



RISK ASSESSMENT POLICY

Independent School Standards Regulations 2014, Part 3 16(a)

March 2016

Introduction

The school's management and Trustees are committed to promoting the safety and welfare of all members of the school community. Priority lies in ensuring that all operations within the school environment, both educational and support, are delivered in a safe manner that complies fully not just with the law but with best practice. It is recognised that risks are inherent in everyday life and that the need is to identify them and adopt systems for minimising them. It is important for our pupils to be educated to cope safely with risk.

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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 (for example, 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 (for example, staff training, clear work procedures, preliminary visits, warning signs and insurance).

Risk assessments can be used to identify potential hazards to people (slipping, falling) and property (fire) and strategic hazards (reputation, loss of pupils, impact on development), financial hazards (falling pupil rolls), compliance hazards (Child Protection issues) and environmental hazards (asbestos, legionella). It is recognised that accidents and injuries can ruin lives, damage reputations and cost money, and it is recognised that preventative measures can often be surprisingly simple and cost effective, for example, the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored behind locked doors.

Risk assessments are reviewed and updated annually by the School Administrator.

What areas require risk assessments?

There are numerous activities carried out at the school, each of which requires its own separate risk assessment. Areas in which risk assessments are of particular importance are:

- Asbestos Control
- Early Years Foundation Stage (EYFS) activities
- Educational Visits and Trips
- Fire safety
- Health and Safety
- Water safety

Risk assessments are also needed for:

- The Classroom
- Handwork & Woodwork
- Science
- Sport and PE

We use the City of York Health & Safety Department to provide independent and qualified advice and use their risk assessment templates for educational activities and visits.

Pastoral

The focus of our pastoral care is to ensure that each pupil becomes a confident, articulate young adult capable of keeping him/herself safe whether at home or outside the home. Our curriculum is directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the electronic worlds, and of sensible precautions that should be taken.

Medicines and First Aid

There are written procedures for First Aid and Administering Medicines. The school ensures there are sufficient people trained to a 'First Aid at Work' or equivalent qualification and complies with the EYFS requirement for sufficient staff to hold a paediatric first aid qualification.

Safeguarding

Our Safeguarding & Child Protection Policies as well as the training received by staff form the core of our Safeguarding risk management. Safe recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, or who are not allowed to work in the UK. Trustees and Volunteers all have enhanced DBS checks, Early Years staff sign a declaration stating they do not live with or live where a person works and has been barred from working with children.

All teaching and support staff receive regular Child Protection training. The combination of these measures helps us manage the risk.

Support Areas

Catering

Risk assessments and training cover all significant risks concerning catering.

Maintenance

Risk assessments and training cover all significant risks including, manual handling, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water and the control of substances hazardous to health (COSHH).

Administrative Staff

The Display Screen Equipment assessment is required for all staff who spend the majority of their working day in front of a screen.

Conducting a Risk Assessment

The school's policy is not to carry out any high risk activity. Activities involving pupils are normally low risk. We undertake some medium risk activities but use only specialist/qualified instructors. Pupils are always given a safety briefing before participating in these activities, and pupils are expected to wear protective equipment where appropriate and follow instructions. Should the situation arise we would always employ specialists for any high-risk tasks. Staff may carry out medium rated activities only if they have been specially trained and follow best practice. All members of staff and all pupils are expected to wear personal protective equipment for tasks that have been assessed as requiring its use.

Specialist Risk Assessments

We always employ specialists to carry out risk assessments for high risk areas at the school.

The School Administrator arranges for specialists to carry out risk assessments or inspections concerning the following:

- Fire
- Asbestos
- Gas
- Electricity

All risk assessments are regularly reviewed, and the EYFS Statutory Framework requires schools which provide for this group to review and update their risk assessments annually.

Responsibilities of All Staff

All members of staff are given an induction into the school's health and safety arrangements for risk assessments and Health and Safety, and records are kept of all induction training.

Specialist training is given to those whose work requires it. Staff are, however, responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the School Administrator and Trustees. All members of staff are responsible for reporting any risks or defects to the School Administrator.

Accident Reporting

It is the responsibility of the Trustees to record and report to the HSE, in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR), any notifiable accident that occurs on school premises involving a pupil, member of staff, parent, visitor or contractor. The School Administrator carries out this on behalf of the Trustees.

All accidents and incidents are reviewed by the School Administrator, with a view to assessing whether any measures need to be taken to prevent recurrence.

Accident forms are available in all classrooms and it is the teacher / First Aider who is responsible for completing the accident book and ensuring that a record of the accident and any treatment is provided to the School Administrator.

Approval & Review

This policy has been approved by the Board of Trustees on 3rd March 2016

Policy review date: February 2017