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Annemount

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Nursery and Pre-preparatory School

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## **Risk Assessment Policy**

### **This policy applies to the whole school including EYFS**

At Annemount we aim to make children, parents and staff aware of health and safety issues and to minimize any hazards so that children can thrive in a healthy and safe environment.

The principal and staff team are fully committed to promoting the safety and welfare for all in the school community so that effective education can take place. Their highest priority lies in assessing and ensuring all the operations within the school environment are safe and comply with not just the law but also best practice.

This policy should be read alongside the following policies which can be found on the school's website;

- Health and Safety Policy (*This includes supervision*)
- Fire Safety Policy
- First Aid Policy (*This includes medical needs*)
- Safeguarding Policy

Guidance relating to Health and Safety is also in the *2017-18 Handbook and Code of Conduct for Teachers, Assistants, Administrators and Peripatetic Staff* which is updated and disseminated to all staff.

### **Aims of the Policy**

The aim of this policy is to:

- protect both the School and individuals (including pupils and employees) from unnecessary risks by ensuring risks are identified and managed
- ensure consistency of approach and management across the wide range of activities that the School is involved in

### **Risk Assessments**

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.

Risk assessments make good sense – focusing on prevention, rather than reacting when things go wrong.

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

Risk assessments are reviewed and updated regularly. A “library” of risk assessments is maintained by the Office.

### **Our risk assessment process includes:**

- Rigorous policies, which include Health and Safety, Fire Safety Policy, First Aid Policy, Safeguarding Policy, should be read alongside this Risk Assessment Policy.
- *Keeping Children Safe in Education September 2016* informs our policies and practice
- Written risk assessments checking for potential hazards and risks indoors and outdoors are compiled each term and reviewed.
- We maintain a checklist of Health and Safety issues which are checked regularly.

### **Training**

The Principal has appointed a Health and Safety Officer to ensure that its practice reflects the high standards required of schools and for any developments and changes to be cascaded to the staff team.

The staff team has had a Health and Safety at Work training inset in 2017 to highlight potential risks and responsibilities.

Staff members are encouraged to take responsibility for their classrooms and school grounds in risk assessing and to be diligent, raising awareness where necessary.

Health and Safety issues are included within inductions as well as staff meetings.

### **Fire Safety**

The fire safety system is serviced by Chubb Fire and Security and an annual audit is carried out.

The Fire alarm system is tested weekly.

The school ensures that the whole school has a fire drill practice termly.

Termly risk assessments are compiled to identify any potential hazards.

The school has a Fire Safety Policy which should be read in line with this Risk Assessment Policy.

### **Gas and Electrical Appliances**

Electrical appliances are PAT tested annually. An electrical circuit check is completed every 5 years.

Gas boiler checks are completed annually.

Carbon monoxide alarm is tested monthly.

Our boiler, fuse boxes and gas meter cupboard are not accessible to the children.

Heaters, electrical sockets, wires and leads are guarded.

There are sufficient sockets to prevent overloading.

Safety covers protect all sockets accessible to the children when they are not in use.

Lighting and ventilation is adequate in all areas, including storage areas.

### **Water**

A legionella audit is completed annually.

TMV's are checked annually. A thermometer is run under the tap for a period of 2 minutes and the temperature is recorded.

Temperature checks are checked weekly and recorded. The temperature for each mixed TMV tap must be below 43c (ideally 38-43c).

Little Used Outlets as well as indoor taps are flushed at the beginning of the week in line with legionella recommendations and recorded as well as flushing upon returning from a holiday period.

### **Asbestos**

The Control of Asbestos Regulations 2012 places specific duties on those who manage non-domestic premises to identify the presence of asbestos-containing materials, and manage the risks they present. Annemount follows these regulations carefully.

### **COSHH**

Hazardous substances are kept in containers in secure, designated cupboards. A risk assessment is completed termly to access the safety of such substances.

### **Responsibilities**

The member of staff responsible for Health and Safety is Geraldine Maidment. The management of Health and Safety is the responsibility of Aiden Griffin. Written risk assessments where necessary are carried out by Aiden Griffin.

Risk Assessments are conducted when and where necessary. Where appropriate risk assessments are recorded in writing (e.g. Pro-forma -Appendix A). An annual plan is used to help track and monitor evaluating effectiveness (Appendix B).

The staff team is responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Head to comply with their legal health and safety responsibilities.

All members of staff are responsible for reporting any concerns relating to risks or defects to Geraldine Maidment or Aiden Griffin.

When conducting a risk assessment in any area consideration should be given to the likelihood any hazard could potentially cause harm. This will determine whether action needs to be taken to reduce the risk. Even after all precautions have been taken some risk usually remains.

All visitors to the school sign in and receive a visitor's pass with guidance stating the following: "A safe and caring school environment is provided and all visitors are requested to cooperate in this duty of care".

### **Classroom Management**

Is it the responsibility of staff to risk assess within the classroom in relation to planning and leading session in class including the outdoor classroom.

### **Building and Premises**

Public path ways at the front of the building are risk assessed daily for hazards. The building indoors and outdoors is visually checked for hazards each morning.

### **Educational visits and trips**

Venue risk assessments are requested prior to leaving.

A checklist of Health and Safety issues is maintained which are checked prior to an educational visit or trip (Appendix C).

### **Riddor**

The Head is responsible for reporting and recording 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).

## Safer Recruitment

The schools Safer Recruitment Policy outlines the necessary procedures relating to risk assessing when recruiting new staff.

## Safeguarding

The schools Safeguarding Policy should be read in conjunction with this policy as it covers matters related to assessing risk in relation to child protection.

Date: July 2018

Review: July 2019

## **Appendix A Risk Assessment Pro-forma**

### Annemount Health and Safety Risk Assessment

Location:  
18 Holne Chase  
N2 0QN

Date:  
29/8/2017

Completed by:  
Aiden Griffin (H&S Officer)

What are the hazards/Risky Areas?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?
Trips and falls within the school	Staff and Children	Wet floors - protective mats and 'wet floor' sign placed out when necessary. Entrance hall mats have slip-proof underside. Children informed not to run within the building.	Children reminded how to move within the school.	All staff to continue to educate the children on moving around the school.	On-Going
Plug sockets	Children placing fingers into sockets and receiving an electric shock.	Plug socket covers are placed on all unused sockets within each classroom.	To ensure all unused sockets are covered. Class teachers to check daily as part of a daily checklist. H&S Officer to check daily as part of a daily checklist.	Classroom teachers. H&S Officer All Staff to be vigilant	On-Going
High shelving and objects falling.	Staff and Children	All heavy items are to be placed lower to the ground to avoid shelves and cabinets toppling over. Class teacher to ensure resources are stored safely and objects cannot easily fall.	Class teachers to check daily as part of a daily checklist to ensure the safe storage of resources placed on shelves ensuring heavy items are not above adult waist height. H&S Officer to check daily as part of a daily checklist.	All Staff	On-Going
Doors/Hinges	Children trapping fingers in the hinges of doors.	Doors in classrooms with open hinges have been fitted with secure finger shields where possible.	To ensure finger shields remain in place.	H&S Officer - termly audit	Each Term
Front door	Children running out of an unmanned open front door.	One staff member to remain on the door while the door is open. When greeting children in the mornings and when moving from the school into the garden. Door must be closed when an adult is leaving the entrance way.	Guests and visitors to use the buzzer system, when a guest gains entry to the school they are to be greeted by a staff member within the hall way and begin the signing in procedure. <b>R:Drive/Policies/ Visitors and Volunteers Policy</b>	All Staff	On-Going
Classroom tables and corner units.	Children knocking themselves on table units.	Ensure floors are kept free of loose items and debris to avoid slips, trips and falls. Children's tables are checked for sharp cornered edges.	None	Teachers to do continual checks on the maintenance of furniture and equipment within their room as part of their daily classroom checklist.	

## Appendix B Risk Assessment Annual Plan

**This is by no means an exhaustive list but it gives an indication of the many H&S checks.**

Daily Checks	By Whom	Weekly Checks	By Whom	August Checks	By Whom	September/October Checks	By Whom	November/December Checks	By Whom
Classroom Checklists	Teachers	Legionella and Hot Water Tests (Monday AM)	AG	H&S Documentation and Files (See R Drive/H&S/Check)	AG	H&S Scrutiny	AG	Boiler Inspection	AG
H&S Indoor and Outdoor Checklist	AG	Refresh First Aid Supplies	AG	PAT Testing	AG	H&S Assembly for pupils	AG	Fire Alarm Drill	AG
Building/Premises/Pathways	AG	Fire Alarm Tests (Friday PM)	AG	Firedate Playground Inspection	AG	Fire Alarm Drill	AG	Fire Equipment Inspection	AG/Chubb
				Allergy Form and Care plans (Staff to sign)	AG	Lock Down Drill	AG	H&S staff meeting - Refresher	AG
				Send Staff welcome back email including Risk Assessment, Policies, KSIE, Working together to safeguard children March 2015 Particular attention to pages 12-16, What to do if you're worried a child is	AG	Test Carbon Monoxide Alarm Monthly	AG	Accident Incident Trends Report	AG
				Policy Review of ALL policies	AG			Staff Inset - Safeguarding Refresher	GM
				Complete Safeguarding and First Aid Training Document	AG			Test Carbon Monoxide Alarm Monthly	AG
				Prevent Training Needs	AG				
				Review EYFSP Statutory Framework 2017	AG				
				5 Yr Electrical Circuit Testing / Emergency Light Testing	AG				
				TMV annual inspection	AG				
				Test Carbon Monoxide Alarm Monthly	AG				
January Checks	By Whom	February/March Checks	By Whom	April	By Whom	May/June	By Whom	July	By Whom
Fire Alarm Drill	AG	Fire Alarm Drill	AG	H&S Documentation and Files (See R Drive/H&S/Check)	AG	Fire Alarm Drill	AG	Policy Review of ALL policies	AG
H&S Documentation and Files (See R Drive/H&S/Check)	AG	Fire Alarm Inspection	AG/Chubb	Legionella Report	AG	Fire Risk Assessment	AG/Chubb		
Allergy Form and Care plans (Staff to sign)	AG	ERA Licence Renewal	AG	Asbestos Report	AG	Test Carbon Monoxide Alarm Monthly	AG		
Complete Safeguarding and First Aid Training Document	AG	Test Carbon Monoxide Alarm Monthly	AG	Allergy Form and Care plans (Staff to sign)	AG				
Prevent Training Needs	AG			Training needs for staff - Barnet/ISA Courses	AG				
Test Carbon Monoxide Alarm Monthly	AG			Responsible Person Training	AG				
Tree Pruning	AG			Accident Trends Report	AG				
				Incidents Trends Report	AG				
				Complete Safeguarding and First Aid Training Document	AG				
				Prevent Training Needs	AG				
				Test Carbon Monoxide Alarm Monthly	AG				

## Appendix C Trip Risk Assessment Pro-Forma

<b>Risk area:</b>	<b>Trips to Mueums/Theatres/Historical Buildings</b>			
Assessment performed by:				
Place being visited:				
Date of visit:				
Class:				
Lead Teacher:				
Initials of First Aiders on trip:				
Accompanying Staff:				
Accompanying parents:				
Mode of transport:				
Venue has its own Risk Assessment Policy? Yes/No				
If Yes, do we have a copy?				
Does the venue have its on Terrorist Attack Risk Assessment?				
Has consideration been made in the event of a Terrorist Attack?				
Risk Area	Estimated Level of Risk			Action to be taken (if any)
	High	Medium	Low	
Too few teacher and parent helpers				
Pupils unaware of the rules for the visit				
Inadequate security measures for pupils				
Lack of first-aid kits				
No qualified first-aiders				
Lack of medications, inhalers, epi pens				
No emergency contact list				
No mobile phones for emergencies				
Minor accidents				
Risks relating to transport				
Others:				