

# Risk Assessment Policy

## Leehurst Swan School



<b>Approved by:</b>	 Headmaster  Chair of Governors	<b>Date:</b> 01/10/2021
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Last Reviewed: 01/10/2021, Next Review: 01/10/2023 or as required by a change in regulatory legislation.

## **This policy applies to the whole school including the EYFS**

### **Introduction**

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).

Risk assessments are a legal requirement. ISI and Ofsted Inspectors will expect to see examples. By focusing 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 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.

### **Areas That Require Risk Assessments**

There are numerous activities carried out at Leehurst Swan, each of which requires its own separate risk assessment. The most important of these covers:

- Fire safety, procedures and risk assessments
- Educational visits and trips
- Playgrounds, sporting activities

However, risk assessments are also needed for many other areas, including:

- **Educational.**
  - Science experiments.
  - Design and Technology.
  - Each sport and PE activity.
  - Art & Photography (including the darkroom and clay activities).
  - Music
  - Drama
  - Activities.
  - Adventure playground equipment.

At Leehurst Swan 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 both teachers and technicians who work in Science and D&T.

- **Medical and First Aid.**

The First Aid policy has risk assessments for first aid and all other treatments and procedures. The accident forms are maintained in the First Aid Area and the First Aid Co Ordinator is responsible for ensuring that accident reports and statistics are passed to the H&S Committee members. The School's separate first aid policies explain the procedures that would be followed in the event of a medical emergency.

- **Safeguarding (Child Protection).**

Our Safeguarding (Child Protection) policy 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 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 are required for every item of 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. Cleaning is undertaken by Leehurst Swan's in-house cleaning department.
- **Maintenance:** Risk assessments and training are required for tools and items of equipment known to be hazardous, 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 are required for tools and machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, herbicides, 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 the science laboratories and the design technology room. 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 areas in the school.

### **Conducting a Risk Assessment.**

The Health and Safety Executive (HSE) recommends five steps to be taken for all risk assessments:

#### **Step 1 - Identify the hazards.**

First you need to work out how people could be harmed. When you work in a place every day, it is easy to overlook some of the hazards, so here are some tips to help you identify the ones that matter:

- Walk around and look at what could reasonably be expected to cause harm.
- Ask your colleagues what they think. They may have noticed things that are not immediately obvious to you.
- Check manufacturers' instructions or data sheets for chemicals and equipment as they can be helpful in spelling out the hazards and putting them in their true perspective.
- Remember to think about long term hazards to health (e.g. high levels of noise or exposure to harmful substances) as well as safety hazards.

- **Step 2 - Decide who could be harmed.**

For each hazard you need to be clear about who might be harmed. It will help you identify the best way of managing the risk. This does not mean listing everyone by name, but rather identifying groups of people.

- **Step 3 - Evaluate the risks and decide on precautions.**

Having spotted the hazards, you then must decide what to do about them. The law requires you to do 'everything reasonably practicable' to protect people from harm. First, think about what controls are in place and how things are organised. Then compare with good practice and see if there is more you should be doing to bring things up to the required standard. Consider, for example:

- Can I get rid of the hazard altogether?
- If not, how can I control the risks so that harm is unlikely?

When controlling the risks, apply the following principles, if possible in order:

- Try a less risky option (e.g. switch to using a less hazardous chemical).
- Prevent access to the hazard.
- Organise work to reduce exposure to the hazard.
- Issue protective equipment or clothing.
- Provide first aid equipment.
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- **Step 4 - Record your findings and implement them.**

When completing the risk assessment form, keep it simple and use wording such 'Tripping over rubbish' and 'Weekly checks'. You need to be able to show that:

- A proper check was made.
- You asked who might be affected.
- You dealt with all the significant hazards, taking into account the number of people who could be involved.
- The precautions are reasonable, and the residual risk is low.
- You involved your staff or colleagues in the process.

- **Step 5 - Review your assessment and update if necessary.** Few areas within the school stay the same. All risk assessments should be reviewed every year or more often if something has changed significantly in the meantime. Risk assessments should also be reviewed (and recorded), when major structural work is planned, or in the event of an accident. The risk assessment form has a box for noting the review date and this date should be noted in diaries to ensure that the review takes place when required.

### **Responsibilities of All Staff**

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 Head, the Health & Safety manager 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 Health & safety manager.

### **Accident Reporting**

The First Aid coordinator 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 Health and Safety manager who will then report 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 school's Health and Safety Committee with a view to assessing whether any measures need to be taken to prevent recurrence.

## AN EXAMPLE OF A RISK ASSESSMENT FORM

<b>Activity:</b>	<b>Date:</b>	<b>Number of Pupils:</b>	
<b>Activity Coordinator:</b>	<b>Other Staff:</b>	<b>Risk Assessment carried out by:</b>	
<b>Hazards</b> List significant hazards which might result in serious harm or affect several people	<b>Persons at Risk</b> List groups of people who are especially at risk from the significant hazard identified	<b>Risk</b> High Medium Low	<b>Control Measures</b> List existing controls or note what can be introduced or where the information can be found in order to reduce risks to an acceptable level (e.g. information, instruction, training, systems or procedures.)

<b>Signed</b> (Activity Coordinator):	<b>Review Date</b> (in 12 months):	<b>Copies passed to the following. Those signing do so to indicate that they have read and understood the risk assessment.</b>	
		<b>Name</b>	<b>Signature</b>

## Examples of Risk Assessments

**Example 1** – The children are walking to Rack Close for Sports day.

Risk low

Control measures

- Pupils register in houses before departure and advised of need to keep together and follow directions.
- Pupils organised in house groups with ratio of adults
- Route selected reduces number of major roads to be crossed and using crossing points.
- Crossing of roads to be supervised by staff
- Staff organised into front marker and back marker with others in between.
- Staff carry mobile phones
- First aid kit carried with trained first aider.

**Example 2** – A possibility of a child under eight years old, falling over and grazing a knee on a walk in the countryside:

Risk: Low

Control Measures:

- Teacher in Charge has First Aid kit
- One member of staff is qualified in Pediatric First Aid
- Teacher in Charge has mobile phone
- All members of staff had held a meeting to discuss the outing and the risk assessment beforehand