



Name of Policy:	<b>Risk Assessment (For the whole school including the EYFS)</b>
GHS Policy Number:	64
ISI Regulation:	Welfare, health and safety of pupils (Part 3)
ISI Paragraph:	Paragraph 16: Risk assessment - 378-384 Paragraph 11: Health and Safety - 313-336
Linked Policies:	Educational visits Fire procedures Fire risk First aid Health and Safety Safeguarding Supervision of pupils
Reviewed by: (including license to edit and update)	Dan Jameson, Head, Boys' School Emma Studd, Head, Girls' School Julia Adlard, Head, Early Years Nicola Cornish, Deputy Head Sarah Pitt, HR and Health and Safety Rosie Hufton, Boys' School Secretary (Maternity cover, Annabel Coy, Jan 2021) Rebecca Williams, EVC, Girls' School Office Emily Atkinson, EVC, Boys' School Office
Date of review:	September 2020
Date of next review:	September 2021* <i>*Reviews ongoing due to COVID-19 pandemic</i>

## **COVID-19**

In line with both the latest Government guidance for schools and the ISI regulations we will review our risk assessments associated to the pandemic to ensure that they remain effective. Contingency plans for the re-distribution of staff responsibilities, (in the absence of staff), are in place to cover compliance for supervision, fire precautions, first aid and maintenance.

\*The **COVID-19 Risk Assessment** is available from the School Office on request.

### **Introduction**

This risk assessment policy has been written in accordance with “The Management of Health and Safety at Work Regulation 1999”, which include the requirement for risk assessment, and in line with the HSE’s “Leading Sensible Health and Safety management in schools – 2014.”

At Garden House, we are fully committed to promoting the safety and welfare of all in our community, so that effective education can take place. Our highest priority lies in ensuring that all the operations within the school environment are delivered in a safe manner that complies fully with not just the law, but with best practice.

Risks are inherent in everyday life. We need to identify them and adopt systems for minimising them so far as reasonably practicable. Our pupils need to be educated in how to cope safely with a risk.

### **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 put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, fire alarms and practices etc.).

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 measures are very effective and not costly.

At Garden House risk assessments are reviewed, monitored, evaluated and updated on a regular basis and whenever an update is needed.

Advice on writing risk assessments is available to staff members who require it from senior members of staff and through online training.

Advice would cover:

- Who is responsible for writing a risk assessment
- How often risk assessments need renewing or reviewing
- How to identify risk and put control measures in place
- How to evaluate and use the risk assessment going forward

## **What areas require a risk assessment?**

At Garden House, there are many areas of school life that require a risk assessment.

- **Overall Management of Risk:** a set of Management Risk Assessments is carried out annually by Judicium, our Health and Safety Consultant in conjunction with our Health and Safety Officer. These risk assessments cover: the overall management of risk in the school; provision of first aid; provision of a safe working environment and the overall management of key risks including: electrical safety; slips, trips & falls; hazardous substances; manual handling; and management of contractors. – Full details of these are available from our Health and Safety Officer.
- **Fire safety, procedures and risk assessment.** Carried out annually by Judicium, our Health and Safety Consultant and monitored by our Health and Safety officer. *See Health and Safety, Fire Risk and Fire Procedure policies.*
- **Educational visits and trips** – *see separate Educational Visits policy.* We have Educational Visits Co-ordinators, (EVC) (office staff), who manage all school visits and trips and who have been appropriately trained. The Heads also take an active role in approving all school trips. A Risk Assessment is carried out by the leader of the trip each time a new location is visited or when a venue is visited for the first time with that group of children. Activities involving pupils are usually low risk. Evaluations of risk assessments for trips must be completed on return from the trip so that the risk assessment can be reviewed if another visit is planned. We do not require written consent from parents to take part in most educational visits and trips.

We undertake a few medium risk activities with pupils, such as residential outward bound trips, but only using specialist/qualified instructors. Written consent is sought from parents in these cases, particularly when taking children abroad. Residential centres send us their in-house risk assessments to aid us with our risk assessment process. Pupils are always given a safety briefing before participating in any medium risk activities, and are expected to wear protective clothing, such as mouth-guards, and to follow instructions. Risk assessments for trips are kept by the office and signed off by the EVC and relevant Head.

- **The school setting.** There are certain areas of the school and curriculum that require risk assessments to be written by the relevant members of staff. These risk assessments will be kept on the system and must be renewed annually. These should be signed off by the Heads or the Health and Safety Officer.
- These are:
  - Each sport and PE venue and activity
  - Art and DT activities
  - Science activities
  - All clubs
  - Drama performances at external venues
  - Music performances at external venues
  - Walk at Burton's Court (*see walk policy, incorporated in the supervision policy*)
  - Courtyard (*see supervision policy*)
  - School bus (*see supervision policy*)
  - Classrooms – teachers in conjunction with the Health and Safety Officer are responsible for completing a risk assessment of their classroom at the beginning

of each academic year. Other rooms in the school are covered by Heads of Departments and office staff. A classroom checklist and hazard report form is available to help with this process. All staff are responsible for reporting any hazards they notice in any of the school building throughout the year to the Health and Safety Officer.

- **Premises inspection:** Premises inspections are carried out termly by the Head of Maintenance and the Health and Safety office team.
- **Kitchen and cleaning:** our Catering Manager in conjunction with Compass Services (UK) Limited, (contracted by the school for all the catering), carries out all risk assessments for the catering and cleaning equipment, as well as manual handling, slips and trips and the control of substances hazardous to health (COSHH). Kitchen staff are trained and made aware of hazards. Safety notices and protective equipment are utilised.
- **Cleaning:** The Housekeeper in conjunction with the Health and Safety Officer, carries out all risk assessments for the cleaning of the school building as well as slips, trips and falls and the control of substances hazardous to health (COSHH).
- **Maintenance:** Our maintenance team attend training, which covers risk assessment advice for working at height, manual handling, electricity, water, gas and COSHH. It also covers safe working practices, health and safety notices and protective equipment. They work in conjunction with the Health and Safety Officer.
- **Office staff:** risk assessments are required for the display screen equipment and cables used by office staff and senior members of staff. A DSE is completed annually by these members of staff which notifies the Health and Safety officer of any hazards or concerns. Office staff have a responsibility to report any hazards to the Health and Safety officer.
- **EYFS Staff** in Kindergarten and Preparatory take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks. Kindergarten and Preparatory carry out a daily visual risk assessment of play and other equipment, as well as the general safety of the EYFS environment and determine when a written risk assessment is required. In Kindergarten a daily risk assessment tick sheet of the setting is completed. EYFS Risk assessments identify risks that should be checked on a regular basis, when and by whom, and how the risk will be removed or minimised.
- **Holbein Mews** – Staff in Holbein Mews in conjunction with the Health and Safety Officer take all reasonable steps to ensure staff and children in their care are not exposed to risks. Risk assessments are in place for anything identified.

### **Roles and Responsibilities**

The Co-principals are responsible for:

- Ensuring that this policy is fully implemented by employees in their areas of responsibility.
- Monitoring of compliance with agreed controls.

The Health and Safety Officer, Heads and Deputy Head are responsible for:

- Ensuring risk assessments are carried out and recorded and the findings communicated to all relevant people.

- Ensuring all protective and preventative measures identified by the risk assessment are fully implemented.
- Where applicable, ensuring suitable and sufficient information, instruction, training and supervision is provided;
- School activities that are assessed as being 'High Risk' are drawn to attention of the Heads and are not permitted to be completed until the risk can be reduced to an acceptable level.

All Staff are responsible for:

- Following the agreed controls in place within risk assessments to suitably manage risks.
- Assisting in the development of risk assessments where requested to do so.
- Taking reasonable care of their own safety, together with that of their pupils and any visitors
- Reporting any issues/concerns/faults relating to control measures put in place to manage health and safety risks.
- Ensuring that every pupil leaves Garden House capable of keeping themselves safe in all situations.

Our Life and Culture (PSHE) programme, together with SMSC and assemblies are directed towards promoting an increasing understanding of the risks that exist in both the real and the electronic worlds, and of the sensible precautions that should be taken. Pupils are taught to operate safely in all aspects of school life, such as science experiments, sports activities or online. Children are taught e-safety as part of their Computing and Life and Culture (PSHE) curriculum.

### **Risk control measures in place to maintain a safe learning environment**

The following inspections/servicing/surveys are all carried out to help keep everyone safe and are listed as control measures in one or more of Management Risk Assessments and/or Fire Risk Assessment:

- Asbestos: A recent full management asbestos survey carried out on 16<sup>th</sup> February 2015 by a specialist and accredited asbestos team found no asbestos in any of the school buildings. The school will consider a more intrusive survey should any works be planned in the future which will interfere with the fabric of the buildings. The full Asbestos Survey Report is available to view and is kept by the Health and Safety Officer.
- Gas Safety: The boiler is serviced yearly to include a tightness test. Records are kept by the Health and Safety Officer. The gas shut off points in the kitchen are included in this test.
- Electrical Safety: A five-year full electrical test is carried out, (on a rolling annual basis with 20% being tested each year), and certification is kept by the Health and Safety Officer. Quarterly flick tests are carried out on the emergency lighting by the Head of Maintenance with a yearly maintenance check carried out during the summer holidays. All certificates and documentation is kept by the Health and Safety Officer. The electrical shut off points in the kitchen are tested every year.
- PAT testing: PAT testing on all electrical equipment is carried out regularly by a qualified electrician. Category A equipment (smaller/portable items such as kettles, toasters, electrical heaters), is checked annually. Category B equipment (larger items such as computers, printers, kitchen appliances), is tested every three years. A full record is kept with the Health and Safety Officer.

- Lift: The lift is checked quarterly and documentation is kept with the Network Manager and Health and Safety Officer. A yearly LOLER check is carried out during the summer holidays.
- Fire system (integrated): Weekly call point checks are carried out by a member of the office with a quarterly check carried out by Honeywell in conjunction with the Network Manager. A staggered detector check is carried out as part of the quarterly check.
- Holbein Mews fire system (integrated): The fire alarm, detectors, call points and fire curtain are checked every quarter by Honeywell in conjunction with the Network Manager.
- Fire equipment: All the fire equipment is checked and replaced if necessary once a year by Chubb. Any faulty equipment is reported to the Health and Safety Officer who is responsible for liaising with Chubb to have it replaced or repaired as soon as possible.
- Kitchen equipment: A commercial service of all the catering equipment is carried out annually by Aggora. The certificates are kept with the Catering Manager.
- Water: A yearly chlorination and legionella check is carried out on the water tank at the end of the summer holidays. Certificates are kept with the Health and Safety Officer.
- Ladders: A list of ladders available for staff use around the school is updated every year and emailed to all staff. Six monthly checks are carried out on the ladders by the maintenance team.