



# Risk Assessment Policy

**Last Updated**

December 2020

# THE KING ALFRED SCHOOL RISK ASSESSMENT POLICY

This policy should be read in conjunction with the following School policies:

- Educational Visits Policy
- Health and Safety Policy
- Safeguarding Children in Education Policy

**This Policy of King Alfred School applies to all sections of the school including the Early Years Foundation Stage.**

King Alfred School (KAS) is fully committed to promoting the safety and welfare of all in our community. We want to ensure 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 also with best practice. Risks are inherent in everyday life and under the Management of Health and Safety Regulations 1999, we have a duty to identify them and to adopt systems for minimising them. Additionally, pupils need to be educated in how to cope safely with risk. This policy should be read in conjunction with the School's Health and Safety Policy, along with department specific policies and procedures.

## What is a Risk Assessment?

A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in a particular location or for a given activity. A risk assessment will help you decide whether you have covered all you need to. The risk assessment can help you identify where you need to look at certain risks and particular control measures in more detail. These control measures do not have to be assessed separately but can be considered as part of, or as an extension of, your overall risk assessment.

The risk assessment process allows for a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

## Definitions:

- 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).
- **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 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 to be reviewed and updated regularly (usually annually, after an incident, or when new processes and machinery/equipment are introduced). At KAS we are very aware that all staff and pupils need to receive training. Copies of current risk assessments are held by:

- the Estates Office
- departments, e.g. DT, Science
- the Upper School Administration Manager/ PA to the Head of Lower School hold copies of risk assessments for Upper and Lower school visits respectively

There are numerous activities carried out at KAS, each of which requires a separate risk assessment. These include fire safety, procedures and risk assessments, educational visits and trips, working at height, legionella, asbestos and first aid.

Further details are contained in the Health and Safety Policy.

Risk assessments are also needed for many other areas, including:

- Science experiments
- Design and Technology
- Sport and Physical Education activity including use of the fitness suite
- Art
- Choice
- Duke of Edinburgh
- Blacksmithing
- Outdoor activities/learning

At KAS, we make use of model or generic risk assessments for many of our educational activities and visits. Further guidance is given in the School Health and Safety Policy and is available from the Estates Office.

For residential educational visits, the Upper School Administration Manager (for Upper School visits)/PA to the Head of Lower School (for Lower School visits) work with the Health & Safety and Compliance Officer to scrutinize and advise on risk assessments and controls for each trip given its specific circumstances. Each trip risk assessment is signed off by the Upper School Administration Manager/PA to the Head of Lower School and Health & Safety and Compliance Officer as a pre-event approval check. Further details are contained in the School's Educational Visits Policy.

KAS subscribes to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science and Design and Technology, as well as providing professional training courses for both teachers and technicians who work in Science and Design and Technology.

KAS utilises the services of an external Health and Safety Advisor from a Health and Safety Consultancy (currently Owen David Risk Management Ltd.). All Heads of Department and key staff should receive regular induction and refresher training in risk assessments tailored to their specific areas. Each Head of Department carries out an annual Safety Inspection and Audit to review the risks, controls and residual risks against the departmental risk assessment of activities and passes these on to the Health & Safety and Compliance Officer for action or filing.

## **Pastoral**

The focus of our pastoral policy is to ensure that every pupil leaves as a confident, articulate young adult capable of keeping themselves safe on the streets, in the home and in all situations. Our PSHE programmes and call overs are directed towards promoting an increasing understanding, as the pupil develops, of the risks that exist in both the real and the digital worlds, and on sensible precautions that should be taken

## **Medical and First Aid**

The School Nurse has relevant training in administering first aid. Accident forms are maintained by the School Nurse, who sends out a daily report of treatment administered. The School Nurse is responsible for ensuring that accident reports are passed to the Health & Safety and Compliance Officer and works with them when there is a requirement to complete a RIDDOR report (made under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

The Health & Safety and Compliance Officer 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) 2013.

### **Supervision and Access by Pupils**

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the science laboratories. All flammables are kept securely locked. Some areas are out of bounds to unsupervised pupils in all year groups. These include the science laboratories, the design workshops, and any area designated as staff only including the maintenance department and the kitchen areas.

Supervision during lesson times: We ensure that a member of staff directly supervises all pupils in lessons up to Year 11. Pupils in years 12 and 13 can work unsupervised in lesson time anywhere on the school premises which are not otherwise out of bounds to unsupervised pupils for reasons of health and safety. On some occasions, younger pupils may be remotely supervised where this is appropriate in terms of age group and activity e.g. Year 10 pupils preparing a presentation in a room next to where the teacher is based.

Supervision outside lesson times: Remote supervision is appropriate outside lesson times if pupils are not engaged in high-risk activities or activities which require direct teacher supervision.

### **Safeguarding Children**

The school's Safeguarding Children in Education Policy forms the core of our child protection risk management. It has been written with regard to relevant legislation and guidance. By involving everyone in our community, we manage this risk to an acceptable level.

### **Support Areas**

- Catering: catering at King Alfred School is outsourced so responsibility for risk assessments and training are the responsibility of the contractor. The school require the contractor to show evidence of information, instruction, training and supervision with regards to every item of catering 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. All catering staff are required to be food hygiene trained and certificated and the catering contractor must supply evidence of this.
- Cleaning: KAS outsources cleaning but ensures the cleaning contract team receive training relevant to risks associated with cleaning activities, such as COSHH, manual handling and slips and trips.
- Estates: a number of risk assessments have been created for caretaking duties, with particular emphasis on training to minimise the risk of injury from manual handling and working at heights, lone working, asbestos, control of contractors on site. Additionally, grounds and gardening staff will receive training for use of pesticides, storage of flammables and 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. These workstation assessments are completed by the Health & Safety and Compliance Officer.

### **Buildings**

Buildings are included in the risk assessment process through a number of audits and other actions:

- Annual room audits completed by all staff

- Owen David - Health & Safety Audit
- AM Fire – Fire Risk Assessment
- All buildings are subject to a program of 5 yearly NIECC inspections, annual boiler inspections, and PAT testing
- Specialist equipment is under a maintenance contract (e.g. fume cupboards, dust extraction, PE Equipment)
- Annually Heads of Departments have an opportunity to report on their areas through the call for small works and minor repairs (sent out by the school Architect, with works being approved by the Head)

### **Early Years Foundation Stage**

Our risk assessment process covers adults and children and includes:

- checking for and noting hazards and risks indoors and outside and for activities
- assessing the level of risk and who might be affected
- deciding which areas need attention and acting accordingly
- a daily classroom and daily outdoor area checklist is completed for each classroom and all outdoor areas. Issues arising are dealt with as quickly as possible
- a weekly checklist is completed for all play equipment
- staff check for hazards indoors and outdoors on a daily basis upon arriving on the premises and monitor the environment throughout the day

### **Conducting a Risk Assessment**

At KAS we use the model recommended by the HSE in its publication "Five Steps to Risk Assessment":

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precautions
4. Record significant findings
5. Review the assessment and update if necessary

Pupils and staff are given a safety briefing at the start of each academic year. Additionally, pupils are always given a safety briefing before participating in activities, and are expected to wear protective equipment, such as mouth-guards or cycle helmets, and to follow instructions. We will always employ specialists to manage higher risk tasks e.g. gutter clearance, roof work etc. All members of staff and pupils are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

### **Particular Areas of Risk**

Particular areas of risk are identified in Appendix 1.

### **Specialist Risk Assessments**

The Health & Safety and Compliance Officer arranges for specialists to carry out the following risk assessments and servicing:

- Fire safety
- Asbestos
- Legionella
- Gas safety

- Electrical safety
- Manual Handling Assessments
- Ladder Safety

## **Reviews**

All risk assessments are reviewed and recorded, 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 drinking water sampling.

## **Responsibilities of all Staff**

All members of staff are given an induction and annual update into the school's arrangements for risk assessments and health and safety at the start of each academic year. 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, the Director of Finance and Operations and other members of the Senior Leadership Team in order to enable Council to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Health & Safety and Compliance Officer.

## **Annual Health and Safety Report to Council**

King Alfred School's Health and Safety Committee minutes are made available to Council, along with an annual report from the Health and Safety report which updates on the KAS Health and Safety Action plan.

Council reviews and approves the Health and Safety policy every three years.

**APPENDIX: AREAS OF RISK - ASSESSMENT**

AREA OF RISK	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Road crossing between IW and MW	Injury, death, separated from group.	Pupils, staff.	<ul style="list-style-type: none"> <li><input type="checkbox"/> A suitable and sufficient risk assessment has been completed</li> <li><input type="checkbox"/> Crossing guard supports educational staff with crossings' and all staff wear high-visibility clothing</li> <li><input type="checkbox"/> Local police are called in on a regular basis to monitor and speak to drivers who are driving or parking dangerously</li> <li><input type="checkbox"/> Reminders are sent to LS parents via LS Newsletter</li> </ul>	Copy of RA kept by school H&S and Compliance Officer.	Low
Ivy Wood Pond	Injury, death.	Pupils.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Pond is kept closed except when being used for outdoor learning under supervision</li> <li><input type="checkbox"/> Pond gates are checked daily (and this is recorded) by the Ivy Wood caretaker</li> <li><input type="checkbox"/> Pupils are spoken to about pond safety.</li> <li><input type="checkbox"/> Pond lighting upgraded summer 2017</li> </ul>		Low
Rear of DT Building include forge.	Injury.	Pupils and staff.	<ul style="list-style-type: none"> <li><input type="checkbox"/> DT Staff to ensure a good level of housekeeping to these areas</li> <li><input type="checkbox"/> DT Staff to liaise with Estates to keep trees etc under check and under control to ensure there are safe routes around the forge and 'wild area'</li> <li><input type="checkbox"/> DT Staff to ensure a robust system in place for daily checks.</li> </ul>		Low
Outdoor classroom	Injury.	Pupils	<ul style="list-style-type: none"> <li><input type="checkbox"/> To be kept locked when not in use</li> <li><input type="checkbox"/> Daily checks including safe access/egress to this building</li> </ul>		Low

AREA OF RISK	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Boundary with St Anthony's	Injury, becoming separated from class	Pupils	<input type="checkbox"/> All access points to be kept locked and access controlled <input type="checkbox"/> New gates installed to rear entrance and side entrance of Phoenix Theatre		Medium – to Low once works completed
Undercroft of Year 1 Building	Injury	Pupils and Staff	<input type="checkbox"/> Flammable items, cleaning chemicals and other items are stored here – Estates & IW staff to ensure this area is kept locked		Low
DT Building	Injury	Pupils/Staff	<input type="checkbox"/> No unsupervised/lone working		Low
Science labs	Injury, damage to pupils or property	Pupils	<input type="checkbox"/> No unauthorised or unsupervised access to classrooms or technician's lab <input type="checkbox"/> Rooms to be kept locked when out of use <input type="checkbox"/> New maglock system with fob control for labs fitted summer 2020		Low
Rear of Gym	Injury	Pupils/Staff	<input type="checkbox"/> New gate and access route built Summer 2017		Medium (reducing to Low following works)
Rear of Upper Court	Injury	Pupils	<input type="checkbox"/> This gate needs to be kept locked by PE Staff – at the moment there are times when it is left open and pupils access a precarious route between court and boundary to retrieve balls etc. Archery equipment stored here has also been found left open and available to pupils – since being reported, new lock fitted	To be raised with Head of PE at next H&S Committee meeting	Medium



AREA OF RISK	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Camp area	Injury	Pupils/Staff	<input type="checkbox"/> Subject to a daily (recorded) check by US caretaker <input type="checkbox"/> Member of staff from LS to always supervise this area during breaks and they know to report anything unsafe to Estates department <input type="checkbox"/> Supervision level for LS breaks reviewed and increased		Low
LS Pond	Injury or death	Pupils	<input type="checkbox"/> Pond is kept closed except when being used for outdoor learning under supervision <input type="checkbox"/> Pupils are spoken to about pond safety.		Low
Rear of LS Buildings	Injury	Pupils	<input type="checkbox"/> Pupils are aware this is out of bounds but there is nothing physical in place to prevent access <input type="checkbox"/> More and more items are being stored by staff behind buildings and this is creating additional hazards	Consider a gate for each run between blocks Year 3-6  Improve housekeeping behind buildings	Low
Kiln Room	Injury or death, fire	Pupils /Staff	<input type="checkbox"/> Kiln room to be kept locked and accessed & used only by trained competent staff		Low
Cleaners Cupboards	Injury or death	Pupils	<input type="checkbox"/> All cleaners cupboards to be kept locked during the school day		Low
Treehouse	Injury	Pupils/Staff	<input type="checkbox"/> Treehouse is in the process of being rebuilt <input type="checkbox"/> Phase one completed August 2020 and checked and signed off by independent play expert		Low
Play Equipment	Injury or death	Pupils	<input type="checkbox"/> Daily, weekly and half termly checks by Estates staff <input type="checkbox"/> Independent quarterly checks by Timberplay (including an annual report)		Low

AREA OF RISK	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Gym & Fitness Studio	Injury or death	Pupils/Staff	<input type="checkbox"/> All users of these spaces to be inducted into safe use <input type="checkbox"/> Cupboards containing equipment to be kept locked when not in use or spaces are not under supervision <input type="checkbox"/> PE Department to create and display protocols for safe use and put up in both Gym and Fitness Studio		Low
Boat Shed	Injury	Pupils/Staff	<input type="checkbox"/> To be kept locked <input type="checkbox"/> Varnishes, spirits and other flammable items to be kept in flame proof containers	Consider fitting a lock to boat shed – at the moment opened by simple latch	Medium (can be reduced to Low)
Anderson Shelter	Injury, disease (Weil's from rats)	Pupils/Staff	<input type="checkbox"/> Pump installed to remove water from base of shelter <input type="checkbox"/> Only supervised access allowed <input type="checkbox"/> Until budgets allow for repairs and improvements, the Anderson Shelter will be taken out of bounds from Sept 2020 onwards		Low
Heating and Plant Rooms	Always kept locked	Pupils/Staff	<input type="checkbox"/> Checked by Estates team and checks recorded		Low