

BETHANY SCHOOL RISK ASSESSMENT POLICY

January 2019

INTRODUCTION

At **Bethany School** we recognise the importance of the process of risk assessment to enable us to safeguard our pupils and promote their welfare.

This policy is to be used in conjunction with the school's Health and Safety Policy, with all other policies related to health and safety, and with individual risk assessments.

The purpose of risk assessment is to identify hazards and evaluate any associated risks. This includes such areas as:

- Safeguarding
- Health and Safety
- Building security
- Fire Safety
- School Trips
- Critical incidents

Other areas include:

Educational

- Some Science Activities
- Cooking Activities
- PE and Sport Activities
- Behaviour management

Child Protection and Pastoral Care

- Our Safeguarding Policy outlines the procedures in place to identify children at risk beyond the environs of school.

Medical and First Aid

- Our Administering Medication Policy outlines the procedures for managing children's medication.
- Our First Aid Policy outlines the procedures for managing first aid
- The Head teacher is responsible for reporting any notifiable accident that occurs on school premises to a student, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

Unsafe areas

- We ensure that pupils understand why they do not have access to potentially dangerous areas, such as the roof and storage areas, the fire escape and bin store. Where they are not fire escapes, doors to these areas are kept locked at all times when not in use.
- The chemicals cupboard is kept locked when not in use
- Maintenance and cleaning stores are kept secure.
- Students do not have unsupervised access to kitchen.

PROCESS

Risk assessment is a subjective but logical process which can be broken down into 5 steps: 1. Identify the hazard

2. Decide who or what might be harmed and how

3. Evaluate the risks and decide on precautions or take action

4. Record findings

5. Review the assessment and update if necessary

See Appendix A for example Risk Assessment Template

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 will be given to those whose work requires it.

However, staff are responsible for taking reasonable care of their own safety, together with that of students and visitors. They are responsible for cooperating with the Head teacher, and other members of the school leadership 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 Senior Leadership Team. (Head teacher, Deputy Head teacher) A buildings log is kept, and issues addressed/ monitored by the maintenance volunteers and asset manager.

GENERAL RISK ASSESSMENTS

The school conducts and documents risk assessments for all activities presenting a significant risk. These are coordinated by the appropriate staff member following guidance, and approved by the Head teacher.

The school employs specialists to carry out assessments related to asbestos, legionella, gas safety, electrical safety and fire safety when required (also see Fire Safety & Procedures Policy).

Risk assessments are available for all staff to view and are held centrally in the school office. These assessments will be reviewed regularly or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

INDIVIDUAL RISK ASSESSMENTS

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be coordinated by Mrs Judith Baxter in consultation with relevant parties. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform the Head teacher of any medical conditions (including pregnancy) which may impact upon their work.

CURRICULUM ACTIVITIES

Risk assessments will be completed for the specific activities detailed below. This list is not exhaustive and may be added to at any time.

- Design and Technology
- Science
- Physical Education
- Cooking
- Break time
- Family afternoon
- Private study
- Going to the Library or Ponderosa

These assessments should be incorporated within the scheme of work, lesson plan etc.

In order to assess the risks adequately, the following information should be collected

- Details of the proposed activity.
- The age and ability of the persons likely to do it.
- Details of the room to be used, i.e., size, availability of services and whether or not the ventilation rate is good or poor.
- Any substance(s) possibly hazardous to health.
- The quantities of substances hazardous to health likely to be used, including the concentrations of any solutions.
- Class size.
- Any other relevant details.

STATUTORY TESTS

Statutory tests must be carried out on all the following. Further details may be found in the school's Health and Safety Policy and Fire Safety Policy.

- Fire Extinguishers
- Fire Alarm
- Fixed Electrical Wiring Installation
- Emergency Lighting Inspection and Test
- Gas Equipment
- Portable Appliance Testing (PAT)
- Legionella survey/risk assessment
- Asbestos

HEALTH AND SAFETY RISK ASSESSMENTS

A general inspection of the site will be conducted on a yearly basis and be undertaken/coordinated by David Charles and the Asset manager. (See classroom checklist file for records).

The person(s) undertaking inspection will complete a report in writing and submit this to the Governors (Annual Buildings Report). Responsibility for following up items detailed in the safety inspection report will rest with David Charles and David Montague.

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Deputy Head teacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented.

The fire risk assessment is located in the school's fire safety folder and will be reviewed on an annual basis. This can be found in the School Office.

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

Ben Udejiofo (Chair of Governors) is responsible for ensuring that the school's fire log is kept up to date and that inspection / maintenance is undertaken and recorded in the fire safety folder located in the School Office. (Also see Fire safety folder for "Fire risk Assessment").

PREMISES AND WORK EQUIPMENT

Training is carried out in the use of hazardous equipment as required, ensuring that any specific training or instruction needs and personal protective equipment requirements are identified and relevant risk assessments conducted.

FLAMMABLE AND HAZARDOUS SUBSTANCES

Within curriculum areas (in particular science and DT) staff are responsible for COSHH and ensuring that an up to date inventory and model risk assessments are in place.

If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.

LIFTING AND HANDLING

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

LEGIONELLA

A water risk assessment of the school has been completed by David Charles and he is responsible for ensuring that the identified operational controls will be conducted and recorded in the school's water log book where necessary.

This risk assessment will be reviewed where significant changes have occurred to the water system and/or building footprint.

WORKING AT HEIGHT

Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of the "working at height policy" can be found in the School Policy Folder in the office. Staff will be regularly trained in best practice regarding working at height.

OFFSITE VISITS

The school holds a separate "School Trips and Educational Visits" policy. (See Risk assessment and Policies Folder) which should be followed when organising school trips.

Risk assessments for offsite visits have three levels:

1. Generic activity risk assessments, which are likely to apply to the activity whenever it takes place
2. Visit/site specific risk assessments, which will differ from place to place and group to group
3. Ongoing risk assessments that take account of e.g. illness and competencies of staff/volunteers or pupils, changes of weather, availability of preferred activities

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the person with delegated authority for approval, Mrs Judith Baxter or Mr David Charles. They will be signed and filed in the Risk assessment Folder in the school Office.

If this is a repeat visit, the previous risk assessment may be reviewed, taking into account any relevant feedback recorded after the last visit.

Any particular concerns will be discussed with relevant staff and with parents.

UPDATES AND REVIEWS

All risk assessments are reviewed regularly. 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.

We acknowledge that risk assessments must **not only** be updated when there is a relevant change of circumstances (eg changes to the pupil group), when major structural work is planned or in the event of an accident, **but also** reviewed and updated regularly to be effective.

Policy Adopted by Governors on: 14th January 2019

Policy Due for Review: 2021