



Risk Assessment Policy

Last Reviewed: January 2018

Next Review: January 2019

Person Responsible: School Business Manager

Independent School Standards

- 16(a) the welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy;
- 16(b) appropriate action is taken to reduce risks that are identified.

“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, HSE

1. COMMITTEMENT

The KFA is fully committed to promoting the safety and welfare of all in our school community so that effective education can take place. The school highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully, with 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.

2. 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. Many cases simple measures are very effective and not costly.

3. WHAT AREAS REQUIRE RISK ASSESSMENTS?

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

- Fire safety, procedures and risk assessments
- Educational visits and trips.
- Play equipments

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

Educational

- Science experiments
- Design and Technology
- Food Technology
- Each sport and PE activity
- Art
- Music (including minimising the risk of hearing loss to staff)
- Drama (including the theatre back stage, stage, props room and lighting box)

Science and DT

We subscribe 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 D&T]. All teaching staff and technicians receive regular induction and refresher training in risk assessments tailored to their specific areas.

Pastoral

The focus of our pastoral policy is to ensure that every pupil leaves as a confident, articulate young adult capable of keeping him/herself safe on the streets, in the home and in all situations. Our PSHE programmes and Assemblies are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken. Our Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

Medical and First Aid

The Medical room has risk assessments for first aid and all other treatments and procedures. The accident forms are maintained in the Medical room and the School Nurse is responsible for ensuring that accident reports are passed to the Headteachers.

RIDDOR

The School Business Manager 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).

Unsupervised Access by Pupils

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the science laboratories, the design technology rooms, etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked. Pupils do not have access to the Maintenance, Catering and Caretaking areas of the school.

Child Protection and Safeguarding

Our Safeguarding and Child Protection 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, and are not allowed to work in the UK. By ensuring all staff, trustees and volunteer receive regular child protection training and information, we manage this risk to an acceptable level.

Designated safeguarding officers carry risk assessment to in areas related children and young people safety and well being.

Premises

Catering and Cleaning: risk assessments and training is 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.

Caretaking and Security: risk assessments cover every room, laboratory, stairs, corridor and emergency exit in the entire school. Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.

Maintenance: risk assessments and training is required for every tool and item of equipment, as well as 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). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.

Grounds: risk assessments and training is required for every tool and piece of machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction and refresher training covers risk assessments, protective equipment and safety notices.

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.

4. CONDUCTING A RISK ASSESSMENT

At the KFA we use the model recommended by the HSE in its publication “Five Steps to Risk Assessment”.

Activities involving pupils are normally low risk. Pupils are always given a safety briefing before participating in activities.

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

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 the school, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for water sampling.

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 (which is recorded). 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 SLT, and other members of the SLT in order to enable the Trustee to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the School Business Manager.