

Heathfield House School

Risk Assessment Policy

Introduction

The Proprietors of Heathfield House 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 of the operations within the school environment are delivered in a safe manner that fully complies not just with the law; but with best practice. Risks are inherent to everyday life. It is not only a legal requirement, but also the School's belief that risks and health and safety should be controlled wherever possible through risk assessments. These are therefore conducted in School on a regular basis and cover all identified risks to our pupils, our staff, our buildings, our grounds, in our daily routine and at all school events or trips.

Aims and objectives

- To ensure the safety of all pupils and staff
- To minimise the level of risk
- To think about what could be considered a risk and take appropriate action

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
- Risk control measures are the measures and procedures that are in place in order to minimise the consequence of unfettered risk (e.g. staff training, clear work procedures, heat detectors, alarms, fire practices, gas and electrical shut down points and insurance)
- Emergency Procedures are stated on the bottom of every risk assessment.

Types of risk assessments

There are three main types of Risk Assessments, generic and specific.

- Generic risk assessments should be completed for hazards and activities that are common throughout the School. However, these must be adapted, as appropriate, to consider appropriate individuals and specific issues related to the environment or where the activity is taking place.
- Specific risk assessments are in place for one dedicated task, event or trip.
- Dynamic risk assessments are constant, on the spot assessments of the situation/ task that are not written down.

The essential steps that are taken in order to comply with this policy are:

- Identify the hazards to health and safety arising from the activity, learning environment or setting
- Decide who might be harmed and how
- Evaluate the risks and decide whether existing precautions are adequate or more needs to be done
- Record your findings
- Review your assessment and revise if necessary

Who conducts Risk Assessment?

Risk Assessments are conducted by the Proprietor, Headteacher, Deputy Headteacher for Generic Risk Assessments throughout both buildings. The PE Coordinator is responsible for Generic Physical Education risk assessments. Other members of staff who are timetabled to go on specific outings (for examples school trips) are therefore responsible in

visiting the site and creating a Specific Risk Assessment. A member of management will then check the Specific Risk Assessment and other related documents to ensure the safety of children and staff on the outing.

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety (which is recorded). 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 Headteacher and management team. Finally, all members of staff are responsible for reporting any risks or defects to the Headteacher, Proprietor or Deputy Headteacher.

Who may be affected?

Consider pupils, staff, any other adults and also those who may be not be directly involved with the activity but who may also be affected by the process. This may include contractors, PERI staff or when beyond School, members of the public.

Risk Evaluation

Evaluate the risks (low/medium/high) to which individuals might be exposed. This will be a subjective evaluation but should be used to give an indication of the priority with which the risks need to be addressed. Where risks are already controlled, monitor the effectiveness of the control to decide whether they are sufficient. Where the risks to individuals are thought to be medium or high, additional control measures must be considered. For Specific Risk Assessments, staff must have the following hazards as high: Walking to/from a place or bus, travelling by bus/coach and medication/ medical needs.

Risk Control

Decide what controls are necessary to reduce the risk to individuals. The steps to controlling risks are as follows:

- **Avoid the hazard** – can the hazard be avoided or altered to reduce the likelihood of risk? (example- building work)
- **Substitute or replace the hazard**
- **Procedural controls** – can the procedure be altered to avoid the risk or reduce the risk? Can the individuals be removed/ distanced from the risk?
- **Child management** – make sure all staff are aware of all medical needs
- **Setting management** – such as the monitoring of exits and entrances
- **Personal Protective equipment** – consider the value of using such things like gloves, over garments etc
- **Emergency Procedures** - have contingencies in the event of things going wrong such as an accident, incident etc.

When are they reviewed?

At the start of every academic year, all staff members receive training on risk assessments within our Trip Procedure training INSET. This is to ensure that all members of staff understand the difference between the types of risk assessments and how to fill them in correctly. Generic Risk Assessments are re written at the start of the academic year and are updated termly. However, if a new hazard arises – we will action as soon as possible and ensure that the area is safe for everyone. Specific risk assessments are written prior to going on a School trip and will be completed once a member of staff has visited the venue. Under some circumstances (decided by the Headteacher and Proprietor) - risk assessments will be carried out on the spot before entering a venue. In these cases, staff will have emailed and requested a copy of the venues risk assessments.

Reporting newly-identified hazards

In staff meetings and teaching assistant bulletins- health and safety and maintenance issues are addressed. Dynamic Risk Assessments are every member of staff's responsibility to look out for hazards around the building and report to a member of management.

Other Specialist Risk Assessments

The Proprietor and Headteacher arrange to carry out the following other Risk Assessments, policies, procedures or reports:

- Pregnant members of staff
- Newly employed members of staff
- Recruitment of staff
- Fire Safety
- Asbestos
- Gas Safety
- Electrical Safety
- Legionella
- COSHH
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Reviewed July 2018 by Caroline Goodsman