



## **BEAUDESERT PARK SCHOOL**

### **RISK ASSESSMENT POLICY**

#### **INTRODUCTION**

All independent schools are legally required to have risk assessments in place that cover a great many of their activities, including educational visits and trips that are made by their pupils. There are additional requirements for boarding schools and schools with EYFS provision, reflecting the different environments and ages of their pupils. Like all employers, schools are required by law to assess the risks to their employees and (in school parlance), to pupils, Governors, contractors and visitors who could be affected by their activities.

Additionally, the Charities SORP firmly places the reporting of risk management on the agenda of all auditable charities by requiring their annual reports to "contain a statement as to whether the charity trustees have given consideration to the major risks to which the charity is exposed and to systems designed to manage those risks." Similarly, charities that are incorporated under company law are required to include a business review in the directors' annual reports that include a description of the principal risks facing the company.

Beaudesert Park School ("the School") maintains a Risk Register which is reviewed annually by Governor Committees. The Risk Register contains details of Strategic, Compliance, Operational and Financial risks.

#### **CONTENTS OF POLICY**

This policy is a practical guide to the process of conducting generalist risk assessments in the School. The School needs to ensure all staff have a basic understanding of the general principles of conducting risk assessments (and health and safety) as part of their induction training. Refresher training will be required at regular intervals, particularly for staff who work with chemicals (such as Science teachers and technicians, or cleaners).

Additional training may be required as part of an individual's professional development, for example, training a Groundsman in the safe use of pesticides. Accurate record keeping of training and safety and maintenance checks forms an important part of the process. Similarly, time and effort needs to be spent by teaching and pastoral staff in ensuring that all pupils develop a basic understanding of risk and of the need to stay safe.

## ROLE OF THE HEALTH AND SAFETY COMMITTEE

The School's Health & Safety Committee is the main forum within the School for monitoring risk assessments, induction and training programmes. Risk assessments are a standing agenda item at Committee meetings, when representatives from Prep, Pre Prep, Catering, Estates and the Sister brief the Chairman (Finance Director) on the status of the risk assessments in their own areas of responsibility. The Finance Director is responsible for monitoring compliance and for liaising with the local police, the fire service and insurance and security advisors in pursuit of risk reduction and for reporting back to Governors and to the Senior Management Team.

## RISK ASSESSMENT POLICY

### 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, loss of pupils, impact on development), financial (falling pupil rolls), compliance (child protection issues) and environmental (asbestos, legionella).

### WHY HAVE RISK ASSESSMENTS?

By focussing 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.

### WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out in BPS, each of which requires its own separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips

- EYFS settings

Separate policies cover each of the three areas mentioned above. However, risk assessments are also needed for many other areas, including:

#### Educational

- Science experiments
- Design and Technology
- Each sport and PE activity
- Art (including the pottery studio)
- Music (including minimising the risk of hearing loss to staff)
- Drama (including the theatre back stage, stage, props room and lighting box)
- Dance

At the School we make use of model or generic risk assessments where we can, for example 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.

#### Pastoral

The focus of our pastoral policy is to ensure that every pupil leaves as a confident, articulate individual capable of keeping him/herself safe on the streets, in the home and in all situations. Our PSHCE programmes and Assemblies are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken. Our Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

#### Medical and First Aid

The Surgery has a First Aid and Medical Health Policy which covers first aid and all other treatments and procedures. Accident forms are maintained in the Surgery and the School Sister is responsible for ensuring that accident reports are passed to the Headmaster and reported to the HSE if necessary. The School's First Aid and Medical Health Policy explains the procedures we would follow in the event of a medical emergency.

#### Child Protection

Our Promoting Welfare & Safeguarding and Staff Behaviour 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/or are not allowed to work in the UK. By ensuring that everyone in the School receives regular child protection training, we manage this risk to an acceptable level.

## Support Areas

- Catering and Cleaning: risk assessments and training are 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 every room, laboratory, stairs, corridor and emergency exit in the entire school, including dormitories and the Nursery. Particular emphasis 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, swimming pool maintenance 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 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.

## 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 swimming pool, the science laboratories, the design technology suite, or the Performing Arts Centre. 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 Grounds, Maintenance, Catering and Caretaking working areas in the school.

## CONDUCTING A RISK ASSESSMENT

There are several possible techniques. One model that we use at BPS is set out below:

Location Assessed		Headmaster's office				
Assessor: Kevin Lea		Date of Assessment February 2014			Review Date: February 2015	
Hazard	Significant Risk	Persons at Risk	Control Measures	Effectiveness of Control Measures	Degree of Risk	Further Actions Required
Gas Fire	Burns Fatality	Adults	Gas Fires tested & serviced annually by qualified contractor and certificate issued	High	Low	No action required
Trailing wire and cables	Tripping up	Adults	All cables and wires tied behind Equipment. ICT department check regularly.	High	Low	No action required
Flooring	Tripping up due to possible uneven flooring	Adults	Any uneven flooring must to be reported to Head of maintenance.	High	Low	No action required
Heating & ventilation	Overheating, too cold	Adults	Head of maintenance to set heating on a timer.	High	Low	No action required
Windows and low level glass	Breakage, shattered glass Injury to body	Adults	Safety Glass film applied to windows	High	Low	No action required
Electrical Appliances	Electrocution	Adults	All equipment is safety checked by qualified personnel (PAT Tested) & Fixed wiring test	High	Low	No action required
Poor housekeeping	Trips	Adults	Housekeeping staff receive regular training & monitoring	High	Low	No action required
Arson / Fire	Fatality	Adults	Fire alarm device installed and tested weekly.	High	Low	No action required
Lighting	Trips & falls	Adults	Modern Effective lighting installed in 2013	High	Low	No action required

Our policy at the School is never to carry out any activity or fail to address any hazard which has a high risk rating after the risk reduction control measures have been put into effect. We will always employ specialists to carry out high risk tasks at the School. The Estate Manager arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety of buildings
- Work at high levels
- Work with lead

Activities involving our youngest pupils (EYFS children and Years 1 and 2) will only be carried out if they can be awarded a low risk rating.

#### Medium Risk Activities

We undertake a few medium risk activities with older pupils, such as riding, full contact rugby, and judo, but only using specialist/qualified instructors. Some of the scientific experiments carried out by our Year 7 & 8 pupils also have a medium risk rating. Pupils are always given a safety briefing before participating in these activities, and are expected to wear protective equipment, such as safety goggles or mouth-guards, and to follow instructions.

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.

#### REVIEW OF RISK ASSESSMENTS

All risk assessments should be regularly reviewed; but the EYFS Statutory Framework requires schools which 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 and to keep records of these checks.

Risk assessments should also be reviewed (and recorded), when major structural work is planned, or in the event of an accident. The School's Health and Safety Policy describes the arrangements for regular health and safety inspections of the fabric of the School, its plant, machinery and equipment.

At the School we maintain a "library" of risk assessments in a Risk Assessments folder under Staff Resources on the School network for staff to refer to and adapt for their own use.

## RESPONSIBILITIES OF ALL STAFF

All members of staff are given a thorough induction into the School's arrangements for risk assessments and health and safety (which is recorded on the Induction checklist). 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 Finance Director and other members of the SMT 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 Estate Manager or Finance Director.

## ACCIDENT REPORTING

The School Sister 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 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.

This policy can be made available in large print or other accessible format if required.

<b>Authorised by</b>	M Campbell <b><u>Chair of Governance &amp; Compliance Committee</u></b>
<b>Date</b> 21/11/17	
<b>Approved by</b>	M Pyper <b><u>Chair of Governors</u></b>
<b>Date</b> 21/11/17	
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