

Risk Assessment Policy (ISI 16a)

This Policy covers EYFS

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Associated Policies:

[Child Protection & Safeguarding Policy](#)

Reviewed by: Assistant Head,
Co-ordination & Operations

Applicable to: All Staff

Reviewed: September 2019

Please note that due to the current situation with **COVID-19**, in addition to this policy, the School is adhering to the following government guidance:

- *Avoiding contact with anyone with symptoms*
- *Regular cleaning of school site*
- *Minimising contact and mixing of people*
- *Maintaining a 2 metre distance between people*
- *Increased hygiene practices*
- *Where pupils are in school, maintaining a 'bubble' of staff and pupils*
- *Confidentiality with regard to withholding names of staff and pupils with either confirmed or suspected coronavirus*

The above will be reviewed in accordance with national guidelines and updated accordingly.

The Headmistress and Governors of Feltonfleet place the utmost priority on safeguarding and promoting the welfare of pupils and are committed to:

- promoting the safety and welfare of all members of the school community and visitors and;
- ensuring that all operations within the school environment are delivered in a safe manner that complies not just with the law but with best practice.

It is recognised that risks are inherent in everyday life and that the need is to identify them and adopt systems for minimising them. It is important for our pupils to be educated to cope safely with risk in ways appropriate to their age and stage of development.

This policy applies across the school, including EYFS, and should be read in conjunction with all other school policies, all of which contain aspects of welfare and Health and Safety for members of our community.

1. 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.
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring.
- A risk assessment is the resulting assessment of the severity of the outcome (for example, 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 (for example, staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

Risk assessments can be used to identify potential hazards to people (e.g. slipping, falling) and property (e.g. fire) and strategic hazards (e.g. reputation, loss of pupils, impact on development), financial hazards (e.g. falling pupil rolls), compliance hazards (e.g. child protection issues) and environmental hazards (e.g. asbestos, legionella).

It is recognised that accidents and injuries can ruin lives, damage reputations and cost money and it is recognised that preventative measures can often be surprisingly simple and cost effective, for example, the application of hazard warning tape to a trip hazard or ensuring that chemicals are stored in locked containers.

Standing risk assessments are reviewed regularly and usually on an annual basis and updated where necessary by relevant staff. As Chairman of the School Health and Safety Committee, the Bursar reports to the Chairman of the Safeguarding, Health and Safety sub-committee regarding risk assessments

2. What areas require risk assessments?

There are numerous activities carried out at the school, each requiring its own separate risk assessment. General risk assessments cover all areas of the school, in addition specific ones relate to: -

- Asbestos control
- Early Years Foundation Stage (EYFS) activities
- Forest School
- Educational Visits and Trips
- Fire safety
- Swimming Pool safety & Water safety
- Sport & PE
- Special events run by school and Friends of Feltonfleet
- Science
- Art and Design Technology
- Sport and PE
- Drama (including the drama studio, stage, props & costume room and lighting)

The school (via Science Subject Leader) also subscribes to the CLEAPSS Advisory Service and follow their advice regarding risk assessments for all Science and Art and Design Technology activities.

The school makes use of standard risk assessments for educational activities and visits with an emphasis on adequate supervision through appropriate staff/pupil ratios. Risk assessments are sought from venues to understand the risks involved and where appropriate staff will pre-visit local venues to assess the site and any potential hazards. As a matter of good practice the school carries out risk assessments for all off-site activities other than routine sports fixtures (to which a generic risk assessment applies). Any freestanding on-site activity involving risk (e.g. an overnight camping trip on-site) also requires a risk assessment. Further information about risk assessment for educational visits is available to staff in the Health and Safety of Pupils on Educational Visits and Minibus Usage Policy.

3. Pastoral

The focus of our pastoral care is to ensure that pupils' safety and wellbeing are appropriately protected and to ensure that each pupil becomes a confident, articulate young adult capable of keeping him/herself safe whether at home or outside the home. Our Positive Living programmes, Anti-bullying and e-safety policies focus on promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the electronic worlds and of sensible precautions that should be taken. Regular assemblies, circle times and parent briefings draw attention to risks and ways to manage risks for young people and their parents.

4. First Aid

The School has written procedures for First Aid covered within a separate policy. Accident forms are maintained in the Bursary and the Bursar will oversee entries in the Accident Book in consultation with relevant parties and will decide whether there will be any requirements to report the incident to HSE under RIDDOR. The First Aid & Medical Policy explains the procedures that should be followed in a medical emergency and for those children with specific medical conditions, our policy entitled "Supporting Pupils at School with Medical Conditions" applies.

The Bursar ensures that appropriate staff are trained in First Aid at a level consistent with their role, including Paediatric First Aiders and any specialist requirements.

5. Child Protection

The school's Safeguarding 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 or who are not allowed to work in the UK. By extending this regime to Governors, volunteers, contractors and adult members of families of staff who are accommodated on site and by ensuring that everyone in our community receives regular Child Protection training and, through compliance with regulatory requirements and statutory duties, this risk is managed to an acceptable level.

6. Support Areas

- Catering – This operation is contracted out to Holroyd Howe Contract Management, who are responsible for conducting risk assessments and training covering all significant risks concerning catering equipment, manual handling, slips and trips and the control of substances hazardous to health (COSHH), protective equipment and safety notices. The Bursar will check on a regular basis that these requirements are being met in accordance with the contract between both parties.
- Cleaning - Cleaning is contracted out to Reef Cleaning Solutions, who are responsible for conducting risk assessments and training covering all significant risks concerning cleaning equipment, manual handling, slips and trips and the control of substances hazardous to health (COSHH), Induction training and refresher training, risk assessments, protective equipment and safety notices. The Bursar will check on a regular basis that these requirements are being met in accordance with the contract between both parties.
- Housekeeping and Security – Risk assessments cover all significant risks. Particular emphasis is given to minimising fire risks and security risks by adhering to good practice, detailed in the Fire Risk, Assessment & Prevention Policy. Risk assessments also cover manual handling, working at heights and asbestos. Induction training and refresher training on risk assessments, protective equipment and safety notices are provided.
- Maintenance – Risk assessments cover all significant risks including manual handling, slips and trips, working at heights, lone working, asbestos, control of contractors on site including hot work permits, electricity, gas, water, swimming pool maintenance and the control of substances hazardous to health (COSHH). Induction and refresher training on risk assessments, safe working practices, communication and health and safety notices and protective equipment are provided.
- Grounds – Risk assessments and training cover all significant risks including use of machinery, manual handling, slips and trips, working at height, lone working, using pesticides and storage of flammables. Induction training and refresher training on risk assessments, protective equipment and safety notices are also covered.

7. Conducting a Risk Assessment

The school uses principally the model recommended by the HSE in its publication, "Five Steps to Risk Assessment." (2014)

1. Identify the hazard.
2. Who might be harmed?
3. Evaluate the risks.
4. Record significant findings.
5. Regularly review the risk assessment.

The school's policy is not to carry out any high risk activity where appropriate control measures cannot reduce the risk to acceptable levels. Activities involving pupils are normally low risk although where some medium risk activities for older pupils are undertaken, (for example, sailing/skiing) specialist/qualified instructors are used and trip organisers provide the Trip leader with the licence number required by the Adventure Activities Licensing Regulations 2004. Pupils are always given a safety briefing before participating in these activities and pupils will be expected to wear protective equipment and follow instructions. All members of staff and all pupils are expected to wear personal protective equipment for tasks that have been assessed as requiring its use.

8. Communication with Parents

Parents are told where their child will be when not on school premises and of any extra safety measures required via a specific communication or the termly calendar. Where activities need a higher level of risk management, or take place outside school hours, written consent is usually sought from parents.

9. Specialist Risk Assessments and High-Risk Maintenance Activities

The school will always employ specialists or competent persons to carry out high risk tasks at the school. The Bursar arranges for specialists or competent persons to carry out risk assessments where appropriate.

10. Review of Risk Assessments

All risk assessments are regularly reviewed and in accordance with the EYFS Statutory Framework we review and where necessary update our risk assessments annually. It also specifically requires providers to have risk assessments in place covering their indoor and outdoor spaces, furniture, equipment and toys and to keep records of these checks. The school maintains a copy of all completed risk assessments and a selection of standing risk assessments are available via the School's management system. Copies of trip assessments are held in the Reception Office for a year and then archived.

11. Responsibilities

Governors are responsible for overseeing the policies and implementation of policies of all aspects of Health and Safety at Feltonfleet including risk assessment. A Governor chairs the Risk, Safeguarding, Health and Safety Sub-Committee and meets twice a year.

The Headmistress takes responsibility for all aspects of the management of the school, including Health and Safety and ensuring that staff have Health and Safety training appropriate to their roles. All new members of staff are given an induction into the school's health and safety arrangements for risk assessments and specialist training is provided to those whose work requires it. Specific day to day responsibility for Health and Safety is

delegated to the Bursar, who serves as Chairman of the School Health and Safety Committee and reports to the Governors.

All staff are responsible for taking reasonable care of their own safety and for being suitably vigilant in guarding pupils and visitors from risk. They are responsible for co-operating with the Headmistress, the Bursar and other members of the SLT to ensure that, in turn, the Governors comply with their Health and Safety responsibilities.

All members of staff are responsible for reporting any risks or defects to the Bursar.

Pupils are responsible for following the school rules and any reasonable instructions of supervising staff and for bringing any concerns about health and safety to the attention of a member of staff. Parents are expected to maintain good communication with the school in all matters related to their children's health and wellbeing and should alert a member of staff in the event of any concerns arising.

12. Accident Reporting

It is the responsibility of the Bursar to record and report to the HSE, in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR), any notifiable accident that occurs on school premises involving a pupil, member of staff, parent, visitor or contractor. All notifiable accidents are notified to the school's Health and Safety Committee, with a view to assessing whether any measures need to be taken to prevent recurrence.

13. Audit Compliance Statements

The school's Health and safety consultant reviews and signs off all the schools risk assessments

Reference documents

<http://www.hse.gov.uk/risk/controlling-risks.htm>

<https://www.gov.uk/health-and-safety-executive>

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