

SHERBORNE HOUSE SCHOOL

Risk Assessment Policy

This Policy Applies to Sherborne House School and Early Years Setting



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SHERBORNE HOUSE SCHOOL. Risk Assessment Policy

“Sensible risk management is about practical steps to managing real risks, not bureaucratic back covering. Address the real risks, not only to pupils, but also to the health and well-being of your staff. And remember, risk assessment is just good planning – keep it fit for purpose and act on it.” Sir Bill Callaghan, former Chairman, HSC

Sherborne House School is 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 Sherborne House School environment, both educational and support, are delivered in a safe manner that complies fully, 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).
- 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. At Sherborne House School we are very aware that all staff and pupils need to receive training. A “library” of risk assessments is maintained by the School Business Manager and the Educational Visits Coordinator for staff to refer to and use for themselves. The School Business Manager and Deputy Head Teacher are responsible for keeping records of staff training.

What Areas Require Risk Assessments

There are numerous activities carried out in Sherborne House School, each of which requires a separate risk assessment. The most important of these cover:

- Fire safety and procedures
- Educational visits and trips

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

Educational

- Science
- Each sport and PE activity
- Art
- Design & Technology
- Music (including minimising the risk of hearing loss to staff)
- Drama
- Dance
- Staff, e.g. pregnancy, return under 'fit for work' limitations issued by GP

To help us carry out effective risk assessments, and assess all risks adequately, we make use of some model or generic risk assessments, for our educational activities and visits.

Pastoral

The focus of our pastoral care policy is to ensure that every pupil leaves as a confident, articulate young person capable of keeping him/herself safe. Our PSHCE programme and assemblies are directed towards promoting an increasing understanding as the pupils develop, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken.

Ongoing Pastoral Care: Discussion of individual pupils forms a core of staff meetings; this information is minuted and shared with staff.

Child Protection issues: Records of concern are in place to identify children at risk beyond the environs of school.

Anti-Bullying: Sherborne House School follows a clear Anti-bullying policy, of which all staff are made aware. Sherborne House School keeps a central record of alleged bullying and actions taken.

Medical and First Aid

Lead First Aider maintains risk assessments for first aid and all other treatments and procedures. Accident forms are maintained and the Lead First Aider is responsible for ensuring that accident reports are passed to the Health and Safety Coordinator.

Sherborne House School's separate medical questionnaire policy explains the procedures that we would follow in the event of a medical emergency. The School Business Manager is responsible for ensuring the 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).

Unsupervised Access by Pupils

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, including specialist teaching areas.

All flammables are kept securely locked away. Pupils do not have access to the Maintenance and Catering areas of Sherborne House 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 Sherborne House 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.

Support Areas

Catering and Cleaning: risk assessments and training are 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. Where Cleaning is undertaken by a third party contractors the school is to maintain a copy of risk assessments and COSHH sheets.

Site Maintenance and Security: Risk assessments cover rooms with a greater level of hazard; risk assessments are in place for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water and the control of substances hazardous to health (COSHH). Training is given to minimise the risk of both fire and security by adhering to good practice.

Conducting a Risk Assessment

Our policy at Sherborne House School is to reduce the risk in all activities to an acceptable level. In order to assure this we ensure that

- Staff delivering the activity or instruction are appropriately trained
- Children receive instructions on safety and behaviour prior to the activity
- Children are appropriately equipped for the activity, including any necessary protective equipment for tasks identified as requiring its usage

Specialist Risk Assessments

The School Business Manager arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety

EYFS

Sherborne House School has arrangements in place to carry out a daily check of the indoor and outdoor areas used by Early Years pupils. A copy of the checklist used is included in Appendix 1.

Reviews

All risk assessments are reviewed and recorded annually or when major structural work is planned or in the event of an accident. A separate policy on the management of health and safety describes the arrangements for regular health and safety audits of the fabric of Sherborne House School, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for water sampling.

Prior to the visit risk assessments for off-site visits must be evaluated and approved by the Head, or a designated senior member of staff to whom the Head has delegated responsibility. Subsequent to the visit the risk assessment for the trip must be evaluated by the trip leader with a particular focus on preparing for a future similar visit.

Responsibilities of all Staff

All members of staff are given a thorough induction into Sherborne House 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 cooperating with the Head, School Business Manager, SLT and Education Committee responsible for the governance of Sherborne House School to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to Sherborne House School Business Manager.

Appendix 1 - Risk Assessment Checklist

Early Years Centre Daily Risk Assessment - Inside Area

W/C:	Monday AM	Tuesday AM	Wednesday AM	Thursday AM	Friday AM	Comments	Risks Identified	How were risks removed/minimised?	Recorded in H&S folder?
Any sharp edges on furniture/play equipment?									
Room Temperature adequate									
Lighting acceptable									
Electrical sockets covered									
Plugs and leads in good condition									
Fire extinguishers in place (GF 2x water & 1xCO2 1 st Fl 2x water & 1xCO2)									
Fire Exits clear									
Finger guards secured in place									
Door codelocks working and used									
Cleaning									
Clean & tidy environment									
Floor and floor coverings - clean & clear of trip hazards									
Cleaning Materials safely stored & safe disposal available - COSHH									

Sink									
Chemicals safely stored									
Child safe cupboard locks in place									
Sharp utensils stored safely									
All utensils washed and stored after each snack & surfaces wiped									
Clean aprons and gloves available to use									
Change of clothing available									
Toilets in working and clean order									
Corridors - clean & clear of trip hazards									
Weekly									
First Aid box checked									
Staff training up to date (LT/NR)									
Initials and time									

Daily Checks-

Pre-Reception - LK Caterpillar class - HL Ladybird class - HL Corridors & toilets - HW

Early Years Centre Daily Risk Assessment - Outside Area

W/C:	Monday		Tuesday		Wednesday		Thursday		Friday		Comments	Risks Identified	How were risks removed/minimised?	Recorded in H&S folder?
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM				
All equipment is in good & safe condition														
Sand is clean and checked for evidence animal faeces. Any unsafe items are removed														
Water Tray has fresh, clean water - no evidence of algae build up														
Equipment is dry and not slippery for the children to play on														
Gates are locked and secure														
No holes or gaps in the fencing for children to get through														
Landscape is clean and free from harm (eg mushrooms/fungi, weeds etc and rubbish removed)														
Landscape is even for the children to play on and well maintained														
Initials & time														

Daily Checks-

Morning - HW Afternoon - HW

Risks currently not assessed

Bikes have been checked and are safe to use – peddles and handles. *(Bikes currently in storage, no suitable space)*. Separate RA to be undertaken before bikes used.