

Hillcrest School Cramlington



Risk Assessment Policy

Date established by governing body

Autumn Term 2015

Date for full implementation

Immediately

Date for review

Autumn Term 2016

Rationale

The staff and governors of Hillcrest School are committed to promoting the safety and welfare of all members of the school community. Our priority lies in ensuring that all operations within the school environment, both educational and support are delivered in a safe manner that complies fully 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.

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 (slipping, falling) and property (fire) and strategic hazards (reputation, loss of pupils, impact on development), financial hazards (falling pupil rolls), compliance hazards (Child Protection issues) and environmental hazards (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 properly stored in locked containers.

Risk assessments are reviewed and updated annually by the Head teacher and Deputy head.

What areas require risk assessments?

There are numerous activities carried out at the school, each of which requires its own separate risk assessment. Areas in which risk assessments are of particular importance are:

- Asbestos Control
- Early Years Foundation Stage (EYFS) activities
- Educational Visits and Trips
- Fire safety
- Health and Safety
- Water safety
- Risks associated with individual pupils

Hillcrest School has a significant number of pupils who due to their individual and/or condition related characteristics require their own individual risk assessment. Pupils who have their own individual risk assessment are highlighted on class lists and the risk assessment can be found in the pupil's individual folder within the school's computer system.

The school makes use of model or generic risk assessments for educational activities and visits which are adapted to a specific groups and locations. We subscribe to the county's 'Evolve system' for monitoring out of school visits which facilitates a 'gate keeping' process whereby each visit must be approved by the EVC (the Deputy head) and the Headteacher in order for it to take place. In addition approval must be sort from the County Council EVC for any activities that could be classified as medium risk, e.g. residentials, canoeing, etc.

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

Educational

- Science
- Sport and PE
- Art and Design
- Music (including minimising the risk of hearing loss)
- Design Technology

Pastoral

The focus of our pastoral care is to ensure that each pupil becomes a confident, independent young adult capable of keeping him/herself as safe as possible whether at home or outside the home. Our curriculum and school ethos 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 of sensible precautions that should be taken.

Medical and First Aid

The school office has written procedures for Health Care and First Aid. The accident forms are maintained in the reception, and it is the injured person (if staff), witness or First Aider who is responsible for ensuring that accident reports are passed to the office and the relevant senior member(s) of staff.

Child Protection

Our *Child Protection Policies* and training for all staff form the core of our Child Protection risk management. Safe recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children. By ensuring that everyone in our community receives regular Child Protection training, we manage this risk to an acceptable level.

Support Areas

- **Catering and Cleaning**

Risk assessments and training cover all significant risks concerning catering and cleaning equipment, manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction training and refresher training cover risk assessments, protective equipment and safety notices.

- **Caretaking and Security**

Risk assessments cover all significant risks. Particular emphasis in training is given to minimising fire risks and security risks by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction training and refresher training include training on risk assessments, protective equipment and safety notices.

- **Maintenance**

Risk assessments and training cover all significant risks including, 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 training and refresher training include training on risk assessments, safe working practices, communication and health and safety notices and protective equipment.

- **Grounds**

Risk assessments and training cover all significant risks including manual handling, slips and trips, working at height, lone working, use of pesticides, storage of

flammables and COSHH. Induction training and refresher training include training on risk assessments, protective equipment and safety notices.

- **Administrative 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.

Conducting a Risk Assessment

The school's policy is not to carry out any high risk activity. Activities involving pupils are normally low risk. We undertake some medium risk activities with older pupils, for example, sailing, skiing and other outward bound activities; but use only specialist/qualified instructors. Pupils are always given a safety briefing before participating in these activities, and pupils are expected to wear protective equipment and follow instructions. We always employ specialists to high-risk tasks. Support staff may carry out medium rated activities only if they have been specially trained (for example in Forest/beach schooling). All members of staff and all pupils are expected to wear personal protective equipment for tasks that have been assessed as requiring its use.

Specialist Risk Assessments and High-Risk Activities

We always employ specialists to carry out high risk tasks at the school. The Business Manager arranges for specialists to carry out risk assessments concerning the following:

- Fire
- Asbestos
- Legionella
- Gas
- Electricity

Accident Reporting

It is the responsibility of the School business manager 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 and near misses are reviewed by in school's weekly SLT meeting, which features Health and Safety on each agenda, with a view to assessing whether any measures need to be taken to prevent recurrence.

Responsibilities of All Staff

All members of staff are given an induction into the school's health and safety arrangements for risk assessments and Health and Safety, and records are kept of all induction training.

Specialist training is given to those whose work requires it. 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 Deputy Head and the School Business manager in order to enable the school to comply with their Health and Safety duties. All members of staff are responsible for reporting any risks or defects to the Deputy Head.

REVIEW

All risk assessments are reviewed and recorded on an annual basis.

The separate policy on the management of health and safety describes the arrangements for regular health and safety audits.

All risk assessments (other than educational visits) are kept in the risk assessment folder and in individual pupil folders on the school portal. Educational visit records are kept on the 'Evolve' system.

Health and Safety is an agenda item at the weekly management team meetings, minutes of which can be found on the school portal.

This policy will be reviewed annually.

MONITORING, EVALUATION AND REVIEW

This policy will be reviewed annually and its effectiveness evaluated and amended in light of the findings of the evaluation.

Date of this policy: September 2015

Review date: September 2016

Policy approved by:

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Mrs Mead
Head Teacher

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Mrs J Hall
Chair of Governor

Date signed.....