

Risk Assessment Policy 2020



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Aims:

The school aims to ensure that:

- All risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm.
- Risk assessments are conducted and reviewed on a regular basis.

Legislation & Statutory Requirements:

This policy is based on the following legislation and Department for Education (DfE) guidance:

- Paragraph 16 of part 3 of The Education (Independent School Standards) Regulations 2014 which requires proprietors to have a written risk assessment policy
- Regulations 3 and 16 of The Management of Health and Safety at Work Regulations 1999 require employers to assess risks to the health and safety of their employees, including new and expectant mothers
- Regulation 4 of The Control of Asbestos Regulations 2012 requires that employers carry out an asbestos risk assessment
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of The Control of Substances Hazardous to Health Regulations 2002
- Under regulation 2 of The Health and Safety (Display Screen Equipment) Regulations 1992, employers must assess the health and safety risks that display screen equipment pose to staff
- Regulation 9 of The Regulatory Reform (Fire Safety) Order 2005 says that fire risks must be assessed
- Regulation 4 of The Manual Handling Operations Regulations 1992 requires employers to conduct a risk assessment for manual handling operations
- The Work at Height Regulations 2005 say that employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely
- DfE guidance on first aid in schools says schools must carry out a risk assessment to determine what first aid provision is needed
- DfE guidance on the prevent duty states that schools are expected to assess the risk of pupils being drawn into terrorism
- The Health and Safety Executive (HSE) say schools that manage their own pools must conduct a risk assessment

A table of all the risk assessments schools are required to have in place can be found in appendix 1 of this policy.

Definitions:

The Proprietor:

The Proprietor has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to Executive Head.

The Proprietor has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks

to their health and safety. This applies to activities on or off the school premises.

The Proprietor as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them

The Headteacher:

The Headteacher, or in the headteacher's absence the Deputy is responsible for ensuring that all risk assessments are completed and reviewed.

School Staff & Volunteers:

School staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required
- Familiarising themselves with risk assessments
- Implementing control measures identified in risk assessments
- Alerting the headteacher to any risks they find which need assessing

Students & Parents:

Students and parents are responsible for following the school's advice in relation to risks, on-site and off-site and for reporting any hazards to a member of staff.

Contractors:

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

Risk Assessment Process:

When assessing risks in the school, we will follow the process outlined below.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

Step 1: Identify Hazards:

We will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, pupils and visitors.

Step 2: Decide Who May Be Harmed & How:

For each hazard, we will establish who might be harmed, listing groups rather than individuals. We will

bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

Step 3: Evaluate the Risks & Decide On Control Measures (reviewing existing ones as well):

We will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

Step 4: Record Significant Findings:

The findings from steps 1-3 will be written up and recorded in order to produce the risk assessment. A risk assessment template can be found in appendix 2 of this policy.

Step 5: review the assessment and update, as needed:

We will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

Step 6: Retaining Risk Assessments:

Risk assessments are retained for the 3 years after the length of time they apply. Risk assessments are securely disposed of.

Monitoring Arrangements:

Risk assessments are written as needed and reviewed by the Headteacher and Executive Head

This policy will be reviewed by the Headteacher every year and approved by the Executive Head and Proprietor.

Principle:

“Sensible risk management is about practical steps to managing real risks, not bureaucratic back covering. Address the real risks, not only to pupils, but also to the health and well-being of your staff. And remember, risk assessment is just good planning – keep it fit for purpose and act on it.” Sir Bill Callaghan, former Chairman, HSC

Peak Education 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, 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. In many cases simple measures are very effective and not costly.

Risk assessments need reviewing and updating regularly. At PEAK Education School we are very aware that all staff and pupils need to receive training. A “library” of risk assessments is maintained by the Assistant Head of School for staff to refer to and use for themselves. The Training Manager is responsible for keeping records of staff training.

Process:

What Areas Require Risk Assessment?

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

- Individual students
- Health and Safety Procedures
- Educational visits and trips
- Adventurous activities

Other risk assessments are also needed for many other areas, including but not limited to:

- Science lessons
- Sporting and PE activities
- Art lessons
- Music lessons (including minimising the risk of hearing loss to staff)
- Staff, eg pregnancy, return under ‘fit for work’ limitations issued by GP
- Etc...

To help us carry out effective risk assessments, and assess all risks adequately, we make use of model or generic risk assessments, for our educational activities and visits. All teaching staff and technicians receive regular induction and refresher training in risk assessments tailored to their specific areas.

Pastoral:

The focus of our SMSC offer and PSHE curriculum ensures that every pupil leaves as a confident, articulate young person capable of keeping him/herself safe on the streets, in the home and in all situations. Learning is directed towards promoting an increasing understanding as the pupils develop, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken.

Children where their home life places additional responsibilities outside those of a 'normal' family: These are highlighted within the School Management Information System.

The pupil matrix is also able to flag up and monitor pupils bullying/being bullied. This can then be dealt with immediately. Pupils at risk of being bullied or experiencing bullying are immediately identified.

Child Protection issues: Records of concern are in place to identify children at risk beyond the environs of school.

Medical and First Aid:

The school has a first aid risk assessment. Accident forms are maintained at the school and it is responsibility of the person administering the treatment to ensure that accident reports are passed to the Senior Management. The school's admissions pack and Supporting Students with Medical Conditions Policy explain the procedures that we would follow in the event of a medical emergencies. The Head of School 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 the science laboratories, the art room 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 the Proprietor, volunteers and by ensuring that everyone in our community 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, cellar, stairs, corridor and emergency exit in the entire school, (including the boarding house). 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 are 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 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.

Conducting A Risk Assessment:

Our policy at Peak Education is not to carry out any high risk activity. Activities involving pupils are normally low risk. Pupils are always given a safety briefing before participating in these activities, and are expected to wear protective equipment, such as mouth-guards, and to follow instructions.

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

Specialist Risk Assessments:

The Education operations Manager arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety

Reviews:

All risk assessments are reviewed and recorded annually or when major structural work is planned or in the event of an accident. A 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 arrangements for catering and cleaning and for water sampling.

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. 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 Head of School and other members of the SLT in order to enable the Proprietor to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Senior Leadership Team.