

Risk Assessment Policy

(Whole School including EYFS)

**Independent Day School for Boys and Girls
Our Lady of Sion School**

Reviewed: 9 August 2020
Frequency of Review: 2 years

Next review: August 2022

OUR LADY OF SION SCHOOL

FIRE REGULATIONS AND GUIDANCE POLICY

Definition and objective

This Policy is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Inspectorate, National Minimum Standards and Early Years Foundations Stage standards

To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk;

- That identified control measures are implemented to control risk so far as reasonably practicable;
- That those affected by school activities have received suitable information on what to do;
- That risk assessments are recorded and reviewed when appropriate.
- That the risk management strategy and risk assessments are recorded and reviewed when appropriate.
- To identify those in the school responsible for conducting risk assessment and monitoring its implementation.
- To meet the ISSR requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.

Guidance

The Head Teacher and Trustees will be responsible for the overarching risk management policy of the school. The overall strategy will be formally reviewed on an annual basis. Schools should note that the responsibilities of governors and/or senior managers may be delegated.

The Bursar will be responsible for the implementation of this policy.

It is for each individual school to decide which its key risk areas are, but it is suggested that the following are included:

- pupil supervision (including safeguarding and welfare requirements). This will include implementation of the School designated safeguarding lead ("DSL") but will also cover a range of responsibilities outside safeguarding
- school trips
- management of visitors on school premises
- fire and emergencies
- traffic and pedestrian interaction on site
- management of hazardous substances
- use of hazardous equipment e.g. in DT, Art etc.
- the suitability of staff to undertake designated roles and checks to ensure that they are suitable including staff not employed by the school who work with pupils on another site

Risk areas which are not directly related to health and safety, including but not limited to:

- financial
- recruitment procedures including governing body oversight
- reputational
- terrorism, including the prevention of fundamentalism and extremism
- pupil self-harming
- security, specifically in boarding or EYFS areas, as appropriate

Part 3, para 16 of the ISSRs identify that a dedicated risk assessment policy is required of schools but can consist of an existing policy suitably updated and identified. The policy must be in place to control major risks and identify sufficiently detailed procedures for risk assessment. It is not suitable for the information to be woven amongst several documents. The detail required (non-exhaustive) should include:

- when to complete risk assessments
- who is responsible for drafting and checking
- records to be kept
- training requirements for staff

The risk management strategy will include the assignment of roles to competent persons (either internal or external) and associated training will be provided.

The Assistant Heads/ Bursar / Head of Department will be responsible for the implementation of the risk assessment policy.

This guidance is applicable to general risk assessment. Where specialist skills are required, e.g. asbestos, fire, water quality and hazardous substances, there is separate policy guidance in place. Teaching area risk assessment checklists are also in place for guidance.

All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis. Risk assessment training will be provided on specific areas where identified by the Bursar.

A template risk assessment form is included at Appendix 1 to this guidance. The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology.

Risk assessments will take into account:

- hazard - something with the potential to cause harm
- risk - an evaluation of the likelihood of the hazard causing harm
- risk rating - assessment of the severity of the outcome of an event
- control measures - physical measures and procedures put in place to mitigate the risk

The risk assessment process will consist of the following 6 steps:

- what could go wrong
- who might be harmed
- how likely is it to go wrong
- how serious would it be if it did
- what are you going to do to stop it
- how are you going to check that your plans are working

The Deputy Head/ Bursar will be responsible for the maintenance of risk assessment records. Where the policy is reviewed schools should identify how the review is recorded and considered e.g. by an H&S committee or similar.

Risk assessments will be reviewed:

- when there are changes to the activity
- after a near miss or accident
- when there are changes to the type of people involved in the activity
- when there are changes in good practice
- when there are legislative changes
- annually if for no other reason

A list of areas (non-exhaustive) which will require risk assessment are included in the appendices.

Appendix 1

OUR LADY OF SION SCHOOL CLASSROOM RISK ASSESSMENT – 2020/21

Room Name/Number:.....

Member of Staff:.....

Questions you should ask:		YES	NO	ACTION REQD
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
Work at height (falls)	Are procedures in place to deal spillages, e.g. water?			
	Do you have an 'elephant-foot' step stool or stepladder available for use where necessary?			
Furniture and fixtures	Is a window opener provided for opening high-level windows?			
	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Is portable equipment stable, e.g. a TV set on a suitable trolley?			
	Where window restrictors are fitted to the upper-floor windows, are they in good working order?			
Manual handling	Are hot surfaces of radiators etc. protected where necessary to prevent the risk of burns to vulnerable young people?			
	Have trolleys been provided for moving heavy objects and caretakers consulted, e.g. computers?			
Computers and similar equipment	If you use a computer for long periods, has a workstation assessment been completed? (The assessment can be found on the Learning Platform)			
	Have pupils been advised about good practice when using computers?			
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment, e.g. laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There should be a sticker to show it has been tested.)			
	Has any damaged electrical equipment been taken out of service or replaced?			
Asbestos	Parts of the school contain asbestos and we have an asbestos register. Have you read the policy on Asbestos Management that is stored on the Learning Platform?			
	Do you require any further guidance in relation to asbestos i.e. securing pieces of work to walls/ceilings that may contain asbestos?			
Fire	If there are fire exit doors in the classroom, are they:			
	* Unobstructed;			
	* Kept unlocked; and			
	* Easy to open from the inside?			
	Is fire-fighting equipment in place in the classroom?			
	Are fire evacuation procedures clearly displayed and up to date?			
Workplace (ventilation and heating)	Are you aware of the fire evacuation drill, including arrangements for any vulnerable adults or children?			
	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?			
	Are measures in place, for example blinds, to protect from glare and heat from the sun?			

OUR LADY OF SION SCHOOL CLASSROOM RISK ASSESSMENT

This is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in the space overleaf, including any further actions needed. If necessary, discuss this with the Bursar.

Additional issues	

Further Action needed

Hazards noted:	Action taken and when:

Name (and position):	Signature:	Date:
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Appendix 2: Risk Assessment Template – Subject or Activity Specific

Activity or Department:

What are the hazards?	Whom might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done when?

You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

Appendix 3: Trips (Extract from Trips Policy)

RISK ASSESSMENT.

DEFINITIONS.

HAZARDS

Anything which has the potential to cause harm.

RISKS

The likelihood that someone will be harmed by the hazard.

RISKS ASSESSMENT

The conscious process applied to the *identification of hazards*, the subsequent *evaluation of the associated risks* and the *implementation of a series of control measures* to minimise the risks highlighted.

In other words....

- What, in theory, could be dangerous?
- What are the actual chances of an accident/incident and how severe might the outcome be?
- What can be done to lessen the chance of harm?

The assessment is then *recorded* and *reviewed* at appropriate intervals.

FIVESTEPSTORISKASSESSMENT

- | | |
|---------------------|--|
| <u>STEP1</u> | Identify the hazards caused by the activity/location/participants. |
| <u>STEP2</u> | Decide who might be harmed and how. |
| <u>STEP3</u> | Evaluate the risk and decide whether existing control measures are adequate or whether more should be done. |
| <u>STEP4</u> | Record your findings. |
| <u>STEP5</u> | Review your assessment from time to time (e.g. if the activity is ongoing over a period of time or if it is to be repeated) and revise it if necessary. |

RISK LEVELS

Potential Outcome

		Minor Cuts, sprains, bruises Minor Burns Property damage	Major Non-life threatening Fractures, dislocations Muscle strains Cuts, burns needing medical treatment	Severe Life-threatening Loss of limb, major fracture, exposure Hypothermia Penetrating eye injury Death
L I K E L Y H O O D	UNLIKELY	TRIVIAL	SLIGHT	MODERATE
	POSSIBLE	SLIGHT	MODERATE	SIGNIFICANT
	LIKELY	MODERATE	SIGNIFICANT	UNACCEPTABLE

For example, spraining a thumb on a dry ski slope is pretty common, but it is not a serious injury.

From this table it would work out as:-

Minor (slight hand injury) x Possible = A risk factor of Slight

If on the other hand you are one of Sir Ernest Shackleton's "Safe Return Doubtful" team setting off for Antarctica, your calculations would look like this:-

Severe (Probably Death) x Likely = A risk factor of Unacceptable

DESTINATION AND DATE OF TRIP: _____

LEADER'S SIGNATURE: _____

PLEASE AMEND THIS SHEET AS NECESSARY AND INCLUDE WITH YOUR RISK ASSESSMENTS

HAZARD	<u>POTENTIAL HARM</u>	WHO	PREVENTION/CONTROL MEASURES	ACTION
<p>MINIBUS / COACH TRIP IN UK Embarking/disembarking coach</p> <p>Accident whilst underway</p>	<p>Getting run over – injury</p> <p>Child left behind – mental distress</p> <p>Medication/paperwork forgotten– ill health exacerbated due to incorrect treatment</p> <p>Injuries</p>	<p>ALL</p> <p>ALL</p> <p>ALL</p>	<ul style="list-style-type: none"> • Assemble before joining coach. • Take own First Aid and Travel Sickness kit • Staff to supervise pupils from assembly point to coach at all times, ensuring sensible and safe behaviour. • Register pupils on coach, checking any relevant paperwork/medication. • Check seat belts being worn. • Safety briefing to be given by driver or member of staff to include: <ul style="list-style-type: none"> - Emergency exits (staff to sit by them, check they are operational if possible) - Location of first aid kit - Location and operation of fire extinguishers - Seatbelts to be worn at all times, staff/pupils - Luggage safely stowed and secured - No standing in aisle whilst underway - Do not disturb the driver - Collect rubbish in separate bag • Staff to supervise disembarkation of coach, and assembly of pupils in a safe place away from the coach. • At stops, give clear information about meeting time and place – remind about traffic direction. • Register check/head count on coach before leaving each stop by 2 separate members of staff. <p>Establish emergency plan before travelling – whereabouts of contact details, who to contact at school etc.</p>	

DESTINATION AND DATE OF TRIP: _____

LEADER'S SIGNATURE: _____

PLEASE AMEND THIS SHEET AS NECESSARY AND INCLUDE WITH YOUR RISK ASSESSMENTS

HAZARD	<u>POTENTIAL HARM</u>	WHO	PREVENTION/CONTROL MEASURES	ACTION
<i>THEATRE TRIP</i>				
Arriving	Injury / Non arrival	PUPILS	<ul style="list-style-type: none"> • Give strict instructions to parents re meeting time and venue. • Take mobile phone. • Give relevant mobile phone number so contact can be made for any delay to pupil arriving. • Contingency plan if pupil doesn't turn up. • Register check before entering theatre. • Carry emergency contact details. 	
Accident or fire in the theatre	Injury	ALL	<ul style="list-style-type: none"> • Ensure participants aware of emergency exits and muster areas within the theatre. • Ensure supervising members of staff are spread amongst the pupils seating areas. • Register check once seated and after interval 	
Leaving	Injury	PUPILS	<ul style="list-style-type: none"> • Give clear instructions to parents re collection times and venue. • Carry emergency contact details. • Ensure all pupils leave auditorium together at end of performance. • Pupils to inform group leader when leaving to go home. • Group leader to ensure pupils leave with responsible adult. 	

DESTINATION AND DATE OF TRIP: _____

LEADER'S SIGNATURE: _____

PLEASE AMEND THIS SHEET AS NECESSARY AND INCLUDE WITH YOUR RISK ASSESSMENTS

HAZARD	<u>POTENTIAL HARM</u>	WHO	PREVENTION/ CONTROL MEASURES	ACTION
<p>WALKING</p> <p>Getting run over</p> <p>Mishap whilst walking</p> <p>Getting lost</p>	<p>Injury</p>	<p>ALL</p>	<ul style="list-style-type: none"> • Safety talk before trip, use of Green Cross Code. • If abroad, ensure clear explanation of local custom and traffic regulations. Stress traffic drives on the right, 	
	<p>Injury</p>	<p>ALL</p>	<ul style="list-style-type: none"> • Suitable kit to be worn for local terrain. • Food and water to be carried. • Sun block to be used. • First Aid kit to be carried. 	
	<p>Hypothermia, dehydration, mental distress</p>	<p>ALL</p>	<ul style="list-style-type: none"> • All participants to be given information card, providing details of contact numbers and addresses. • Pupils to remain in groups of • Pupils to be given amount of emergency money. • Pupils to be given maps, plans and other relevant information. • Pupils to be told how to summon help. • Pupils to be told out of bounds areas. • Arrange a rendezvous point and time. 	

Appendix 4: Dynamic Risk Assessment – Cookers

Risk area: COOKERS

Assessment performed by:	Headmaster / School Safety Officer / other <i>(delete as appropriate; if 'other' please specify)</i>
Workplace:	<i>(enter name of school)</i>

Some Potential Hazards in this Risk Area	Estimated Risk Level			Some Useful Controls in this Risk Area	Action Dated
	High	Med.	Low		
1. Electrical shocks 2. Burns and scalds 3. Fire 4. Lack of first-aid kit				1. Health & Safety Policy 2. Maintenance of all electrical equipment 3. Fire precautions 4. Staff qualified in first aid 5. First-aid kits in place	

If one of these hazards is identified in your school, please tick (☐) the level of risk, and indicate the date when any consequent controls were put in place. For additional hazards and/or control measures, please use the table below.

People at risk (☐):	Pupils		Staff		Parents		Parent helpers		Visitors		Contractors	
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Employees informed of risk assessment via all of the following means:	1. Urgent announcement (if deemed necessary) to pupils and/or staff 2. Copy of this RA to all staff for insertion in their RA Handbooks 3. Copy of RA on notice boards and wherever else appropriate
Employees to report newly-identified hazards via:	Written notification to the Headmaster / School Safety Officer / other <i>(delete as appropriate; if 'other' please specify)</i>
Date of next assessment:	
Assessment frequency:	
Date:	Signed: