



Warlingham Park School Risk Assessment Policy

1. Introduction

We are fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Our priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just the law; but with best practice. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated into how to cope safely with risk.

The 2014 DfE guidance *Health & Safety: Advice on Legal Duties and Powers for Local Authorities, School Leaders, School Staff and Governing Bodies* covers any health & safety issues not specific to other Regulations. It is therefore concerned with the need for risk assessments and this policy reflects the guidance given.

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 (eg. fire)
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (eg. a chip pan will catch fire if left unattended)
- A risk assessment is the resulting assessment of the severity of the outcome (eg. 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 the unfettered risk (eg. staff training, clear work procedures, fire alarms, fire practices 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.

This policy should be read alongside our policies on Health and Safety, Behaviour and Discipline, Child Protection and Safeguarding, Fire Safety, First Aid and Safer Recruitment.

2 Areas of risk

There are numerous activities carried out at our school, many of which require a separate risk assessment. The most important of these cover:

- Fire safety and procedures
- Educational visits and trips (although not necessarily always written)
- Certain educational areas (eg. science during experiments, using DT and art equipment, PE & sports activities)
- We make use of model risk assessments and adapt them to our own needs.

Pastoral

Our PSHE programme, assemblies and talks 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. This also includes internet access.

Medical and First Aid

This area covers first aid, allergies, administering medicines and all related procedures. Accident forms are used and the first aider on duty ensures that a copy is sent home to parents where a child is in the Early Years or if the injury is deemed to be significant. Details about allergies are requested upon entry to the school and records are updated regularly. The Headteacher and Deputy Head are responsible for reporting any notifiable accident that occurs on school premises to a pupil, member of staff, parents, visitor or contractor to the HSE in accordance with RIDDOR.

Unsupervised Access & Security

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the kitchen during any cooking activity, the outdoor areas and storage areas.

A risk assessment also exists for security and intruders.

Child Protection & Safeguarding

Our Child Protection & Safeguarding Policy and training for all staff form the core of our child protection risk management. A Safer Recruitment Policy and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, are not allowed to work in the UK or are prohibited from teaching. By extending this regime to include Trustees, volunteers and peripatetic teachers wherever possible, and by ensuring that everyone in our community receives appropriate child protection training, we manage this risk to an acceptable level.

Support Areas

Separate risk assessments also exist for each classroom and a wide variety of support areas, including various Early Years areas, the boiler room, assemblies & concerts, classrooms, evening functions, before & after school clubs. Risk assessments for outside school include the arrival & departure of pupils, use of the car park area, play and recreational areas & equipment. A lone workers risk assessment is in place for staff who work outside of normal school hours or during holiday periods.

3 Conducting a risk assessment

Risk assessment is a procedure essentially to evaluate hazards and risks. Control measures need to be implemented to eliminate or reduce the hazards and risks. The Headteacher has the responsibility to provide Risk Assessment training to the whole school staff.

The five steps of risk assessment described by the HSE which we follow are:

1. Look for the hazards and consider what could be reasonably expected to cause harm.
2. Decide who might be harmed and how – this includes to everyone.

3. Evaluate the risks – decide whether existing precautions are adequate or whether more should be done. Can the risks be eliminated or reduced effectively so that harm will not occur.
4. Record the findings – following the evaluation and state how they can be controlled to prevent harm. Any changes following the risk assessment must be reported to the staff in order for the action to be implemented.
5. Review and revise the assessment – this is to promote the effectiveness of the new measures and to identify any new risks.

All risk assessments must be made available to Health and Safety Executive Inspectors visiting the School.

Our pupils do not carry out any high risk activities; they are mostly low risk. We may undertake a few medium risk activities with older pupils providing specialists are involved, safety briefings are given and protective equipment is worn.

We will always employ specialists to carry out high risk tasks. Support staff may only carry out medium rated activities if they have been properly trained and work in pairs. Staff and pupils are advised to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

Specialists carry out risk assessments in areas such as asbestos, electrical and fire safety.

All risk assessments are reviewed (and recorded) annually, when major structural work is planned, or in the event of an accident or major incident.

All members of staff are given an induction into the school's arrangements for risk assessments and health & safety. A planned programme of training for teachers, classroom assistants, midday supervisors and administrative staff includes first aid courses, lifesaving, food handling, ROSPA and Epipen administration (auto-adrenalin injectors), in addition to frank and open debate about health and safety issues at trustees' meetings. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for co-operating with the Headteacher in order to enable the Trustees to comply with their health and safety duties. All members of staff are responsible for reporting any risks or defects to the Headteacher or Deputy Head.

4 Role of the Trustees

The Trustees keep under review any major risks to the school, including (amongst other things) strategic risk, loss of fee income, damage to reputation, risk of a child protection issue, gaps in Trustee skills, employment disputes, major health and safety issues (including risk of fire), poor cash flow management and fraud.

The measures taken to protect the school against such risks include safer recruitment of staff (as well as Trustees, volunteers and peripatetic teachers), measures to ensure the selection, training and appraisal of appropriately qualified staff and Trustees, insurance, strong financial controls and use of professional advice from lawyers, accountants, architects, surveyors etc. as needed.

5 Monitoring and review

It is the responsibility of the Headteacher and Deputy Head to monitor and evaluate the effectiveness of this policy.

This policy will be formally reviewed every two years, however it will be amended earlier if legislation or school procedures change prior to that time.

Reviewed: September 2018

This policy will be reviewed every 2 years	
Title	Risk Assessment
Author	Sarah Buist (Headteacher)
Approved by SMT	02.09.2018
Approval/Review required by Trustees	Yes 04.09.2018
Latest Review (were changes made)	Yes, September 2018
Next Review Date	September 2020