



RISK ASSESSMENT POLICY

Last Updated

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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 requires 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's Head of Operations, with works being approved by the Head and the Director of Finance and Operations)

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

Risk Assessments are carried out on all areas where there is considered to be a particular risk. These are maintained and kept by the Health & Safety and Compliance Officer.

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.