The Prebendal School

A9_Risk Assessment Policy

(There is a separate A9 risk assessment policy for Pre-Prep and EYFS)

The Governors of The Prebendal School are fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just with the law; but with best practice. Risks are inherent in every day life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated into how to cope safely with 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 that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

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. Many cases simple measures are very effective and not costly.

Risk assessments are reviewed at least annually or in the event of an occurrence which merits review before that. At The Prebendal School we are very aware that all staff and pupils need to receive training. A “library” of risk assessments, including all School Visits assessments, is maintained by the Bursar who is also responsible for keeping records of staff training. A copy of standard school risk assessments is in a file in the Staff Room. All trips require risk assessments and it is the responsibility of the member
of staff in charge of the trip to check any generic risk assessments or write a bespoke risk assessment for a specific trip. There is a suite of generic risk assessments in the Health and Safety file and also in the Staff computer drive for regular, minor trips out of school eg. Minibus use and visiting the library.

WHAT AREAS REQUIRE RISK ASSESSMENTS?

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

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

But risk assessments are also needed for many other areas, including:

Educational

- Science experiments
- Art, Design and Technology
- Each sport and PE activity
- Music (including minimising the risk of hearing loss to staff)
- Drama
- Dance

A risk assessment must be undertaken for outings, and include consideration of adult-to-child ratios and steps to be taken to remove, manage and identify risks and hazards. Consideration will be given to whether it is appropriate for a parent to be counted in the adult to child ratio.

At The Prebendal School we make use of model or generic risk assessments, for our educational activities and visits, updated for the specifics of a particular trip. We subscribe to the NatWest Mentor Service that provides advice on all aspects of health and safety matters including risk. All 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 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
The School has risk assessments for first aid and all other treatments and procedures. Accident forms are completed in every case. The School also has procedures that we would follow in the event of a medical emergency. The Bursar is responsible for reporting 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). There is no unsupervised access to medication.

**Unsupervised Access by Pupils**

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the science laboratory etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked. Pupils do not have access to the Maintenance, Catering and Caretaking areas of the school.

**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 the adult members of the households of staff who are accommodated on site, 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 is 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. The Catering contractor is responsible for the risk assessments and training pertaining to these areas.
- **Caretaking and Security**: risk assessments cover every room, laboratory, stairs, corridor and emergency exit in the entire school, including boarding rooms. 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,
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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.

**CONDUCTING A RISK ASSESSMENT**

Our policy at The Prebendal School is not to carry out any high risk activity. Activities involving pupils are normally low risk. We undertake a few medium risk activities with older pupils, such as skiing; but only using qualified instructors. Pupils are always given a safety briefing before participating in these activities, and are expected to wear protective equipment, such as mouth-guards, and to follow instructions.

We will always employ specialists to high risk tasks. Support staff may only carry out medium rated activities if they have been properly trained and work in pairs. All members of staff and pupils are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

**Specialist Risk Assessments**

The Bursar has arranged for specialists to carry out the following risk assessments but may review himself:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety

**Reviews**

All risk assessments are reviewed (and recorded) annually, when major structural work is planned, or in the event of an accident. The separate policy on the management of health and safety describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment.

**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 Headmaster, the Bursar and other members of the SMT, and the Health & Safety Committee which meets termly, in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible
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for reporting any risks or defects to the Bursar through the Maintenance Helpdesk (maintenance@prebendalschool.org.uk) or in person for cases that need immediate attention.