



Risk Assessment Policy

Cleve House School and Little Cleve Nursery

Updated: October 2020
Reviewed Annually

Risk assessment

Student safety and welfare at Cleve House School and Little Cleve Nursery is paramount. The School has various systems to ensure that student welfare is safeguarded and promoted including the monitoring of pupil behaviour and incident forms, staff meetings and discussions. These are regularly reviewed and overseen by the senior leadership team. Where a concern about a student's welfare is identified, the risks to that student's welfare will be assessed, appropriate action will be taken to reduce the risks identified, and this will be recorded and regularly monitored and reviewed.

The format of any assessment of risks may vary and may be included as part of the overall response to a welfare issue and/or by using the attached risk assessment form where appropriate (Appendix 2). Staff are also made aware that they can ask the headmaster for assistance in completing or recording risk assessments.

Regardless of the form used, the School's approach to promoting student welfare will be systematic, student and health and safety focused. The information obtained through this process and the action agreed will be shared, as appropriate, with other staff, parents and third parties in order to safeguard and promote the welfare of a particular student or of students generally.

The Headmaster ensures that appropriate action is always taken to reduce risks that are identified.

Document Details

This policy is inclusive of activities outside of the normal School hours. It applies to all staff. All who work, volunteer or supply services to our School have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal School hours including during activities away from School.

Relevant risk assessments and any action taken in response to risk assessments will be monitored regularly by the Headmaster and SLT.

Monitoring and Review

This policy is subject to continuous monitoring, refinement and audit by the Headmaster, who will also undertake a full annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed policy and it will be made available to them in either hard copy or electronic format.

Regulatory Requirements, Part 3 Welfare, Health and Safety of Students and Part 5 Premises and Accommodation of the Education (Independent School Standards) (England) (Amendment) Regulations, Section 547 of the Education Act 1997

Prepared with regard to Health and Safety at Work etc Act 1974 and associated amendments and regulations including any relevant supporting documents including: The Management of Health and Safety at Work Regulations 1999, and The Regulatory Reform (Fire Safety) Order 2005, including any further amendments and supporting documents.

Prepared with regard to the Equality Act 2010, Race Relations Act 1976, Race

Relations Amendment Act 2000, Sex Discrimination Act 1986, Children's Act 1989 and Special Educational Needs and Disability Act 2001.

Health and Safety: Department of Education (DfE) *Advice on legal duties and powers for local authorities, head teachers, staff and governing bodies* (DfE February 2014) and the Health and Safety Executive (HSE).

Introduction

Cleve House School and Little Cleve Nursery is required under the Management of Health & Safety at Work Regulations to manage the level of risk in all its activities. All staff should manage and reduce risk to reasonable levels by identifying what the basic level of risk is, and if necessary, put in place controls to reduce risk. All staff should also be alert to changing circumstances and should take appropriate actions to reduce or stop an activity if the level of risk seems inappropriate. Risk assessments are also required by other legislation, i.e. COSHH, Manual Handling, Visual Display Screen Equipment etc. The results of risk assessments and subsequent control measures should be made known to the staff, students and visitors concerned.

Purpose

The purpose of this policy is:

- to actively promote the wellbeing of all students, staff and volunteers at the School;
- to ensure that all employees of the School are aware of and follow the procedures of how to play their role in actively promoting the wellbeing of all who are at the school.

Cleve House School and Little Cleve Nursery is fully committed to promoting the safety and welfare of the school community so that effective education can take place. The highest priority (integral to which is safeguarding and child protection) is to ensure that all the operations within the School environment, both educational and support, are delivered in a safe manner which complies with both law and best practice. Risks are inherent in day to day life and they need to be identified along with the adoption of systems and controls to mitigate them.

Safeguarding

Safeguarding and child protection are central to all aspects of School life. The School's policies and training for all staff form the core of our child protection and safeguarding risk management. Safer recruitment policies and procedures reduce the exposure of the School to the risk of employing staff who are barred from working with children or are not allowed in the UK.

Risk Assessment

All risk assessments are reviewed and recorded regularly and as well as when major structural work is planned or in the event of an accident or a near miss. There is a separate Health and Safety policy which should be read in conjunction with this policy.

The School's risk assessment process covers both adults and children and includes:

- checking for hazards and risks both indoors and outside and in all activities and procedures;
- deciding which areas need attention, developing an action plan which specifies the action required;
- the timescales for action and any funding required

Unsupervised Access to Students

Pupils do not have unsupervised access to potentially dangerous areas. Doors to these areas are locked at all times, when not in use. Any flammables, if any, are kept securely locked.

Health and safety issues are checked and monitored and when required a full risk assessment carried out.

A risk assessment is a careful examination of what, in an employee's work, could cause harm to them, so that it can be weighed up whether

the Headmaster has taken enough precautions or should do more to prevent harm. A risk assessment can also be described as a tool for undertaking a formal examination of the harm or hazard to people or an organisation that could result from a particular activity or situation. It needs to be appreciated that:

- a hazard is something with the potential to cause harm;
- a risk is an evaluation of the probability of the hazard occurring;
- a risk assessment assesses the probability and potential severity of a possible outcome;
- risk control measures are the controls and procedures put in place to minimise the consequences of uncontrolled risk e.g. staff training, fire alarms and clear work procedures.

Risk assessments make good sense and focus on prevention rather than reacting to situations as they occur. Risk assessments should be reviewed and updated regularly. A file of risk assessments undertaken are filed and maintained by the Headmaster depending on the nature of the risk assessment.

In assessing the risks in the workplace, the Health and Safety Officer (the Headmaster) will:

- look for the hazards, decide who might be harmed and how;
- decide whether the existing precautions are adequate or whether more should be done;
- record the findings, review the assessment and if necessary, revise it.

Regular and systematic inspections and risk assessments of all potential hazardous substances and work activities will be made and will take into account all the relevant regulations and code of practice. Specialist advice will be obtained if necessary and the risk assessment will be reviewed periodically. The significant findings will be recorded and appropriate preventative and/or protective measures taken as necessary.

Looking for Hazards

You can look for hazards by:

- consultation and conducting inspections of the workplace, analysing jobs;
- adopting a "what if?" approach, listing all Acts and Regulations as they apply to the workplace.

Manufacturers' instructions, accident records, ill health records, etc. can help to identify hazards.

Advice to all staff

Staff should only look for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide: slipping/tripping hazards (e.g. poorly maintained floors or stairs); fire (e.g. from flammable materials) chemicals

(e.g. floor cleaner); moving parts of machinery, (e.g. blades); work at height, (e.g. from ladders); pressure systems, (e.g. gas systems and bottles); electricity (e.g. poor wiring); dust fume (e.g. welding); manual handling; noise; poor lighting and low temperature.

The following should be considered:

Is risk adequately controlled?

Have you already taken precautions against the risks from the hazards you listed?

For example, have you provided:

- adequate information, instruction or training, adequate systems or procedures?

Do the precautions:

- meet the standards set by a legal requirement, comply with a recognised industry standard?
- represent good practice, reduce risk as far as reasonably practicable?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. You may refer to procedures, manuals, School rules, etc. giving this information. If the risk is not adequately controlled, an 'action list' should be written.

Who Might be Harmed?

When preparing a risk assessment there is no need to list individuals by name, just groups of staff conducting similar work, or why they may be affected, e.g.:

- teachers, classroom assistants, office staff, maintenance staff, contractors;
- people sharing your workplace, cleaners, parents/guardians/carers.

Pay particular attention to:

- staff with disabilities, visitors, inexperienced staff, lone workers.

Contractors completing work on the building are instructed to complete work outside of the school hours.

Recording the Findings

Significant hazards and conclusions must be recorded and staff should be informed of the findings where relevant. The Headmaster should be able to show that:

- a proper check was made and those who might be affected were consulted
- obvious significant hazards have been dealt with, the precautions are reasonable and the remaining risk is low.

Staff must ensure that records are kept for future reference: an inspector may ask for them or in the case of any legal action they will be required.

Risk assessments should be recorded in one or more of the following ways:

- On a School Risk Assessment Form
- On a specific health & safety risk assessment record
- On an instruction or procedure document
- Any other appropriate and approved record

The Headmaster and SLT reviews the Risk Register (file of risk assessments) during their SLT meetings and key high risk Risk Assessments and also discusses new and emerging risks for consideration and assessment by management. Specific risk assessments for which specialists are engaged by the Headmaster include:

- Fire safety
- Legionella
- Gas Safety and
- Electrical Safety
- Tree Condition
- Asbestos

Areas requiring Risk Assessments:

There are numerous activities undertaken by the School, each of which requires a risk assessment to be undertaken. These include for example: fire safety and prevention, educational trips and sport activities etc.

Medical and First Aid:

The staff and pupil accident forms are maintained in the School Office for employees and for pupils and are kept in a file. There are established procedures to be followed in the case of an emergency.

Potential Welfare Issues Relevant to the School

GROUNDS - BUILDING - ACTIVITIES

Risk Assessments at Cleve House School and Little Cleve Nursery: In order to create a safer environment at the School and to comply with HSE regulations, we are required to carry out Risk Assessments of any activity that involves a hazard. A hazard is defined as an activity that has the potential to cause harm to either pupils, staff, visitors or members of the public. Risked assessed areas would include: Site Security, Catering, Cleaning, Maintenance, Building and Grounds Maintenance and Related Activities, Off-Site Activities and Visits, Indoor and Outdoor Sports and Games Activities, General Classroom Activities, Pupil Welfare including the Supervision of Pupils.

Review and Revision If there is a significant change in working practices, e.g. purchase of new machinery or substances, employment of new staff, etc., this could present new hazards. The School will review assessments to ensure precautions are still working effectively. Risk assessments should indicate on them the required review date. This should be at least annually where there is a generic risk assessment and on each occasion when it is an activity/site specific assessment.

This may also be done:

- at regular periods dependent of the level of risk of the activity;
- immediately following an accident (or a near miss) and when new activities are introduced.

The review should be signed and dated by the person completing the form. A copy of the completed reviewed/updated risk assessment should be forwarded to the Headmaster.

Guide to Risk Assessment: The activities listed below have been graded on a scale (Low, Medium or High) in accordance with the seriousness of the injury they could cause.

Severity of hazard

Low = No hazard; Slight, could cause minor cuts or bruises; Minor, could cause wound needing on site first aid treatment

Med = Moderate, could cause wound needing treatment at local surgery; could cause wound needing hospital treatment; fractures, dislocations, breakage of bones needing hospital treatment

High = Head wounds and concussion needing hospital treatment; permanent maiming or disfigurement; could cause permanent total disablement or death; could cause multiple fatality

Appendix 1

Guidance on risk assessment:

A student welfare risk assessment is a careful examination of what could cause harm to student welfare and to consider appropriate control measures, so that you can weigh up whether the School has taken adequate precautions or should take additional steps to prevent the risk of harm. The purpose of a risk assessment is not to create huge amounts of paperwork, but rather to identify sensible measures to control real risks - those that are most likely to occur and / or will cause the most harm if they do. When thinking about your risk assessment in this context, remember:

- a welfare issue is anything that may harm a student, to include cyber-bullying, abuse and the risk of radicalisation and extremism.
- the risk is the chance that a student could be harmed, together with an indication of how serious the harm could be if it occurs.

Step 1: Identify the issue: First you need to work out how students could be harmed. This will generally be set out in the concern raised about a student's welfare.

Step 2: Decide who might be harmed and how: Identify individual students or groups of students who might be harmed and how they might be harmed by the concern raised.

Step 3: Evaluate the risks and decide on precautions: Decide what to do about the risks.

Compare what you currently do with what is required by law, DfE guidance or is accepted good practice. If there is a difference, list what needs to be done to protect the student's welfare. Where appropriate take into account any special requirements or protected characteristics.

Step 4: Record your findings and implement them: Make a written record of your significant findings - the concern, the issues, how student(s) might be harmed and what arrangements the School has in place to control those risks. There is no prescribed format for this record but any record produced should be simple and focussed on control measures and the steps the School proposes to take to manage the risk.

Step 5: Review your risk assessment and update, if necessary: Review what you are doing for the students identified and across the School generally and monitor and review the efficacy and /or the outcome of the measures you have put in place on a regular basis, or as required

Appendix 2

Completing a written Risk Assessment

Attached to this policy is a sample risk assessment form. Staff are made aware of how to access a copy of the risk assessment proforma during induction but staff can also be provided on request a copy from the Headmaster.

Please note a risk assessment does not have to be completed in the attached proforma. A written risk assessment outlining the following demonstrates the systematic approach taken to assess the risk.

What are the hazards?	Level of risk L/M/H	Who might be harmed and how?	Action to be taken to lower the risk.	Action by whom?	Action by when?	Level of risk reduced to low.

