

## **RISK ASSESSMENT POLICY**

This is a whole School policy and applies to all members of Great Walstead School including EYFS.

### **1 Aim**

Great Walstead School is fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Our highest priority is ensuring that all operations within the school are carried out in a safe manner that complies with the law and also best practice. It is important that all staff members are educated into how to cope safely with risk.

The School has retained the services of Ellis Whittam to advise on Health & Safety compliance including our General Risk Assessment.

### **2 What is a Risk Assessment**

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments make good sense focusing on prevention rather than reacting when things go wrong.

A risk assessment is a tool to encourage consideration of the potential harm to people that could result from a particular activity or situation, and putting suitable controls in place to minimise the risk.

### **3 Which areas require risk assessments**

Although this list is not exhaustive detailed below are the most important that we should cover;

- Fire Safety, procedures
- Sporting activities
- Science experiments
- Educational visits
- Activities

### **4 Support Areas**

#### **4.1 Catering and Cleaning**

Risk assessments and training are required for every item of catering and cleaning equipment, as well as manual handling, slips and falls and COSHH. Induction and refresher training covers risk assessments, protective equipment and safety notices.

## **4.2 Medical and First Aid**

Matron has risk assessments for first aid. Any accident that occurs within the school day will have an accident form completed and copies will be passed to Matron. Matron is responsible for reporting to the HSE any notifiable accident that occurs on the school premises in accordance to RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrence Regulations)

## **4.3 Unsupervised Areas**

All pupils understand why they must not enter potentially dangerous areas unsupervised, such as the swimming pool, Science, DT Room, etc. These doors are kept locked when not in use. All chemical storage is kept locked. Pupils do not have access to the Grounds sheds, Maintenance areas, Catering and Caretaking areas of the school.

## **4.4 Maintenance**

Risk assessments and training are required for tools and equipment, as well as manual handling, WAH (working at height), lone working, asbestos, electricity, gas, water, slips and falls and COSHH.

## **5 Conducting a Risk Assessment**

All outings and any 'out of the ordinary' occurrences must have a risk assessment completed.

Any staff member planning an outing must complete a risk assessment and 'Trips & Visits' Form.

These forms must be copied prior to the event and passed to the EVC (Educational Visits Coordinator, Bruce McCrae) and signed off by the Headmaster. Where possible any visit that is booked has a preliminary visit to ensure a thorough risk assessment is completed.

Pupils are always given a safety briefing by the activity staff before participating in medium risk activities (e.g. rugby/abseiling) and are aware that they are required to wear protective equipment and always follow the direction of the qualified staff member.

## **6 Specialist Risk Assessments**

The Estates Manager will arrange for specialists to carry out the following risk assessments:

- Asbestos
- Legionella
- Gas and Electrical Safety

## **7 Responsibilities of all staff**

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, colleagues and visitors. They are responsible for cooperating with the SMT in order to comply with their health and safety duties.

## **8 Review**

Risk assessments should be reviewed either:

- 1** Annually for assessments in regular use
- 2** Before each use where activity is infrequent eg. once a year
- 3** After a significant event during the activity
- 4** Any significant change in personnel involved in the controls