



REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL

RISK ASSESSMENT POLICY

UPDATED 1 September 2021	REVIEW DATE 1 September 2023
Mrs Roisin Gibbs - Operations Manager	



RISK ASSESSMENT POLICY

The school's SLT and Governors are committed to promoting the safety and welfare of all members of the school community. Priority lies in ensuring that all operations within the school environment, both educational and support, are delivered in a safe manner that complies fully not just with the law but with best practice.

It is recognised that risks are inherent in everyday life and that the need is to identify them and adopt systems for minimising them. It is important for our pupils to be educated 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.

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 (for example, 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 (for example, staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

Risk assessments can be used to identify potential hazards to people (slipping, falling) and property (fire) and strategic hazards (reputation, loss of pupils, impact on development), financial hazards (falling pupil rolls), compliance hazards (Child Protection issues) and environmental hazards (asbestos, legionella).

It is recognised that accidents and injuries can ruin lives, damage reputations and cost money, and it is recognised that preventative measures can often be surprisingly simple and cost effective, for example, the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

Risk assessments are reviewed and updated as appropriate by all staff and overseen by the Bursar.

What areas require risk assessments?

There are numerous activities carried out at the school, each of which requires its own separate risk assessment. Areas in which risk assessments are of particular importance are:

Maintenance of the buildings and site including Fire
Teaching the Curriculum
Educational Visits

All risk assessments are kept on the Operations Manager and Teachers Drive

Pastoral

The focus of our pastoral care is to ensure that each pupil becomes a confident, articulate young adult capable of keeping him/herself safe whether at home or outside the home. 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 of sensible precautions that should be taken. Our Science lessons encourage pupils to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

Medical and First Aid

The School has written procedures for Health Care and First Aid. The accident forms are maintained by the admin team, and it is the injured person, witness or First Aider who is responsible for ensuring that accident reports are passed to the Operations Manager and the relevant senior member(s) of staff.

Safeguarding of Children

Our *Child Protection Policies* and training for all staff form the core of our Child Protection risk management. Safe recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children or who are disqualified by association, or who are not allowed to work in the UK. By extending this regime to Governors volunteers 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

The catering is contracted out to Chartwells and cleaning is done in house managed by RGS. Chartwells and RGS are responsible for the risk assessments and training to cover all significant risks concerning catering and cleaning such as : equipment, manual handling, slips and trips and the control of substances hazardous to health (COSHH) induction training and refresher training cover risk assessments, protective equipment and safety notices.

Maintenance and Security

Risk assessments cover all significant risks. Particular emphasis in training is given to minimising fire risks and security risks by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction training and refresher training.

Maintenance

Risk assessments and training cover all significant risks including, manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, swimming pool maintenance and the control of substances hazardous to health (COSHH). Induction training and refresher training include training on risk assessments, safe working practices, communication and health and safety notices and protective equipment.

Grounds

The grounds works are contracted to Banning Landscapes. They are responsible for the risk assessments and training to cover all significant risks including manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction training and refresher training.

Administrative 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

The school uses principally the model recommended by the HSE in its publication, *Five Steps to Risk Assessment*. The school's policy is not to carry out any high risk activity. Activities involving pupils are normally low risk. We undertake some medium risk activities with older pupils, for example climbing activities; but use only specialist/qualified instructors. Pupils are always given a safety briefing before participating in these activities, and pupils are expected to wear protective equipment and follow instructions.

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

Specialist Risk Assessments and High-Risk Activities

We always employ specialists to carry out high risk tasks at the school. The Operations Manager arranges for specialists to carry out risk assessments and maintenance concerning the following:

Fire

Asbestos

Legionella

Gas

Electricity

Tree Management

Review of Risk Assessments

All risk assessments are regularly reviewed, and the EYFS Statutory Framework requires schools which provide for this group to review and update their risk assessments annually. It also specifically requires providers to have risk assessments in place covering their indoor and outdoor spaces, furniture, equipment and toys and to keep records of these checks. The school's arrangements for the management of Health and Safety describe the arrangements for regular Health and Safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for auditing the catering and cleaning functions and for water sampling.

The school maintains a copy of completed risk assessments and these are available for reference by staff in the teachers and bursars network drive. At the Start of each Autumn Term the Operations Manager makes a presentation to the whole school staff on Health and Safety Matters which includes Risk Assessment.

All risk assessments are kept on the Operations Manager and Teachers Drive

Responsibilities of All Staff

All members of staff are given an induction into the school's health and safety arrangements for risk assessments and Health and Safety, and records are kept of all induction training. Specialist training is given to those whose work requires it. Staff are, however, responsible for taking reasonable care of their own safety, together with that of pupils and visitors.

They are responsible for cooperating with the Head, the Operations Manager and other members of the SLT in order to enable the Governors to comply with their Health and Safety duties. All members of staff are responsible for reporting any risks or defects to the Operations Manager.

Accident Reporting

It is the responsibility of the Operations Manager to record and report to the HSE, in accordance with the *Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR)*, any notifiable

accident that occurs on school premises involving a pupil, member of staff, parent, visitor or contractor. 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.