

## **Risk Assessment Policy**

The Head and Governors of Beechwood Sacred Heart 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, not just with the law, but with the best practice. Risks are inherent in everyday life. We need to identify risks and to adopt systems for avoiding and/or mitigating. 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 organisation) that could result from a particular activity or situation.

**A Hazard** is something with the potential to cause harm (Fire).

**A risk** is an evaluation of the probability (or likelihood) of the hazard occurring (a chip pan will catch fire if left unattended).

**A risk assessment** is the resulting assessment of the severity of the outcome (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 (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, focussing 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 Beechwood School we are very aware that all the staff and pupils need to receive training. All risk assessments are kept on file in Gamma/ Information/Documents/Health and Safety. Hard copies are kept on file in the Facilities Office. All Staff training is organised by the Deputy Head.

### **What areas require risk assessments?**

There are numerous activities carried out at Beechwood School, each of which requires a separate risk assessment. The most important of these cover;

- Fire safety and procedures
- Educational visits and trips.
- Site and premises
- Boarding

Risk assessments are needed for other areas including

- Science
- PE activities
- DT/Home Ec/Art
- Drama

To help us carry out effective risk assessment, and assess all risks adequately, we make use of model or generic risk assessments, for our educational activities and visits. We subscribe to Croners and CLEAPSS

advisory service that provides model risk assessments for our lessons in Science and Design Technology, as well as providing professional training for staff.

### **Pastoral**

The focus of our pastoral care policy is to ensure 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. Our PHSE programme and assemblies are 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. A stringent anti bullying policy and behaviour policy embedded within the school helps keep the pupils safe. Child protection and safeguarding is paramount and policy and procedures are adhered to by all the staff, governors and volunteers. Safer recruitment procedures are policies 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 ensuring all staff, governors and volunteers receive regular updated Safeguarding and Child Protection training, we manage this risk to an acceptable level.

### **Medical and First Aid**

Accident and Incident forms are maintained and are checked termly by the Bursar. The school first aid policy explains procedures to follow for all staff. The School Nurse is responsible for reporting any notifiable accident that occurs on the school premises to a pupil, staff, parent, visitor or contractor 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 science laboratories, art, Home economics and DT rooms. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked.

### **Premises**

**Maintenance**-risk assessments and training are given to minimise risks. Manual handling, working at height, asbestos, contractors on site and substances hazardous to health (COSHH).

**Caretaking and security**-risk assessments cover the main rooms in the school. Training is given to minimise the risk of fire and security by adhering to good practice.

**Catering and Cleaning**-risk assessments and training are given in these departments. The Catering is overseen by C&H and the cleaning is run in house. COSHH control of substances is maintained in these areas.

**Grounds**-the gardening is maintained by contractors C+A landscapes. The caretaker oversees the premises and a weekly audit of all play areas is kept.

**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 Beechwood School 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 (PPE) for tasks that have been assessed as requiring its usage.

### **Specialist risk assessments**

The school Bursar 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 the catering and cleaning and for water sampling.

### **Responsibilities of all staff**

All member of the 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 the pupils and visitors. They are responsible for cooperating with the Head, the Bursar and other members of SLT in order to enable the Governors to comply with their health and safety duties. All members of the staff are responsible for supporting any risks or defects to the Head.

Reviewed by DHM/Bursar: September 2019

Date of next review: September 2020