



LYNDHURST HOUSE SCHOOL

RISK ASSESSMENT POLICY (for the whole school, including EYFS)

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, safeguarding) and environmental (asbestos, Legionella).

Risk management is a five step process:

- identify and assess the risks
- determine appropriate actions
- implement the actions
- monitor the results
- provide feedback

Why have risk assessments?

Risk assessments are a legal requirement. In addition to focusing 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 Lyndhurst House 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

- Safer recruitment and employment
- Supervision of pupils in classrooms and outside

Separate model policies cover each of these areas.

Actions to minimise risk

Having identified the risks to property and to people using their premises, the Headmaster and Deputy Heads assess the potential frequency and severity of each risk. This may be based on previous experience or may be subject to the school's judgement of the situation. Risks that are identified as high-frequency and /or high severity are given priority to determine and implement appropriate actions so that they can be minimised. There are four possible actions in practical risk management:

- removal of the risk, e.g. by replacing equipment
- limiting the impact of the risk e.g. by contingency planning
- transferring the risk e.g. by insurance
- accepting the risk e.g. when the impact is minimal, the cost of risk management is high as the probability is low.

Contingency planning

The most comprehensive risk management programme will not be able to eliminate all risks and we must be prepared for catastrophes or incidents that affect the continuity of Lyndhurst House School. All schools should have a contingency plan which can be applied in the event of a significant loss at the school. The school has a rehearsed major incident plan and 'fire evacuations' are practised and assessed each term.

Insurance

Insurance is a means of transferring risk which the school has decided not to retain or which cannot be maintained. It is never a substitute for the proper management of risk, though it has a part to play in a comprehensive risk strategy which insurers acknowledge. A school which has good risk management finds itself paying lower premiums than one that manages risk poorly. The school is subject to regular assessments by the school insurance companies to assess its management of risk and any issues raised are addressed.

The risk management process is reviewed on an annual basis and staff are trained in risk assessment at the beginning of each academic year.

Risks to property

The physical property assets of schools include all buildings, educational equipment, general contents, plant equipment and buildings under construction.

Information, for example pupil records, are also valuable assets.

Major risks to school buildings and property come from causes such as fire and water damage, which may be accidental or malicious, subsidence, explosion and theft. The risks of major damage occurring are generally termed low frequency/high severity risks, which means

they are relatively unlikely to happen but likely to result in serious damage and or substantial financial loss if they do occur.

The school undertakes regular assessments by outside specialists to assess the condition of premises and property. All concerns or recommendations are addressed within any required timescale.

The majority of property losses experienced in school results from small thefts and low-key vandalism or accidental damage to buildings. These risks are described as high risk/low severity. Whilst these events are very uncommon the school undertakes a full review each time to assess whether measures can be put in place to prevent further incidents.

Risks to people

Just as real are the risks faced by pupils, staff and others who use or access the school premises. Threats to physical safety can be obvious and direct, such as from failings in the structure, or less directly obvious for example slipping on a wet floor or falling over equipment. Such accidents not only cause pain and suffering to those experiencing them but also expose schools to liability risks.

At Lyndhurst House risk assessments are made of all public areas (format A taken from HSE as a checklist for classrooms – www.hse.gov.uk/risk/classroom-checklist.pdf) at the beginning of the academic year and updated at the beginning of the two subsequent terms. All staff are given guidance in how to complete these classroom checklists each September.

The maintenance team undertake an annual full assessment for premises and the maintenance log-book is regularly kept up to date, and issues are prioritised and then addressed by maintenance staff.

Staff are all trained in basic Health and safety and all guidelines with regard to signage of spillages and clearing away of equipment are followed.

Educational risks

- science experiments
- design technology/art
- each sport and PE activity

At Lyndhurst House School a risk assessment is written for all extra-curricular trips and visits. We subscribe to the CLEAPPS advisory service that provides model risk assessments for our lessons in science and design and technology. We provide professional training courses where appropriate for teachers who work in science and D and T. All teaching staff and classroom assistants receive regular induction and refresher training in risk assessments tailored to their specific areas.

For new venues and for all residential trips a risk assessment visit is made beforehand and risk assessments are obtained from each venue.

Pastoral

The focus of our pastoral policy is to ensure that every pupil leaves as a competent, articulate young adult capable of keeping themselves safe on the streets, in the home and in all situations. Our PSHEE programmes and assemblies are directed towards promoting and 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. Our science lessons encourage teachers to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

Medical and first aid

The senior first aider maintains the risk assessments for first aid and all other treatments and procedures. Accident forms are maintained in the medical room (front reception) and in the Reception Classroom, and accident reports are passed to the headmaster. The school's separate first aid policy explains the procedures that we would follow in the event of a medical emergency. All accident reports are reviewed by the headmaster and the senior first aider, and any emerging patterns are discussed in health and safety meetings.

Safeguarding

As safeguarding 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. This regime is extended to everyone in our community enabling us to minimise the level of risk.

Support areas

Catering and cleaning: our contractors are aware that 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.

School keeping and security: risk assessments cover every room, the laboratory, stairs, corridor and emergency exit in the 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, 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.

Outside area: risk assessments and training is required for key tools and machinery, as well as for manual handling, slips and trips, working at height, use of pesticides, storage of flammables and COSHH. Induction and refresher training covers risk assessments, protective equipment and safety notices.

Access by pupils

Risk assessments for all areas of the school reinforce the policy of ensuring that our pupils do not have supervised access to potentially dangerous areas such as the science laboratory and art room. Where practicable, 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 kitchen or cleaning storage areas.

Conducting a risk assessment

At Lyndhurst House school we use three different formats of risk assessment.

Format A (<http://www.hse.gov.uk/risk/classroom-checklist.pdf>) is used for all areas of the school and is completed at the beginning of the academic year and returned to the headmaster. He then, in discussion with the maintenance team, ensures that any risks highlighted are addressed. Staff are asked to review these in terms two and 3 to report whether any further changes are needed.

Format B (See Appendix) is used for all trips and visits and school events such as prize day, school fete et cetera. They are completed before any trip/event is agreed to and are submitted to the headmaster at least a week in advance.

Format C Is used for subject risk assessments as in Science, PE and Art. These are completed at the beginning of each academic year for all three terms and reviewed by the headmaster.

Medium risk activities

We undertake a few medium risk activities such as Outward Bound activity holidays (PGL) but only using specialist/qualified instructors. Some of the scientific experiments carried out also have a higher rating. Pupils are always given a safety briefing before participating in these activities, and are expected to wear protective equipment when appropriate, and to follow instructions.

Specialist risk assessments and high risk activities

We always employ specialists to carry out high risk tasks at the school. The facilities manager arranges for specialists to carry out the following risk assessments:

- fire safety
- asbestos (which has all been removed)
- Legionella
- gas safety
- electrical safety of buildings
- work at high levels
- work with lead
- any adventure playground/playground equipment

Review of risk assessments

All risk assessments are reviewed annually. Risk assessments will also be reviewed and recorded when major structural work is planned, or in the event of an accident. The headmaster arranges for regular health and safety audits of the fabric of the school, its equipment and for water sampling. The catering and cleaning contractors arrange for auditing the catering and cleaning functions.

Responsibilities of all staff

All members of staff are made aware of 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 headmaster and the other members of the SMT in order to enable governance to comply with their health and safety responsibilities. Finally, all members of staff are responsible for reporting any risks or defects to the headmaster.

Responsibilities of Governance

The headmaster is responsible for ensuring that all Risk Assessments are completed properly, and for reporting to Governance on any significant events. Governance will – through visits to the school, and at regular meetings, review the arrangements at school and monitor the quality of the School's risk assessments.

Accident reporting

The senior first aider 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 headmaster and to the HSE in accordance with the reporting of injuries diseases and dangerous occurrences 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.

The Headmaster will keep school governance fully informed.

This policy is the responsibility of the Headmaster

Reviewed: July 2019

Next review date: July 2020

LYNDHURST HOUSE SCHOOL

**FORMAT B: RISK ASSESSMENT
LYNDHURST HOUSE SCHOOL**

DETAILS OF EDUCATIONAL VISIT.

Group Leader:

Class/Group:

Departure time:

Destination:

Transport arrangements:

Numbers:

Staffing (Including parents):

Date:

Return time:

Phone:

Ratio (exact for EYFS trips):

Parental information letter – copy attached ?

Permission slips returned ?

Curriculum Links:

Details of groups:

Adults to be given:

Group Leader:

Also to take:

Previous staff visits to venue:

Toilet arrangements including supervision:

Any further issues?

Phone number(s) for venue(s):

Staff Mobiles:

Transport phone contact:

Risk assessment from venue(s):

Issues arising from risk assessment:

LYNDHURST RISK ASSESSMENT FOR TRIPS OUT OF SCHOOL

LOCATION	RISK	COMMENTS
At all times	Boys wandering off	
Travel	Getting on/off the tube/coach From moving traffic Crossing roads On the tube	
At venue	Accidents when moving around General hygiene risks	
At all times	Risks associated with specific boys-medical Behaviour	

Signed

date:.....

Head / Deputy Head Pastoral.....

date:.....