



## **RISK ASSESSMENT POLICY**

### **This Policy applies to Upper School, Lower School and EYFS**

The Trustees of St George's School are fully committed to promoting the safety and welfare of all members of our community so that effective education can take place. Trustees and staff are committed to ensure that all activities involving members of the school's community are delivered and completed in a safe manner that complies fully with not just with the law; but with best practice. The school recognises that risks are inherent in everyday life and that we need to have procedures in place to identify them and to adopt systems for minimising them.

### **Role of The Health And Safety Committee**

St George's School's Health and Safety Committee is the main forum within the school for discussing and monitoring risk assessments, induction and training programmes. The Committee meets termly and monitors the school's risk assessment procedures. The Headmaster is responsible for monitoring compliance and for liaising with the local police, fire service, insurance and security advisors in pursuit of risk reduction. The Headmaster also liaises and reports on matters of health and safety and risk reduction to the Board of Trustees.

### **What Is A Risk Assessment?**

A risk assessment is a procedure 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 (e.g. fire).

A **risk** is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).

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, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong. In many cases simple measures are very effective and not costly. Risk assessments are regularly reviewed and updated and are also supported through training for staff and students which includes the advice and guidance of Local Authority expertise. Risk assessments are centrally collated and include those for Educational visits

### **What Areas Require Risk Assessments?**

There are numerous activities carried out in St George's School, each of which requires a separate risk assessment.

Some of these may require specialist involvement, advice and guidance, such as

- Fire Safety & Prevention
- Asbestos
- Legionella
- Gas safety
- Electrical safety

Whereas others are conducted to ensure the safe delivery of the school's curriculum including:

Science  
Design and Technology  
Food Technology  
PE and sporting activities including the use of sporting facilities and the school halls  
Art including the clay and photography facilities  
Music including minimising the risk of hearing loss to staff/students  
Drama including the theatre back stage, stage, props room and lighting  
EYFS setting  
Outdoor play areas (such as the play fort)  
Educational visits and trips

Support Areas Include:

Catering and Cleaning: risk assessments and training is required for every 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 the school site including, laboratories and facilities used by practical subjects, stairs, corridors and emergency exits. Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.

Maintenance: risk assessments and training is required for every tool and item of equipment, 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 is required for every tool and piece of machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, 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.

## **Conducting a Risk Assessment**

At St George's School [apart from our EYFS setting] 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 lessons in Science and Design and Technology and also adhere to COSHH regulation and model guidance to ensure the safe handling of hazardous materials and substances. Staff receive regular training to support their responsibility and involvement in completing risk assessment procedures and it also forms part of the induction procedure for new staff.

## **Reviews**

All risk assessments are reviewed and recorded and risk assessment procedures are reviewed following an accident. The separate policy on the management of health and

safety describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for water sampling.

### **Responsibilities of All Staff**

Specialist training is given to those whose work requires it. However, all staff are responsible for taking reasonable care of their own safety, together with that of students and visitors. They are responsible for completing their health and safety duties and reporting any risks or defects to the Health and Safety Committee.

### **Pastoral Programme**

The focus of the school's pastoral programme is to ensure that every pupil leaves as a confident, articulate young adult capable of keeping him/herself safe. Our Form Tutor programme, PSHE programme and Assemblies are directed towards promoting an increasing understanding of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken. We have a number of teaching assistants in both Lower and Upper School who are trained to deliver a Protective Behaviours programme (all key stages and EYFS), and all staff have received an overview of Protective Behaviours. We also have a progressive scheme for sex and relationship education in primary schools. Student health and safety is promoted and taught in all practical subjects and students are expected to wear personal protective equipment for tasks that have been assessed as requiring its usage.

### **Medical and First Aid**

The Medical Room forms part of the school's risk assessment programme. The accident forms are maintained in the Medical area and the School Nurse is responsible for ensuring that accident reports are completed by relevant staff and recorded. The Schools separate First Aid Policy explains the procedures that we would follow in the event of a medical emergency. The School Nurse is responsible for reporting any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

### **Unsupervised Access by Pupils**

We teach pupils to understand why they do not have unsupervised access to potentially dangerous areas, such as the science laboratories, the design technology rooms. Doors to these areas are kept locked when not in use. All flammables are kept securely locked. Pupils do not have access to the Maintenance, Catering and Caretaking areas of the school. We have a Supervision Policy which details the responsibilities on to staff for keeping children safe from risk of harm.

### **Safeguarding/Child Protection (See Safeguarding Policy)**

Our Child Protection policies 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. These checks cover all adults employed by the school and all staff receive annual safeguarding & child protection training.

**April 2017**

**This policy was reviewed by the SLT and BoT.**