

## **Risk Assessment Policy** **St Teresa's School**

### **Mission Statement**

**Every child has a future in this world and the next**

### **Our Objective**

**A community in which children, their families and their teachers work together to provide a loving, learning environment: a school for life according to the teaching of the Catholic Church.**

**Reviewed:** September 2016

**Next Review:** September 2017

### **Related Documents:**

- Generic and Specific Risk Assessments
- Educational Visits Policy

### **Available from:**

A copy of this policy may be requested from the Deputy Head Teacher or school office. A full set of risk assessments for specific areas of the environment, curriculum and routine activities is kept in the staffroom. Risk assessments for Educational Visits and extraordinary events are kept in the Deputy Head Teacher's office.

### **Monitoring and Review:**

- To be continuously monitored and reviewed by the Deputy Head Teacher.
- The Deputy Head Teacher will formally review this policy by no later than one year from the date shown below, or earlier, if changes in legislation, regulatory requirements or best practice guidelines so require.

## **INTRODUCTION**

This policy is designed to assist the school in fulfilling their legal duties in assessing risks. The Health and Safety Executive (HSE) defines a risk assessment as "a careful examination of what in your work could cause harm to people so that you can weigh up whether or not you have taken enough precautions or should do more to prevent harm". Risk management is the consideration of the risks that arise in the workplace and then putting in place reasonable health and safety measures to control them.

In accordance with our duties, the school is required to undertake regular risk assessments and take any necessary action arising from these according to provisions set out in the Health and Safety Policy and elsewhere.

The Deputy Head Teacher is responsible for making sure that risk assessments are completed, logged and effectively monitored. Reviews are conducted when there is any change to equipment or resources, any change to the school's premises, or when particular needs of a child or other visitor necessitate this.

The Deputy Head Teacher is further responsible for conducting any necessary reviews or making changes to the school's policies or procedures in the light of any potential risks that they or other members of staff discover.

A visual inspection of both the equipment and the entire premises – both indoor and outdoor – will be carried out daily. During the school day, staff will be vigilant and continuously aware of any potential risks to health and safety arising from:

- the School's environment, both indoors and outdoors;
- all surfaces, both indoors and outdoors;
- all equipment used by children or staff.

On discovering a hazard, staff will take all steps necessary to making themselves and any other people potentially affected safe. They will then notify the Deputy Head Teacher and ensure that a request is made for repair, via the 'maintenance book', if necessary. The Deputy Head Teacher is then responsible for ensuring that any necessary action is taken.

Assessments identify significant risks and prescribe remedial action, i.e. risk control measures.

Through risk assessment we resolve to answer such questions as the following:

- what hazards are we faced with?
- who might be affected?
- how can the risks be reduced to an acceptable level?
- can effective measures be implemented now?
- if not, what contingency plans will serve us best for the time being?

Each assessment is written up on a standard pro forma.

## **THE PROCESS OF RISK ASSESSMENT**

### **What can be risk assessed?**

A risk assessment can be undertaken on an object or substance, a process, a location, an activity, or a person. It is a five step process:

Step 1: Identify the hazards

Step 2: Decide who might be harmed and how

Step 3: Evaluate the risks and decide on precautions

Step 4: Record your findings and implement them

Step 5: Review your assessment and update if necessary

### **What is a hazard?**

A hazard is anything which can cause harm e.g. electricity, chemicals.

### **What is risk?**

Risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

### **Evaluating the risk**

Having spotted the hazards, we then have to decide what to do about them. The law requires us to do everything 'reasonably practicable' to protect people from harm. We first look at what we are already doing and think about what controls we have in place and how the work is organised.

Initially we look to see if we can get rid of the hazard altogether. If not, then we aim to control the risk so that harm is unlikely. When controlling risks we apply the principles below, if possible in the following order:

- try a less risky option e.g. switch to using a less hazardous chemical;
- prevent access to the hazard e.g. by guarding;
- organise activities or work to reduce exposure to the hazard e.g. put barriers between pedestrians and traffic;
- issue personal protective equipment e.g. clothing, footwear, goggles.

Staff are involved in the process of writing Risk Assessments, so that we can be sure that what we propose to do will work in practice.

## TYPES OF RISK ASSESSMENTS

There are numerous activities carried out at St Teresa's School, many of which require a separate risk assessment. The most important of these cover:

- Fire safety and procedures
- Educational visits and trips

Risk assessments are also needed for many other areas, including:

### Educational

- Classrooms, including specific curriculum areas such as Science and Design & Technology
- Sport and PE activity
- School productions (including back stage, stage, props and equipment used)
- Staff, e.g. pregnancy, return under 'fit for work' limitations issued by GP
- Home visits

### Pastoral and Child Protection

Our PSHME programme includes promoting an increasing understanding as the pupils develop, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken. ESafety sessions are held regularly for both children and parents.

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 ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

### Medical and First Aid

Risk assessments and procedures are held for First Aid, including administering medicines.

Individual Health Care Plans set out specific risks for individual children.

Accident forms are kept by the Playground and the office. These are reviewed regularly in SMT meetings, to identify any pattern in accidents and associated risks. The Head Teacher 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).

### 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). Regular training covers risk assessments, protective equipment and safety notices.

**Caretaking and Security:** risk assessments cover each room 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.

**Office staff:** risk assessments are required for the display screen equipment used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

**Specialists** are also used to carry out the following risk assessments: Fire safety, Legionella, Gas safety, Electrical safety.

### Example Risk Assessment

**Risk area: ART & DESIGN AND TECHNOLOGY DEPARTMENT**

<b>Assessment performed by:</b>	Mrs P Aldus & Mrs J Draper
<b>Workplace:</b>	<i>St Teresa's Catholic School</i>
<b>Employer:</b>	St Teresa's Catholic School

Some Potential Hazards in this Risk Area	Some Useful Controls in this Risk Area	Action Dated
1. Surface of floor	Health & Safety Policy	March 2016
2. Inappropriate storage of materials	Art room equipped with non-slip flooring, good storage for materials, good ventilation and good lighting	Ongoing monitoring
3. Inadequate ventilation		Ongoing
4. Poor lighting	Pupils aware of safety rules with regard to long hair, protective clothing, eating and drinking	Annual electrical check-Jan 2016
5. Failure to use protective clothing		Daily
6. Long hair	All electrical equipment serviced annually	
7. Eating and drinking near noxious substances		
8. Cutting equipment	Daily cleaning and maintenance undertaken	
9. Electrical equipment		
10. Inadequate cleaning		

<b>People at risk (✓):</b>	<b>Pupils</b> ✓	<b>Staff</b> ✓	<b>Parents</b> ✓	<b>Parent helpers</b>	<b>Visitors</b>	<b>Contractors</b>
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<b>Employees informed of risk assessment via all of the following means:</b>	1. Urgent announcement (if deemed necessary) to pupils and/or staff 2. Copy of this RA to Deputy Head for RA file in Deputy Head's office and Staffroom 3. Copy of RA on notice boards and wherever else appropriate
<b>Employees to report newly-identified hazards via:</b>	Written notification to the Head Teacher and Health and Safety Co-ordinator
<b>Date of next assessment:</b>	June 2017
<b>Assessment frequency:</b>	Annual
Date: <b>June 2016</b>	Signed: _____

**Blank Educational Visit Risk Assessment**



## St Teresa's School Risk Assessment

Name of trip/event .....Activity/location.....

Date of trip/event..... Ratio Adults: children.....

Hazards	Who is at risk?	Risk Factors	Control measures

Please discuss with the Health & Safety Co-ordinator if you have any question or problems when filling this out. A completed copy also needs to be given to the Educational Visits Co-ordinator before the trip/event.

Hazard rating        A-C (A = very serious, potentially fatal; B = fairly serious; C = minor incident)

Risk rating         1-3 (1 = high chance of happening; 2 = medium chance; 3 = unlikely to happen)

Staff member completing this form: .....

First aider on trip: .....