

Risk Assessment Policy

This policy, which applies to the whole school inclusive of the Early Years Foundation Stage, is in support of the health and safety policy and the individual health and safety assessments.

This risk assessment policy has been written specifically to meet the requirements of Orchard School which has children within the age range of under 1 year to 9 years. It takes into consideration the premises, the activities undertaken by the school and should also be read in conjunction with the Health and Safety Policy, Preventing Extremism and Radicalisation Policy, ESafety Policy, educational visits and also the Child Protection Policy

Monitoring and Review:

This policy is subject to continuous monitoring, refinement and audit by the Headmistress.

The Headmistress will also 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 March 2017, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

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:

- at least annually where there is a generic risk assessment;
- on each occasion when it is a activity/site specific assessment;
- also at regular periods dependent of the level of risk of the activity;
- immediately following an accident (or a near miss) and
- 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 Headmistress.

Signed:

Date: February 2017

Mrs. A. R. Burton
(Headmistress and Proprietor)

Introduction

Orchard 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.

Responsibility For risk assessments

The member of staff with overall responsibility for risk assessments is Mrs Doon Williamson who is the Bursar (Health & Safety Lead) and is supported in this process by Mrs Anne Burton (Headmistress).

Miss Hannah Davies (EYFS Lead) is responsible for risk assessments in the early Years foundation Stage (EYFS)

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.

Staff involved in promoting Health and Safety

All staff carry out a risk assessment of their specific rooms and surrounding areas and complete a Room Safety Audit at regular intervals.

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Assessments

Separate documents detailed in the Health and Safety Manual, which is in the process of being re-written, also have a bearing on the management of risk. Assessments will continue to be carried out using the School's Risk Assessment procedures 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 pupils involved are aware of the requirements of the assessment. A copy of each assessment will be kept in a central file.

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 (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, preliminary visits, warning signs, barriers and insurance).

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

Why Have Risk Assessments?

The obvious answer is that risk assessments are a legal requirement. ISI and Ofsted Inspectors will expect to see examples. But there is logic to this. By focussing on prevention – as opposed to reacting when things go wrong – it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Preventative measures can often be surprisingly simple and cost-effective, such as the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

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;
- cleaners;
- Parents/guardians/carers.

Pay particular attention to:

- children not yet walking
- 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 Headmistress 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.

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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? We 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).

What Areas Require Risk Assessments?

There are numerous activities carried out in Orchard School, each of which requires its own separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips
- EYFS settings

Separate model policies cover each of the three areas mentioned above. However, 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 theatre stage, props and lighting)
- Dance

At Orchard School, we make use of model or generic risk assessments, for our educational activities and visits. All teaching 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 coverage 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.

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 School Office and are reviewed regularly for any pattern of accidents. The School's separate medical questionnaire policy explains the procedures that we would follow in the event of a medical emergency.

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Child Protection

Our 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 extending this regime to volunteers 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 are 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 rooms, stairs, corridor and emergency exit in the entire school, including the Nursery and Under Three Unit. 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, 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.

Access by Pupils

Risk assessments of all areas of the school reinforce the policy of ensuring that our pupils do not have unsupervised access to potentially dangerous areas, such as the driveway. Pupils are only allowed access when accompanied by a member of staff. Pupils do not have access to the Catering and Caretaking working areas in the school.

Review of Risk Assessments

All risk assessments should be regularly reviewed; but the EYFS Statutory Framework requires schools which provide for this group to review and update their risk assessments *annually*. It also specifically requires providers to have risk assessments in place covering their *indoor and outdoor spaces, furniture, equipment and toys and to keep records of these checks*.

Risk assessments should also be reviewed (and recorded), when major structural work is planned, or in the event of an accident. The school's arrangements for the management of health and safety should describe the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for auditing the catering and cleaning functions and for **water sampling**.

At Orchard School, we maintain a "library" of risk assessments on our school staff school computer for staff to refer to and adapt for their own use

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 Headmistress, the Bursar and other members of the senior management team in order that they are able to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar.

Accident Reporting

The Bursar 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). All notifiable accidents and near misses are reviewed by the school's SMT with a view to assessing whether any measures need to be taken to prevent recurrence.

Legal Status:

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- Regulatory Requirements, Part 3 Welfare, Health and Safety of Pupils and Part 5 Premises and Accommodation of the Education (Independent School Standards) (England) (Amendment) Regulations, currently in force Section 547 of the Education Act 1997
- 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.
- 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.

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
- Health and Safety Manual with reference to the individual health and safety support policies e.g. working at heights, listed in the health and safety policy and the individual generic or specific, as the situation demands, written risk assessments that are integral to them.
- School based including (EYFS) and off site risk assessments including those relevant to the EYFS and the policies listed in these related documents.
- Organisational structure identified in the EYFS policy and forms relevant to health and safety audits carried internally and externally including fire safety audits, reporting procedures, near misses and function of the health and safety sub-committee.
- 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

Appendix 'A'

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 professional body 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 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

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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 and similar strenuous activities.

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 the 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 Headmistress. Pupils will only participate in off-site visits with the written consent of their parent/guardian/carer. Parents/guardians/carers will be given details of each trip and will give their consent. 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. Appropriate footwear, personal protective clothing and equipment will be worn by staff and pupils during visits. This may include wellingtons and weather resistant outer clothing. A first aid container will be available on all off-site visits.

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

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of children when it is necessary for the pupils to re-join 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 the locked shed 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 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 Headmistress. She 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 Headmistress.

Risk area:	RISK ASSESSMENT
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Assessment performed by:	
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Some Potential Hazards in this Risk Area	Estimated Risk Level			Some Useful Controls in this Risk Area	Action Dated
	High	Med.	Low		

If one of these hazards is identified in your school, please tick (☑) the level of risk, and indicate the date when any consequent controls were put in place. For additional hazards and/or control measures, please use the table below.

Additional Hazards Identified in this School	Estimated Risk Level			Control Measures to be Instituted	Action Dated
	High	Med.	Low		

People at risk (☑):	Pupils	Staff	Parents	Parent helpers	Visitors	Contractors
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Employees informed of risk assessment via all of the following means:	1. Urgent announcement (if deemed necessary) to pupils and/or staff 2. Copy of this RA to all staff for insertion in their RA Handbooks 3. Copy of RA on notice boards and wherever else appropriate
Employees to report newly-identified hazards via:	Written notification to the Headteacher / School Safety Officer / other <i>(delete as appropriate; if 'other' please specify)</i>
Date of next assessment:	
Assessment frequency:	
Date:	Signed:

Example Risk Assessment:

Risk area: ACCIDENTS

Assessment performed by:	A Burton
Workplace:	Orchard School & Nursery
Employer:	Orchard Prep Ltd

Some Potential Hazards in this Risk Area	Estimated Risk Level			Some Useful Controls in this Risk Area	Action Dated
	High	Med.	Low		
1. Parents not informed 2. Emergency contact numbers not on file 3. Failure of first aid 4. Records of accidents and of first-aid treatment not made or kept 5. Records not regularly reviewed, and no updates by parents 6. No post-accident assessments 7. Staff unaware of RIDDOR (see opposite)			✓ ✓	1. Health & Safety Policy 2. Children's records updated annually 3. Staff hold recognised first aid certificate 4. Records made and kept of all accidents and first-aid treatment 5. Regular reviews of records on file – parents asked to update 6. Post-accident risk assessments and appropriate action 7. Staff aware of RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995) Notice board in staff room	Sep 2015

If one of these hazards is identified in your school, please tick (☑) the level of risk, and indicate the date when any consequent controls were put in place. For additional hazards and/or control measures, please use the table below.

Additional Hazards Identified in this School	Estimated Risk Level			Control Measures to be Instituted	Action Dated
	High	Med.	Low		
N/A					

People at risk (☑):	Pupils ☑	Staff ☑	Parents ☑	Visitors ☑	Contractors ☑		
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Employees informed of risk assessment via all of the following means:	1. Urgent announcement (if deemed necessary) to pupils and/or staff 2. Copy of this RA for insertion in RA Handbooks 3. Copy of RA in Library Health and Safety File and wherever else appropriate
Employees to report newly-identified hazards via:	Written notification to the Headteacher or School Safety Officer
Date of next assessment:	Sep 2016
Assessment frequency:	Annual
Date:	Signed: AB

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