



New York Primary School
Federated with
Frithville Primary School

RISK ASSESSMENT POLICY

Plan approved by Governors

Review in Spring 2018

Signed on behalf of Governors: **Sue Brackenbury** Date: **17/03/2016**

Presented to the governors for approval.

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.

WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out at both Frithville and New York Primary Schools, 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 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
- Educational visits, trips and sports fixtures
- Art (including the clay and print studios)
- Music (including minimising the risk of hearing loss to staff)
- Drama (including the theatre back stage, stage, props room and lighting box)
- Dance

Pastoral:

The focus of our pastoral policy is to ensure that every pupil leaves as a confident, articulate young people 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.

Medical and First Aid:

All staff are responsible for reporting accidents. The Accident Record is in the Head's office, copies of reports are kept in pupil/staff files and are sent home. We keep records of all accidents and injuries, and have a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.

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 Governors, 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 every room, stairs, corridor and emergency exit in the entire school. 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, gas, 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. Doors to these areas are kept locked when not in use. Pupils are only allowed access when accompanied by a member of staff. Pupils do not have access to the Grounds, Maintenance, and Caretaking working areas in the school.

CONDUCTING A RISK ASSESSMENT:

The Head, Caretakers and administrators formally assess both schools for potential risks once a year and report to the Health and Safety Governor Mrs Sue Brackenbury, who also conducts a Health and Safety Walk once a term. It is the responsibility of all staff and Governors to report any health and safety concerns to the Head.

REVIEW OF RISK ASSESSMENTS:

All risk assessments are regularly reviewed; but the EYFS Statutory Framework requires schools which provide for this group to review and update their risk assessments annually. 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. Across the Frithville and New York Federation we maintain a "library" of risk assessments on our staff intranet 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. 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 Head, and other members of the SLT, 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 Head.

ACCIDENT REPORTING:

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

AUDIT COMPLIANCE STATEMENTS:

Annual compliance risk assessments are completed by the Head, Senior Administrator and Caretaker and reported to the Governors. These reports analyse:

Lincolnshire County Council Annual Health and Safety Self-Assessment

The financial procedures and controls

Strategic risk

Loss of fee income

Damage to reputation

Failure to teach the correct syllabus

Risk of a child protection issue

Gaps in Governor skills

Conflicts of interest

Employment disputes

Major health and safety issues

Possible data loss

Risk of fire, flood and land slip

Poor cash flow management

Fraud

Loss through inappropriate investments

Areas of potential risk:

The measures taken to protect the school against such risks, include:

Safer recruitment of staff, Governors and volunteers

Measures to ensure the selection, training and appraisal of appropriately qualified staff and Governors

Insurance

Strong financial controls that are regularly reviewed

Financial reserves policy

Use of professional advice from lawyers, accountants, architects, etc as needed

Formal review of compliance with the school's charitable objectives

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 Governors have assessed the major risks to which the school is exposed, in particular those related to the operations and finances of the school, and are satisfied that systems are in place to manage our exposure to the major risks.

Please read this policy in conjunction with and referring to;

- Fire Safety Policy and Fire Risk Assessment
- Educational Visits Policy
- EYFS Outings Risk Assessment
- Health & Safety Policy
- First Aid Policy
- Manual Handling Policy
- All separate risk assessments