

Policy Owner	M Foakes
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## **St Aubyn's School Risk Assessment Policy**

The Governors of St Aubyn's School are 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 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. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated in how to cope safely with risk. This policy applies equally to all areas of the School, including the EYFS.

### **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 preventative or control measures are very effective and not costly.

Risk assessments need reviewing and updating regularly (annually). At St Aubyn's School, we are aware that all staff and pupils need to receive training. A "library" of risk assessments is maintained by the Bursar.

### **Which Areas Require Risk Assessments?**

There are numerous activities carried out at St Aubyn's School, each of which require risk assessment. The most important of these cover:

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

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

- Educational
  - Science experiments
  - Design and Technology
- Each sport and PE activity
- Art
- Music (including minimising the risk of hearing loss to staff)
- Drama (including the Performing Arts Centre and back stage areas)
- Food Technology

At St Aubyn's School we make use of our own model risk assessments for our educational activities and visits. We subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science, as well as providing professional training courses for staff who work in Science. All members of staff 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 person 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. Accident forms are maintained in the Bursary and the School Nurse is responsible for ensuring that completed accident reports are passed to the Bursar. The School's separate First Aid policy explains the procedures that we would follow in the event of a medical emergency. The School Nurse 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 & Staff**

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

### **Child Protection & Safeguarding**

Our Child Protection and 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's exposure to the risk of employing staff who are barred from working with children or who are not allowed to work in the UK is minimised. By extending this regime to Governors, volunteers and

members staff who are accommodated on site, and 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 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. Contractors providing or working in these services are required to provide copies of their risk assessments and Health & Safety compliance.
- **Caretaking and Security**: risk assessments cover every room, laboratory, stairs, corridor and emergency exit in the school. Particular emphasis in training is given to minimising the risk of fire and to security by adhering to good practice. Risk assessments also cover manual handling, tower use and working at height. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- **Grounds & Maintenance**: risk assessments and training is required for every major tool and item of equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos management, use of pesticides, control of contractors on site, electricity, propane gas, water, storage of flammables 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.
- **Office staff**: risk assessments are prepared for each individual room/area within the School. Assessments are required for display screen equipment used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

### **Conducting a Risk Assessment**

There are several possible techniques; but at St Aubyn's School we use a model approved by our Health & Safety Consultants. Our policy is not to carry out any high risk activity or any activity where the residual risk following implementation of all reasonable control measures remains unacceptable and our risk assessments assist the assessor is reaching that determination. Activities involving pupils are normally low risk. We undertake a few medium risk activities with pupils, such as skiing, swimming and use of climbing walls; but only using specialist/qualified instructors/supervisors. Pupils are always given a safety briefing before participating in these activities, and are expected to wear protective equipment, such as mouth-guards, and to follow instructions.

We will always employ specialists for high risk tasks. Support staff may only carry out medium rated activities if they have been properly trained. All members of staff and pupils are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

### **Specialist Risk Assessments**

The Bursar arranges for specialists to carry out the following assessments:

- Fire safety
- Asbestos
- Gas (propane) safety
- Electrical safety
- Water Treatment / Legionella safety

## **Reviews**

All risk assessments are reviewed, when major structural work is planned, or in the event of an accident. The 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 an induction into the school's arrangements for risk assessments and health and safety (which is recorded). Individual members of staff (such as form teachers, form tutors or specialist area teachers) may be allocated areas of the school and are required to confirm on a regular basis that, in their opinion, that area complies with the risk assessment for that area/room.

Specialist training is given to those whose work requires it; however, all members of 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 Headmaster, the Bursar and other members of the Senior Management Team 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 Bursar's Department.

The Bursar is responsible for ensuring that all relevant risk assessments and checks are carried out and recorded.

Governors are invited to approve the compliance risk assessment annually and to endorse the insertion of a statement along the following lines (or a more detailed version thereof) in the school's annual accounts:

"The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the Trust, and are satisfied that systems are in place to manage our exposure to the major risks".

MF/February 2017