



Glendower Preparatory School

# Risk Assessment Policy

2018–21

Reviewed: November 2018

Next review: November 2021

## RISK ASSESSMENT POLICY

**Prepared by: T. Hawksley**

**In discussion with: S. Knollys (Headmistress)**

**To be reviewed in: November 2021, when a further review will be carried out by the governing body.**

**Approved and ratified by the Governors after being supplied with the school's Risk Assessment policies and procedures and reviewing the efficiency with which the related duties have been discharged.**

**This policy applies to all areas of the school and to trips and visits outside the school.**

**This policy also provides for those children in the EYFS.**

**This policy should be read in conjunction with the school's following policies:**

**First Aid Policy**

**Health and Safety Policy**

**PSHEE Policy**

**Safeguarding Policy**

**School Educational Visits Policy**

**Staff Induction Policy**

The Governors of Glendower Preparatory School ('Glendower') 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 and the probable severity of the consequences).
- 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, and annually in settings providing for EYFS children. At Glendower School we are very aware that all staff and pupils need to receive training. A “library” of risk assessments is maintained by the school. These are available for all staff to use and refer to as required. The Deputy Head is responsible for keeping records of staff training.

## **WHAT AREAS REQUIRE RISK ASSESSMENTS?**

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

- Fire safety, procedures and risk assessments
- Educational visits and trips.

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

### **Educational**

- Science experiments
- Design and Technology
- Food Technology
- Each sport and PE activity
- Art
- Music (including minimising the risk of hearing loss to staff)
- Drama
- Dance
- General Classroom

### **Support**

- Catering and Cleaning
- Caretaking and Security
- Maintenance
- Grounds
- Office

At Glendower 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. All teaching staff and teaching assistants receive regular induction and refresher training in risk assessments tailored to their specific areas. Prior to any one-off school trip, a risk assessment form will be drawn up and approved by the Headmistress (or designated member of SLT in her absence).

### **Pastoral**

The focus of our pastoral care is to ensure that every pupil leaves as a confident, articulate young adult capable of keeping herself safe on the streets, in the home and in all situations. Our PSHEE 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.

### **Medical and First Aid**

The accident book for injuries to adults and visitors is kept in the medical room, and the School Secretary is responsible for ensuring that all accidents to pupils are entered onto the school's administrative reporting system (Engage). The School's separate medical questionnaire, signed by all new parents, explains the procedures that we would follow in the event of a medical emergency. The Bursar 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).

### **Risky Areas**

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, the science laboratory, the Art/design technology room, etc. The door to the lab is kept locked at all times when not in use. All flammables are kept securely locked. Pupils do not have access to the Cleaning, 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 on site, 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 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. As the catering is contracted to the Brookwood Partnership, they assume responsibility for this role. Calabash are the contracted cleaners, who provide the school with cleaning data. (COSHH)

- Caretaking and Security: risk assessments cover every room, laboratory, stairs, corridor and emergency exits in the school. Particular emphasis in training is given to minimising the risk of both fire and breaches of security by adhering to good practice. Risk assessments also cover manual handling, working at height, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- Maintenance: risk assessments and training is required for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, maintenance and the control of substances hazardous to health (COSHH). 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**

There are several possible techniques; but at Glendower we generally use various models provided or approved by Ellis Whittam who are our Health & Safety consultants and who oversee and advise on all risk assessments and health and safety matters.

Our policy at Glendower 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 orienteering on offsite activity trips; but only using specialist/qualified instructors. 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.

Support staff may only carry out medium rated activities if they have been properly trained and work in pairs. 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 Bursar arranges for specialists to carry out the following risk assessments:

- Fire safety
- Legionella
- Gas safety
- Electrical safety

## **REVIEWS**

All risk assessments are reviewed and recorded regularly, 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 arrangements for catering and cleaning and for water sampling. Ellis Whittam oversee the Health & Safety management within the school and review on an annual basis.

## **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 co-operating with the Headmistress, the Bursar and other members of the SLT in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar. The Site Manager/caretaker and Bursar maintain default logs within the school for all maintenance works.

## **AUDIT COMPLIANCE STATEMENTS**

An annual SORP/Company compliance risk assessment is presented by the Bursar (in consultation with the Headmistress) to the Governors to approve as Trustees of the Charity each year. This is reviewed in June of each year following the Finance Committee meeting. This report analyses:

- The financial procedures and controls
- The major risks to the school, including:

- Strategic risk
- Loss of fee income
- Damage to reputation
- Failure to teach the correct syllabus
- Risk of a child protection issue
- Gaps in Governor skills
- Conflicts of interest
- Employment disputes
- Major health and safety issues
- Possible data loss
- Risk of fire, flood and landslip
- Poor cash flow management
- Fraud
- Loss through inappropriate investments

## Areas of potential risk

- The measures taken to protect the school against such risks, including:

Safer recruitment of staff, Governors and volunteers

Measures to ensure the selection, training and appraisal of appropriately qualified staff and Governors

Insurance

Strong financial controls

Use of professional advice from lawyers, accountants, architects, etc as needed

Reviewed November 2018

Next Review November 2021