



St Hilda's School
HARPENDEN
Caring, Curious & Confident

Risk Assessment Policy

Important Note

Unless otherwise stated, all Policies of St Hilda's School apply to the school in its entirety. This comprises all staff and pupils in the Early Years Foundation Stage (EYFS), the Junior School (Key Stage 1) and the Senior School (Key Stage 2).

REVIEW DATE: March 2019

REVIEWED BY: Dan Sayers (Headmaster)

SIGNED:

DATED: 22.03.19

INTRODUCTION

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, impact on development), financial (falling pupil rolls), compliance (safeguarding/child protection issues) and environmental.

WHY HAVE RISK ASSESSMENTS?

Institutions (including schools) are required by law to carry out risk assessments in certain areas of their operations. ISI Inspectors will expect to see examples of risk assessments undertaken, including relevant documents and details of procedures. 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 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 a number of activities carried out at St. Hilda's School that require individual risk assessments. Among the most important are those that cover:

- Fire safety and related procedures
- Educational visits and trips
- Particular activities which involve EYFS children
- All support areas of the school building and outdoor areas

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

Educational

- Science experiments
- Design and Technology
- Food Technology
- Sport and PE activity
- Art
- Music (including minimising the risk of hearing loss to staff)
- Drama
- Dance

St. Hilda's School makes use of model or generic risk assessments for its educational activities and visits. All teaching staff receive advice and help in completing risk assessments that are tailored to specific areas and requirements.

Pastoral

The focus of the school's pastoral policy is to ensure that every pupil leaves as a confident, articulate child, capable of keeping themselves safe on the streets, in the home and in all situations. The school's PSHCE programmes and its Assemblies are directed towards promoting an increasing understanding as the pupil develops. It is the policy of the school to make pupils aware of risks that exist in both the real and electronic worlds, and on sensible precautions that should be taken.

Medical and First Aid

The Medical area has risk assessments for First Aid and all other treatments and procedures. Accident forms are maintained in the Medical Room. The School Office is responsible for ensuring that accident reports are passed to the Compliance Officer.

Safeguarding/Child Protection

The school's Safeguarding/Child Protection policy and staff training form the core of its 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 the Governors, peripatetic music staff and volunteers on the school site, as well as by ensuring that all relevant personnel in the school community receives regular child protection training, St Hilda's ensures that this risk is managed to an acceptable level.

Support Areas

- Catering and Cleaning: risk assessments and training are required for each 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 each room, stairways, corridors and emergency exits. Particular emphasis in training is given to minimising the risk of fire and to ensuring that good practice is maintained in all aspects of security. Risk assessments also cover manual handling, working at heights and asbestos. Induction and refresher training covers the management and importance of risk assessments, the use of protective equipment and requirements for safety notices
- Maintenance and Grounds: our HR firm, Ellis Whittam, undertake an annual Risk Assessment on all aspects of the school building and grounds. This includes tools and items of equipment, as well as for manual handling, slips and trips, working at heights, lone working, asbestos, control of contractors on site, electricity, gas, water, swimming pool maintenance and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication, health and safety notices and the use of protective equipment
- School Office: those staff (primarily office-based) who spend a large part of their working day in front of a screen are referred to the Display Screen Equipment policy.

Access by Pupils

Risk assessments of all areas of the school reinforce the policy of ensuring that pupils do not have unsupervised access to potentially dangerous areas such as the swimming pool. Pupils are only allowed access when accompanied by a member of staff. Pupils do not have access to the kitchens, maintenance and caretaking working areas within the school.

Risk assessments for school outings are practical tools, designed to assist teachers who are in charge of an outing. Issues such as:

- What if the coach is delayed?
- What if a child falls over and injures him/herself?
- What if a child goes missing?

can arise, and need to be anticipated in advance. However, conducting risk assessments on EYFS outings does not require specialist knowledge.

Medium Risk Activities

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 Safety Checks

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

- Fire safety
- Gas safety
- Electrical safety of buildings

REVIEW OF RISK ASSESSMENTS

All risk assessments are regularly reviewed. The EYFS Statutory Framework requires schools that 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*, as well as to keep up-to-date records of these checks.

Risk assessments are also 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 describes 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.

At St. Hilda's School, a "library" of risk assessments is maintained in the School Office for staff to refer to and adapt for their own use.

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 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 Business Manager and other members of the SMT in order to enable the Governors to comply with their statutory health and safety duties. All members of staff are responsible for reporting any risks they believe have not been previously identified, as well as any defects to equipment, to the Business Manager and the Caretaker via a folder in the school office.

ACCIDENT REPORTING

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

AUDIT COMPLIANCE STATEMENTS

An annual compliance risk assessment is prepared by the school's appointed risk-assessment specialists. This report analyses:

- The major risks to the school
- The measures taken to protect the school against such risks, including:
 - Safer recruitment of staff, peripatetic music teachers, governors and volunteers
 - Measures to ensure the selection, training and appraisal of appropriately qualified staff and Directors
 - Insurance requirements
 - Use of professional advice from lawyers, accountants, architects, etc as needed

This policy will be reviewed annually, by the Senior Management Team, in line with the school's review schedule for policies.