



Health & Safety Risk Assessment Policy

Reviewed by SB March 20 | Next Review Date: March 20

This is a whole School Policy including Prep, Pre-Prep, EYFS, After School Care and Holiday Club

The Governors of Abberley Hall School are fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their highest 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 with 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.

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 (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. Many cases simple measures are very effective and not costly.

Risk assessments need reviewing and updating regularly annually. At Abberley Hall School we are very aware that all staff and pupils need to receive training. A "library" of risk assessments is maintained by the H & S officer, and the Educational Visits Co-ordinator on the school SharePoint site for staff to refer to and use for themselves.

WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out in the school, each of which requires a separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments - reviewed annually
- Educational visits and trips — these must be submitted to EVC. (Education Visits Coordinator) 7 days before departure for residential trips and 48 hours before departure for day trips
- Extra-curricular activities

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

- Educational — responsibility of Head of Department — reviewed annually
- Science experiments Design and Technology
- Each sport and PE activity
- Art, DM, STED (including the clay and print studios)
- Drama (including the theatre back stage, stage, props room and lighting box) Dance

At Abberley Hall School 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

Pastoral

The focus of our pastoral policy is to ensure that every pupil leaves as a confident, articulate young adult capable of keeping him/herself safe on the streets, in the home and in all situations. Our PSHE 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 Medical area has risk assessments for first aid and all other treatments and procedures. The accident forms are maintained in the Medical Area and the School Matron is responsible for ensuring that accident reports are passed to the Health and Safety officer. The School's separate Medicines and Illness Policy explains the procedures that we would follow in the event of a medical emergency. The H & S Officer 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 ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms, etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.



Child Protection

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. By extending this regime to Governors, volunteers and the adult members of the catering and maintenance teams, and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

Support Areas

Catering 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. These are undertaken by our sub-contractor

Caretaking and Security: risk assessments cover every room, laboratory, stairs, corridor and emergency exit in the entire school. 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, 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 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.

Conducting A Risk Assessment

Our policy is not to carry out any high risk activity. Activities involving pupils are normally low risk. We undertake a few medium risk activities with older pupils such as kayaking and climbing but only using qualified instructors. Pupils are expected to wear protective equipment as required.

Effective risk assessments are user friendly, so that staff and pupils alike are clear about risks and remedial actions necessary to alleviate the level of risk. Therefore, Abberley Hall risk factors are simplified into the following:

High – activity **cannot** be undertaken unless mitigation takes place. If still 'high' then the activity cannot take place.



Medium - activity can take place but remedial actions, such as training/careful briefing/safety equipment and so on, must be undertaken and recorded.

Low - activity can take place but even though the risk is low training/careful briefing etc. will still need to be considered and recorded.

Specialist Risk Assessments

The Bursar arranges for specialists to carry out the following risk assessments

- Fire Safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety
- Water testing

Reviews

All risk assessments are reviewed annually, when major structural work is planned or in the event of 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 cleaning and for water sampling,

Responsibilities of all Staff

Specialist training is given to those whose role requires them to face specific risks, ensuring that they are equipped to take reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Headmaster, H&S Officer, Bursar and other members of the SMT in order to enable the Governors to comply with H&S regulations. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar, the Maintenance staff and the Health and Safety Officer.

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