



## **RISK ASSESSMENT POLICY**

This Policy applies to the whole school including the EYFS

### **Introduction**

The Governors are fully committed to ensuring that the premises of the School are fit for purpose and suitable for the age of children cared for, the activities undertaken and are committed to promoting the welfare of all in our community so that effective learning can take place.

St Piran's School is committed to managing health and safety effectively and in accordance with the Management of Health & Safety Regulations 1999. As an integral part of the Schools Health and Safety Management System, the School maintains a set of risk assessments for reasonably foreseeable risks in order to consider what might cause harm to staff, pupils and others and to decide what reasonable steps can be taken to prevent that harm.

This policy and guidance is applicable to all those with responsibility for undertaking risk assessments at St Piran's for departments, tasks, activities, trips and educational visits which are under their control and that present significant risk.

### **Responsibilities**

The Headmaster is responsible for ensuring the annual review of this policy and the Senior Leadership Team and Heads of Year/Departments and Line Managers are responsible for ensuring that risk assessments are conducted and reviewed for their departments and /or areas of responsibility.

To support the risk assessment process and their duty to take reasonable care of their own safety, together with that of visitors, all members of staff are responsible for reporting any hazards, risks or defects to their Line Manager or through the Faults reporting system as soon as they are noted.

Risk assessment training is available to all staff as part of general Health and Safety Training through the School's online training portal – EduCare, and additional support is available through the Head of Facilities, Head of HR, Compliance Manager, Matron or the Senior Leadership Team.

The Health and Safety Committee is the main forum for discussing and monitoring risk assessments.

### **What is a risk assessment?**

A risk assessment is a tool for conducting a formal examination of what could cause harm to people, and ensuring enough precautions are in place to prevent such harm. It should be completed with due reference to the environment in which the activity is to take place and the people involved.

A template for risk assessments can be found on the All Staff Team in the Risk Assessment Folder:

[All Staff at St Piran's - General\RISK Assessments\Risk Assessment Template\Risk Assessment Template.docx](#)

## **How to complete a Risk Assessment?**

While using a template as a starting point is useful, risk assessment needs to be a deliberate action not a tick box exercise. Risk Assessments for Volunteers working at the school should be recorded with regard to KCSIE.

The following steps are to be taken:

- Identify possible hazards and risks.
- Consider what needs to be done to minimise hazards and risks or if any hazards or risks are too great, what modifications need to be undertaken to the planned activity.
- Define the risk control measures, i.e. the measures and procedures that are put in place in order to minimise the consequences of the risk.
- Identify people to be responsible for their actions.
- Set a time frame for completion.
- Implement the actions arising from the risk assessment.
- Monitor completion of the actions prior to the activity taking place.
- Review the risk assessment after the activity has been completed to evaluate its effectiveness.

## **How should a hazard or risk be identified?**

- A hazard is something with the potential to cause harm.
- Harm includes death, bodily injury or damage to physical or mental health.
- A risk is the chance or possibility of injury, loss or danger to people, property or buildings.
- A risk assessment is the resulting assessment of the severity of the outcome.
- Risk/safety control measures are the measures and procedures that are put in place in order to minimise the consequences of the risk.

## **What needs to be considered when completing a Risk Assessment?**

When considering risks, it is necessary to think about how serious an injury could be and the likelihood of it occurring. Before assessing the risks always obtain all the information about:

- the environment that activities will take place in;
- the qualifications and experience of those leading and accompanying them;
- the suitability of equipment, and the age, ability, aptitude and experience of the pupils and others participating.
- Having assessed the risks it is important to manage the identified risks in such a way as to do what is reasonably practicable to minimise their effect.

Details of risk/safety control measures to be implemented are to be listed on the risk assessment. Where the residual risk is very high, then consideration must be given as to whether to avoid them in their entirety.

## **Calculated Risk**

The School uses a calculated risk based on a Likelihood and Severity Scale. The risk is scored by multiplying the Likelihood and Severity score to produce a Calculated Risk. This risk score is calculated both pre and post mitigating actions/control measures to show the impact the mitigation will have on the level of risk.

## **Areas of Risk Assessment**

Risk Assessments cover areas that present significant risk and shall include, but are not limited to:

- Premises
- Plant, equipment and facilities
- School Minibuses
- Fire and Emergency
- Hazardous Substances, including Asbestos and Legionella
- Educational Visits and Trips
- Events
- Risky areas of the School, including the Outdoor Classroom and Pond
- PE & Games
- EYFS

## **Contractors**

Contractors are expected to have their own Health & Safety Policy, risk assessments and method statements, together with evidence of their current liability insurance, all of which should be shown to the Head of Facilities prior to the commencement of work.

Catering support is operated under contract and their risk assessments are presented to the School on an annual basis for review.

Approved contractors are also checked through the safeguarding procedures for unaccompanied access. Other contractors are not permitted open unaccompanied access during term time and a risk assessment should be carried out to ensure any measures have been put in place to prevent risks to staff and pupils.

All contractors are required to receive a Contractor Brief from the Head of Facilities prior to starting work on site.

## **Control of Substances Hazardous to Health (COSHH)**

The Control of Substances Hazardous to Health Regulations 2002 ("COSHH") require the school to have in place appropriate measures to ensure that the risks to the health and safety of pupils and staff from exposure to hazardous substances are minimised.

Hazardous substances can definitely be found in Science, Art, DT, Cleaning, Catering, Estates, Grounds and the plant room of the Swimming Pool but may also be held elsewhere on an occasional basis. Heads of Departments must ensure that risk assessments are compiled for all hazardous substances and appropriate measures are put in place to prevent, reduce and /or adequately control exposure to these hazards.

## **Educational Visits**

Risk assessments are carried out for every stage of a school trip or educational visit, when pupils are deemed to be 'off-site'. Risk assessments are reviewed after each trip. For further information on this process please see the Educational Visits Policy.

## **Events**

Significant events may require a bespoke risk assessment and should be carried out by the member of staff co-ordinating the event, made available to all staff participating and checked to ensure that appropriate control measures are in place.

Significant events include activities that include the whole school, or large parts of it, outside of the normal setting, such as Sports Days or involve activities that are not routine or annual events with participation from pupils from other schools. Events organised by the Parents' Association such as Firework Night would also fall into the significant event category.

## **Fire Safety**

St Piran's has a fire risk assessment carried out by a qualified external contractor which is updated every 3 years and reviewed annually by the Head of Facilities. Fire Procedures and risk assessments are reviewed every time a building is altered or extended, for new buildings or changes to the way the School operates.

## **First Aid**

St Piran's has a First Aid Policy which covers the provision of First Aid at the School.

## **Lettings**

The St Piran's Centre Manager will review the risk assessments for external organisations hiring the school's facilities and make them aware of any pertinent issues from our own risk assessments.

## **New and Expectant Mothers**

St Piran's aims to protect the Health and Safety of every expectant mother whilst working at the School or on their return to work in order to reduce their exposure to risk to as low as reasonably practicable. The School will carry out a specific risk assessment when notified of a member of staff being pregnant and will review this if there is a change in circumstances of the pregnancy or a change in duties and on return to work. These risk assessments are carried out by the staff member's Line Manager under guidance from the Head of HR.

## **Security**

A Site Security Risk Assessment will be carried out at regular intervals and in light of any incident on site or potential incident as a result of external threats and will both inform and be informed by the School's Site Security and Work Place Safety Policy.

## **Construction and Maintenance**

Areas undergoing construction or maintenance activity are appropriately signposted and demarcated to ensure pupils, staff and visitors are kept safe and away from potential hazards.

## **Pupil Access**

The School ensures that pupils understand that they are not allowed unsupervised access to potentially dangerous areas, such as the swimming pool, Science Laboratory, DT, Food Tech, Outdoor Classroom and Pond. Doors to these areas are kept locked at all times when not in use. Where direct access onto any roof may be possible, these rooms are also kept locked. First floor windows or above have restrictors fitted.

Pupils do not have access to the school kitchens, sick bay or the grounds and maintenance areas or cleaning storage areas of the School.

## **COVID 19**

A distinct risk assessment has been undertaken for school operations under previous Covid-19 restrictions. This will be updated regularly on guidance from DfE and Government directives if required.

<b>Reviewed By:</b>	<b>Headmaster</b>
<b>Date:</b>	<b>August 2023</b>
<b>Next Review:</b>	<b>August 2024</b>