** A water risk assessment of the school has been completed by Mrs B. Roberts and Mr T. Roberts is responsible for ensuring that the identified operational controls will be conducted and recorded in the school's Health & Safety File where necessary.

**12.2** This risk assessment will be reviewed where significant changes have occurred to the water system and/ or building footprint.

## **13 Working at Height**

Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height. Further details may be found in the school's Health and Safety Policy.

## **14 Offsite Visits**

### **14.1** Risk assessments for offsite visits have three levels:

- (i) Generic activity risk assessments, which are likely to apply to the activity whenever it takes place.
- (ii) Visit/site specific risk assessments, which will differ from place to place and group to group.
- (iii) Ongoing risk assessments that take account of e.g. illness of staff or pupils, changes of weather, availability of preferred activities.

**14.2** Each teacher has the responsibility to complete a risk assessment (RA) for every out of school visit and must include: **'Threat of a terrorist attack'** (*every venue visited should be able to produce a RA for a terrorist attack which should be passed to the school*). These must be handed to the Headteacher for counter signing well in advance of the visit. They are to be filed in Classroom RA File.

**14.3** The 'teacher in charge' for the educational visit must make sure accompanying adult-helpers are aware of all related RA and where necessary have their own copy (see Teachers' Handbook, Section 2, Part 2.1 *School Outings/Trips*).

**14.4** The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the educational visit to the Headteacher who will check the documentation and planning of the trip and if acceptable give approval for the visit.

**14.5** RA should be completed using and modifying as appropriate, current Generic Educational Visit Risk Assessments (*available from the Headteacher*) – e.g. museum/gallery, farm/environmental centre, swimming pool, sports hall, public transport/coach/use of self-drive minibus – and any risk assessment provided by the destination/event (*usually on their website to download*).

**14.6** If a repeat visit, the previous risk assessment may be reviewed.

**14.7** Any particular concerns should be discussed with relevant staff and with parents.

**14.8** The school holds separate policies for offsite educational visits.

## **15 Swimming Pools**

**15.1** When using a swimming pool, the Key Stage 1 & 2 Coordinator, Mr D. Blankson, will ensure a Health and Safety Risk Assessment has been completed by the owners of the pool.

**15.2** A school Risk Assessment will also be conducted according to the details in the school's Health and Safety Policy by the Headteacher.

## **16 Farm Visits**

A Risk Assessment must be completed prior to an educational visit to a farm. Risks to be addressed should include those arising from the misuse of farm machinery and the hazards associated with E-coli food poisoning and other infections. Further details may be found in the school's Health and Safety Policy.

**17 Park Visits**

The risk assessment for the daily visit to Plashet Park at lunch times is reviewed termly.

**18 Updates and Reviews**

**18.1** All risk assessments are reviewed and recorded annually. A separate policy on the management of health and safety describes the arrangements for regular health and safety audits of the fabric of the school, together with its arrangements for catering and cleaning and for water sampling.

**18.2** We acknowledge that risk assessments must **not only** be updated when there is a relevant change of circumstances, when major structural work is planned or in the event of an accident, **but also** reviewed and updated regularly to be effective, and therefore review dates are scheduled as follows:

Fire Safety: **September 2019**

Health and Safety: **January 2019**

**18.3** Where teachers are asked to carry out a risk assessment of their classroom or an activity which will put the children in their charge at risk, they may use the master copies prepared for that purpose. It must be understood, however, that the teacher has the responsibility to modify each RA to ensure all potential hazards and appropriate control methods are in place.

**18.4** Annual risk assessments are carried out by the Headteacher on a rolling basis as follows:

Autumn Term	Spring Term	Summer Term
Inside the School Buildings	Outside the School Buildings	Off-site

**18.5 Risk Assessment/Updates Required in Specific Circumstances:**

Generic Educational Visit Risk Assessments – all visits.

Generic Educational Visit Risk Assessments – swimming pool.

Sports – specific venues such as SportsDock, Newham Leisure Centre, Langdon Academy & transport arrangements.

**19 Significant changes to the student group such as:**

- Age (e.g. educational visits for those under 5)
- Particular health/medical issues (asthma inhaler, epi-pen for allergic reactions)
- Increased vulnerability including SEND (see latest Safeguarding and Child Protection Policy)

**20 Display of Risk Assessments**

- 20.1** Whenever a major new hazard is identified, it is highlighted on the corresponding risk assessment form and staff informed in Staff Meetings, through Staff memos and on Staffroom notice board. Assessments for specific places, such as the boiler room or the medical room, are placed in the School Risk Assessment File which is kept on display in the Headteacher's office.
- 20.2** Assessments relating to classrooms and specific classes are placed in the relevant class Risk Assessment File which is kept on display in each classroom (or work area).
- 20.3** EYFS staff keep a daily risk assessment record on display in each learning area.
- 20.4** Assessments relating to extended hours activities are on display in the specific work areas and a copy is given to staff responsible for the activity or area.
- 20.5** A master copy of all risk assessments (including Fire Risk Assessment and all COSHH assessments) is placed in the Grangewood Risk Assessment File and is located in the Headteacher's office.

**21 ASSESSMENT**

The risk assessments above are assessed by Mrs B. Roberts, Headteacher together with the Designated Health and Safety Governor – Mr J. Agyeman.

**22 Monitoring and review**

- 22.1** This policy is monitored by the governing body and will be reviewed annually or before if the need arises.

Signed:

Member of Governing Body:

Date:

Chair of Governors:

Date:

Next Review Date:

Oct 2019