

BROOMFILED HOUSE SCHOOL

RISK ASSESSMENT AND MANAGEMENT OF (HEALTH AND SAFETY) RISK POLICY

This Policy, which applies to the whole school including the Early Years Foundation Stage (EYFS), is publicly available on the School website and upon request a copy, (which can be made available in large print or other accessible format if required), may be obtained from the School Office.

Legal Status:

- Complies with the Education (Independent School Standards) (England) (Amendment) Regulations currently in force.
- Prepared with regard to Health and Safety at Work etc Act 1974 and associated amendments and regulations including any relevant supporting documents including: The Management of Health and Safety at Work Regulations 1999, and The Regulatory Reform (Fire Safety) Order 2005, including any further amendments and supporting documents.
- Prepared with regard to the Equality Act 2010, Race Relations Act 1976, Race Relations Amendment Act 2000, Sex Discrimination Act 1986, Children's Act 1989 and Special Educational Needs and Disability Act 2001.
- Health and Safety: Department of Education (DfE) *Advice on legal duties and powers for local authorities, head teachers, staff and governing bodies* (DfE February 2014) and the Health and Safety Executive (HSE) *School trips and outdoor learning activities - tackling the health and safety myths* (HSE July 2011).
- The School has regard to Government recommended guidance and advice from the Outdoor Education Advisers' Panel (OEAP) on school trips and offsite activities.

Applies to:

- The whole School including Early Years Foundation Stage (EYFS), along with the out of school care Including extra curricula activities and all other activities provided by the school, inclusive of those outside of the normal school hours;
- all staff (teaching and support staff), students on placement, the proprietor and volunteers working in the school.

Related Documents:

- Health and Safety Policy and the General Statement of Health and Safety Policy Summary, (displayed) Health, Safety and Welfare Procedures, Risk Assessment Policy, Employment, Equality and Diversity Policy (2010) and Public Sector Equality Duty (2011), Learning Outside the Classroom and Off Site Activities
- Safeguarding Children - Child Protection, Safer Recruitment, Anti Bullying Policies, E Safety, Behaviour Discipline and Sanctions Policy, Staff Code of Conduct, First Aid and Medication Policies

Availability:

- The Health and Safety Policy, along with relevant procedural documents, are provided either in hard copy or electronically to all new employees and volunteers before commencing work at Broomfield House School. They are required to state that they have read and understood such documents and confirm this by signing the *Policies Register*.
- This policy is made available to parents, staff and pupils in the following ways: via the School website www.pointers-school.co.uk, and on request, a copy may be obtained from the Office.

Monitoring and Review:

This policy will be subject to continuous monitoring, refinement and audit by the Head Teacher.

The Head Teacher will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:



Last reviewed: Dec 2018

Next review: Dec 2019

Mr Norton York
Headteacher and Proprietor

Elaine York
Proprietor

Introduction

The School is required under the Management of Health & Safety at Work Regulations to manage the level of risk in **all** of its activities. Put basically staff and managers should manage/reduce risk to reasonable levels by identifying what the basic level of risk is, and if necessary put in place controls to reduce risk. All staff should also be alert to changing circumstances and should take appropriate actions to reduce or stop an activity if the level of risk seems inappropriate. Risk assessments are also required by other legislation, i.e. COSHH, Manual Handling, Visual Display Screen Equipment etc. The results of and risk assessment and subsequent control measures should be made known to the staff, students and visitors concerned.

Statement of Intent

The School will continue to assess all activities and establish written risk assessments for those areas which indicate the presence of risk.

Assessments

Separate documents which also have a bearing on the management of risk include:

- General Health and Safety Policy;
- First Aid;
- Fire Safety;
- Working at Height Policy;
- COSHH Policy;
- Manual Handling Policy;
- Visual Display Equipment Policy;
- Educational Visits and Offsite Activities Policy;
- Outdoor Play Area;
- Working Alone;
- Electrical Safety – hardwiring and portable appliance testing.

Assessments will continue to be carried out using the School's Risk Assessment form by those persons having control and immediate responsibility for the activity. The assessor will keep a record of the assessment and ensure that all staff and students involved are aware of the requirements of the assessment. A copy of each assessment will be kept in a central file.

Training

All staff who will continue to be trained to manage risk and write risk assessments.

Legislation

Risk assessments have been implicit under the Health & Safety at Work Act 1974 and explicit under regulations such as the Control of Substances Hazardous to Health (COSHH) Regulations and the Noise at Work Regulations made under this Act. The Management of Health & Safety at Work Regulations requires a risk assessment to be carried out by employers to assess the risk to staff, pupils and others who may be affected by their undertaking, and to record the significant findings of the assessment and any group of employees as being especially at risk.

Where an assessment is made under other regulations such as the COSHH Regulations this will meet the requirements of the assessment required by the Management of Health & Safety at Work Regulations.

Risk Assessment

The school's risk assessment process covers both adults and children and includes:

- Checking for hazards and risks both indoors and outside and in all activities and procedures;
- Deciding which areas need attention;
- Developing an action plan which specifies the action required, the timescales for action and any funding required

Lists of health and safety issues are checked:

- Termly and
- Annually, when a full risk assessment is carried out.

What is a risk assessment?

A risk assessment is a careful examination of what, in an employee's work, could cause harm to them, so that it can be weighed up whether the Headmaster has taken enough precautions or should do more to prevent harm. The Headmaster is legally required to assess the risks in the workplace. In assessing the risks in the workplace, the Headmaster will require the Health and Safety Officer to:

- look for the hazards;
- decide who might be harmed and how;
- decide whether the existing precautions are adequate or whether more should be done;
- record the findings;
- review the assessment and if necessary, revise it.

Regular and systematic inspections and risk assessments of all potential hazardous substances and work activities will be made by, or under the authority of, the executive responsible for health and safety and will take into account all the relevant regulations and code of practice. Specialist advice will be obtained if necessary and the risk assessment will be reviewed periodically. The significant findings will be recorded and appropriate preventative and/or protective measures taken as necessary.

Looking for Hazards

You can look for hazards by:

- consultation and conducting inspections of the workplace;
- analysing jobs;
- adopting a "what if" approach;
- listing all Acts and Regulations as they apply to the workplace.

Manufacturers' instructions, accident records, ill health records, etc., can help to identify hazards.

Advice to all staff

Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide:

- slipping / tripping hazards (e.g. poorly maintained floors or stairs);
- fire (e.g. from flammable materials);
- chemicals (e.g. Floor cleaner);
- moving parts of machinery, (e.g. blades);
- work at height, (e.g. from ladders);
- pressure systems, (e.g. gas systems and bottles);
- electricity (e.g. poor wiring);
- dust fume (e.g. welding);
- manual handling;
- noise;
- poor lighting;
- low temperature.

Is Risk adequately controlled?

Have you already taken precautions against the risks from the hazards you listed? For example, have you provided:

- adequate information, instruction or training?
- adequate systems or procedures?

Do the precautions:

- meet the standards set by a legal requirement?
- comply with a recognised industry standard?
- represent good practice?
- reduce risk as far as reasonably practicable?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. You may refer to procedures, manuals, company rules, etc. giving this information. If the risk is not adequately controlled, an 'action list' should be written.

Who Might be Harmed?

There is no need to list individuals by name, just groups of staff conducting similar work, or why they may be affected, e.g.:

- teachers;
- classroom assistants
- office staff;
- maintenance staff;
- contractors;
- people sharing your workplace;
- cleaners;
- Parents.

Pay particular attention to:

- staff with disabilities;
- visitors;
- inexperienced staff;
- lone workers.

Recording the Findings

If more than five staff are employed, significant hazards and conclusions must be recorded and staff should be informed of the findings.

The Headteacher should be able to show that:

- a proper check was made;
- you asked who might be affected;
- you dealt with all the obvious significant hazards;
- the precautions are reasonable and the remaining risk is low.

Keep the records for future reference: an inspector may ask for them or if you become involved in any legal action they will be required.

Risk assessments should be recorded in one or more of the following ways:

- On a School Risk Assessment Form.
- On a specific health & safety risk assessment record from e.g. COSHH, Manual Handling, Visual Display Screen Equipment, Personal Protective Equipment.
- On an instruction or procedure document.
- Any other appropriate and approved record.

The risk assessment should be signed and dated by the person completing the form.

The findings of the risk assessment should be made known to all staff and students affected by the activity assessed. A copy of all completed risk assessments should be kept within the relevant department or service area and their location made known to all staff within that area.

What further action is necessary to control the risk?

What more could you reasonably do to reduce these risks which you found were not adequately controlled?

You will need to give priority to those which affect large numbers of people and / or could result in serious harm. Apply the principles below when taking further action, if possible in the following order:

- remove the risk completely;
- try a less risky option;
- prevent access to the hazard (e.g. by guarding or fencing);
- organise work to reduce exposure to the hazard;
- issue personnel protective equipment;
- provide welfare facilities (e.g. washing facilities for removal of contamination and first aid).

Risk Assessments

In order to create a safer environment at the school and also to comply with HSE regulations, we are required to carry out Risk Assessments of any activity that involves a hazard. A hazard is defined as an activity that has the potential to cause harm to either pupils, staff, visitors or members of the public.

AREA/ACTIVITY COVERED: General classroom activities

SIGNIFICANT HAZARDS: slips, trips, fall, electric shock and fire

Control measures

The layout of all teaching rooms will be such as to ensure ease of exit in the event of fire. Access to the exit door, including any additional fire exit doors will be free of obstruction and readily accessible. All aisles between desks or other furniture will be sufficient width to allow easy passage taking account of the numbers using them. Fire exit routes will be clearly marked in all corridors serving teaching rooms.

On entering teaching areas staff will ensure that they are in a safe condition. This will involve ensuring that floors are free of obstructions and trip hazards e.g. trailing cables; that electric socket outlets are free of physical damage or discoloration due to overheating and that no other hazards are present e.g inappropriate substances left in the teaching area. Any faults for accidental damage that may give rise to significant risks will be reported and remedial action taken. Immediate action will be taken to prevent danger where there is a significant risk.

All electrical equipment e.g televisions, overhead projections etc will be correctly fused, maintained in a safe condition and will be protected by a residual current device. All new equipment will be CE marked where appropriate. An inspection and testing procedure will be carried out by a qualified PAT tester at least once every two years and documented.

Where manual handling has to be carried out e.g moving large items of furniture or equipment, this will be done by the caretakers in the appropriate way. All equipment and other items stored in teaching rooms will be stored safely. Items will not be stored in situation where they may give rise to risk of manual handling injury or where they may fall and cause injury e.g heavy items on tops of cupboards. Where access is required to shelves etc above head height, appropriate step stools or steps will be readily available and used. Items will not be stored where they may cause obstruction or be a trip hazard.

Information & Supervision

A DBS check as appropriate will be carried out in respect of all personnel whose work may bring them into unsupervised contact with children. All teaching staff will have such specialist training and knowledge as is necessary to ensure safety in respect of the activities they are supervising.

AREA/ACTIVITY COVERED: Indoor and outdoor sports and games activities

Control Measure

Supervision by qualified and competent staff is the principal control measure in respect of pupil safety during physical education and sports activities. There is no profession or legal requirement for a teacher to have a

specific award or accreditation before teaching any physical education activity but the school must be satisfied that teachers or others who supervise such activities are competent to do so.

All staff will be given relevant medical/emergency information in respect of pupils liable to suffer adverse medical problems arising from involvement in any physical education or sports activities. Staff will ensure that each pupil is physically fit for any activity they may undertake and that pupils know how to use safely all the equipment that are required to use. Where appropriate, staff will ensure that suitable warm-up exercises are performed prior to the start of games etc.

All outdoor playing fields/areas and the equipment used on them, including fixtures such as goalposts etc will be suitable for the purpose for which they are used. Hazards may include damage to surfaces, glass, small potholes, stones, dog faeces or insecure/unstable/unsuitable equipment. Surfaces may also be unsafe as a result of ice, frost or excess surface water. Staff will make a simple visual inspection of playing areas etc before any activity begins to ensure the conditions and equipment are safe.

Where pupils are to be involved in the setting out of equipment etc. they will receive appropriate instruction and supervision in respect of how to carry this out safely. In particular staff will ensure that pupils do not lift loads in an unsafe way not lift excessive loads having regard to their physical development. A first aid container will be maintained in, or in the immediate vicinity of, each sports area. A travelling first aid kit will be taken to all sporting events away from the school premises. Where the supervising member of staff is not a qualified first aider, there will be a reasonable access to such a person.

Information, Training and Supervision:

Levels of supervision of sporting activities will be sufficient to ensure the health and safety of those taking part. Factors to consider are the nature of the activity; the age, ability, physical and behavioural characteristics of participants and any relevant medical conditions. It is recommended that the staff responsible for physical education lessons should have a first aid qualification.

AREA/ACTIVITY COVERED: Off-site activities and visits

Significant hazards: Security, slips, trips and falls; health problems arising from contact with animals.

Control Measures

All offsite visits/expeditions must be authorized by the headmaster.

Adequate levels of supervision will be maintained during all off-site activities. The following factors will be taken into account:

- The number of pupils involved
- The duration of the journey
- The gender, age and ability of group members
- The nature of any accommodation to be used
- Any requirements of the locations to be visited
- First aid cover

Where reasonably practicable, all accommodation should be assessed for suitability prior to visits taking place. All accommodation should be clean, in good repair, well lit and well ventilated and there should be enough space to allow pupils to live in comfort with an appropriate number of showers/baths, wash basins and toilet facilities. Kitchen and dining facilities should be clean and well organised with food being freshly cooked and served immediately. In cases where a facility is being used for the first time, a pre-visit by a member of staff will be appropriate.

If staff do not sleep in the same block there should be a duty teacher of appropriate gender whenever the pupils are in the accommodation. Children and staff will occupy separate rooms on residential visits, according to gender. Teachers must make themselves and pupils aware of fire exits and evacuation procedures. A fire evacuation practise should be carried out early in the visit. Teacher to retain pass keys in order to gain entry to all self-locking doors in and emergency. An assessment of risk will be made prior to any off-site activity or visit.

All staff will be given relevant medical/emergency information in respect of pupils liable to suffer adverse medical problems during in or arising from off-site visits. Staff will ensure that each pupil is physically fit for any activity they may undertake. The group leader and other staff will monitor risks throughout the visit and take necessary actions appropriate. Clear rules of conduct will be established and communicated to pupils in respect of acceptable behaviour during off-site visits and journeys.

Teachers are reminded to avoid any 1:1 situations with pupils that might be open to misinterpretation. All accompanying adults have a duty of care. Teachers should remember that they are loco parentis at all times on the visit and thus responsible for the well-being and safety of the children.

A system of pupil recall is essential with work in the open environment, on water or during swimming activities. The system should be simple, understood by all and practised beforehand. A system is implemented to attract the attention of children when it is necessary for the pupils to rejoin the main group. Children should never be on their own, but remain in the group.

In the event of Outdoor Activity Centres being used for activities such as hill walking, rock climbing, sailing, canoeing etc and assessment of the suitability of the centre, qualifications, suitability and experience of the staff etc will be made prior to them taking place.

AREA/ACTIVITY COVERED: All building and grounds maintenance and related activities.

Significant hazards: Machinery hazards; electric shock; falls from height; slips, trips and falls.

Control Measures

All machinery and work equipment will be suitable for the purposes for which it is used. It will be maintained in a safe condition. It should be stored in a locked cupboard and never left unattended on the school grounds or building. An inspection and testing procedure will be maintained in respect of all portable electrical appliances. This will be carried out at least every two years by a qualified professional. Records will be kept of this inspection. All electrical equipment will be suitable for the purposes for which it is used, will be correctly fused and will be maintained in as safe condition.

Suitable precautions shall be taken to reduce the risks associated with working at height. Access equipment will be suitable for the purpose. Ladders will be used when suitable. When they are not scaffolding will be used. This will be erected by competent persons and subject to inspection in accordance with statutory requirements. Staff will not undertake manual handling activities that present significant risk unless they have received appropriate training.

The building will be maintained in a safe condition. Where deterioration/wear and tear could give rise to significant risk to health and safety, monitoring will be carried out. Where appropriate, schemes of preventative maintenance will be put in place to further minimise risk. Staff will be encouraged to report accidental damage and other faults and remedial action will be taken before significant risks arise. The selection of contractors will be undertaken by the headmaster. He will seek to ensure the selection of competent contractors, effective collaboration between the school and contractors in the performance of contracts and to monitor the health and safety performance of contractors.

A fire risk assessment will be carried out and reviewed as necessary e.g in the event of changes to buildings. Fire arrangements will be recorded and fire evacuation procedures established and maintained in respect of potential evacuations during the day. Suitable personal protective equipment will be provided in respect of all activities where it can further reduce risk. Cleaning of the school building will be done by competent persons and all cleaning materials kept in a locked cupboard. They will only use products that have been authorised by the headmaster.

Review and Revision

If there is a significant change in working practices, e.g. purchase of new machinery or substances, employment of new staff, etc., this could present new hazards. It is good practice to review assessments from time to time to ensure precautions are still working effectively.

All risk assessments should indicate on them the required review period that should be:

- a. at least annually where there is a generic risk assessment
- b. on each occasion when it is a activity/site specific assessment
- c. also at regular periods dependent of the level of risk of the activity
- d. immediately following an accident (or a near miss)
- e. when new activities are introduced

The review should be signed and dated by the person completing the form.

A copy of the completed reviewed/updated risk assessment should be forwarded to the Head Master.

Guide to Risk Assessment

The activities listed below have been graded on a scale Low, Med or High in accordance with the seriousness of the injury they could cause.

Severity of hazard

Risk assessments will either use the low, medium or high definitions below or the numeric system (1-9), where 1-2 are low priority, 3-5 are medium and 6-9 are high, requiring immediate action.

Low = No hazard

Low= Slight, could cause minor cuts or bruises

Low= Minor, could cause wound needing on site first aid treatment

Med = Moderate, could cause wound needing treatment at local surgery

Med = Could cause wound needing hospital treatment

Med = Fractures, dislocations, breakage of bones needing hospital treatment

High = Head wounds and concussion needing hospital treatment

High = Permanent maiming or disfigurement

High = Could cause permanent total disablement or death

High = Could cause multiple fatality