



**St. Edmund's Catholic
Primary School
Risk Assessment Policy**

May 2017

St Edmund's Catholic Primary School Health & Safety Policy

Mission statement

To Love, To Care, To Share

St. Edmund's Catholic Primary is a community of faith where we aim to keep Christ at the centre of everything we do. We celebrate the uniqueness of every individual nurturing them to achieve their full potential. Our understanding and experience of the love of God grows through our way of living, behaving, learning and teaching, which is inspired by Jesus.

Our Mission Statement encapsulated in "To Love, Care, Share", along with our Catholic values and the teaching of the Catholic Church, underpin the values of this policy.

INTRODUCTION:

The Governors are committed to promoting the safety and welfare of all members of the school community. Governors' 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. They should comply with the Management of Health and Safety at Work Regulations 1999. 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.

RESPONSIBILITIES:

Overall responsibility for Risk Assessment and Management at St. Edmund's falls to the Head Teacher and the Governing body.

These responsibilities are delegated on a day to day basis as shown below:

Deputy Headteacher:	Educational Visits and general risk assessments
School Business Manager & Site Manager:	Premises Management
Welfare Assistant:	First Aid Provision, Health
Senco	Risk Assessments for individual children

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 annually by the Senior Leadership Team, School Business Manager, Site Manager and other relevant staff eg. Welfare Assistant.

What areas require risk assessments?

A risk assessment has three purposes:

1. First to identify all things and activities which may cause harm to your pupils, employees and others (the hazards).
2. Second to consider the chance of that harm actually befalling anyone in the circumstances identified, and the possible consequences which could arise from it (the risks).
3. The third is to enable there to be plans for the introduction and monitoring of preventive measures to ensure that the risks are adequately controlled at all times. Without effective assessment there can seldom be effective control (i.e. a safe system of work).

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:

- Asbestos Control
- Educational Visits and Trips
- Fire Safety
- Health and Safety, including pregnancy

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

Educational

- Science
- Food Technology
- Sport and PE
- Art and Design
- Dance

The school makes use of the Local Authority Enfield Evolve Risk Assessments programme for educational activities and visits. We subscribe to the CLEAPSS Advisory Service, and we follow their advice regarding risk assessments for all science and food technology activities.

Pastoral

The focus of our pastoral care is to ensure that each pupil becomes a confident, articulate young person, 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.

Medical and First Aid

Children who present to the Medical Room with illness or injury are recorded in the medical book. Accident forms are completed for staff or children suffering accidents which require them to be sent home or to hospital. The accident forms are kept in the medical room. There is a separate Risk Assessment for the Medical Room and a Medical Policy.

Accident and Disease Reporting

The school Welfare Assistant is responsible for completing accident/incident reports and HSE notifications which are then referred to the school Business Manager. 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 must be recorded and reported to HSE. All notifiable accidents and near misses are reviewed by the school leadership team with a view to assessing whether any measures need to be taken to prevent recurrence. Key stage leaders monitor the entries in the medical book in order to identify and track trends. The welfare assistant is also responsible for reporting infectious and contagious diseases or illnesses.

Child Protection

Our *Child Protection Policy* and training for all staff form the core of our Child Protection risk management. There are specific risk assessments for Radicalisation and Extremism and Lone Working. Safer recruitment procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, 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:

Caretaking 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 include training on risk assessments.

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, and the control of substances hazardous to health (COSHH). Induction training and refresher training include training on risk assessments and safe working practices. External Contractors are required to ensure safe working practices.

Grounds

Risk assessments and training cover all significant risks including manual handling, slips and trips, working at height, lone working, storage of flammables and COSHH. Induction training and refresher training include training on risk assessments. External Contractors are required to ensure safe working practices.

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 principally uses the model Risk Assessment recommended by the Local Authority. The school's policy is not to carry out any high risk activity. Activities involving pupils are normally low risk. For School Journey and some trips, the school uses only specialist/qualified instructors provided by the centres for these activities. In the event that external specialists will be working with pupils without school staff present they are required to have appropriate DBS checks.

Specialist Risk Assessments and High-Risk Activities

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

Fire

Asbestos

Legionella

Gas

Electricity

Review of Risk Assessments

All risk assessments are regularly reviewed. The school maintains a copy of completed risk assessments and these are available for reference in the Headteacher's Office.

Responsibilities of All Staff

All members of staff are given an induction into the school's health and safety arrangements including risk assessments, and records are kept of all induction training.

Specialist training is given to those whose work requires it, including Computer-based training courses. 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 School Business 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 Site Manager or School Business Manager.

Audit Compliance Statements

The Governors carry out regular reviews of the Schools activities and the systems in use. This is for the purpose of planning for the future and assessing major risks to which the School is exposed. Health & Safety is a standard agenda item on the Governors Resources committee meetings.

The Governors are satisfied that systems are in place to mitigate exposure to major risks as summarised below:

- strategic risks
- loss of income
- damage to reputation
- failure to teach the correct syllabus
- Safeguarding & Child Protection issues
- gaps in Governor skills
- conflicts of interest
- employment disputes
- major Health and Safety issues
- possible data loss
- risks of fire, flood and land slip
- poor cash flow management
- fraud
- loss through inappropriate investments

The measures taken to protect the school against such risks, include:

- safe recruitment of staff, Governors and volunteers
- measures to ensure the selection, training and appraisal of appropriately qualified staff and Governors
- adequate insurance
- strong financial controls and procedures that are regularly reviewed
- use of professional advice from lawyers, accountants, architects, as needed
- formal review of compliance through health and safety audit
- annual audit of the schools financial records
- review of the risk assessments
- Ofsted rating of Good

Review of Risk Assessments

Risk Assessments are reviewed annually and amended if necessary. Risk assessments will also be carried out at times such as:

- After an accident, incident or significant near miss
- After any significant changes have been made, e.g. change of staff, introduction of a new working method or piece of potentially hazardous equipment

The review will be conducted by the Headteacher, Deputy Headteacher and the School Business Manager, and appropriate alterations made to the safe systems of work to accommodate any changes in equipment, structures, legislation and staff levels will be implemented.

Partnership Working

St. Edmund's Catholic Primary School, recognises the need to ensure risks to the health and safety of children, staff and parents are kept to a minimum. As such, any organisations using the school will consider and implement Risk Assessment Procedures as appropriate. Any identified risks are communicated between both parties and the appropriate action taken.

Policy agreed: May 2017

Review date: May 2018

Appendix 1 Definitions and Guidance on Hazards

Definitions:

HAZARD - "Means the potential to cause harm, including ill health and injury; damage to property, plant, products or the environment; production losses or increased liabilities". (Successful Health & Safety Management, [HS(G)65]).

RISK - "Means the likelihood that a specified undesired event will occur due to the realisation of a hazard by, or during, work activities, or by the products and services created by work activities ". (Successful Health & Safety Management, [HS(G)65]). The RISK from a substance or activity is, therefore, the likelihood that it will cause harm in the circumstances of use. This will depend on:

- * the hazard presented by the substance or activity;
- * how it is used or done;
- * how it is controlled;
- * who is exposed, how much, for how long, etc.;
- * what they are doing;
- * what PPE, guards, precautions, etc, already exist.

Poor control can create a substantial risk even from a substance or activity with low hazard. However, with proper precautions most risks of being harmed can be adequately controlled.

Guidance On Hazards

HAZARD

Slips, Trips, Falls

EXAMPLE

Spillages, debris on floor, litter, obstructions, worn carpets, holed/overlapped floor coverings, pipework/scaffolding across walkways, equipment power leads.

Hot Substances, Harmful Substances

Cooking equipment such as ovens & fryers, hot pipework, water boilers, hot liquids, fires and heaters, cleaning chemicals.

Cuts

Knives, food processors, paper guillotines, sharp edges to equipment, hand tools, machine tools.

Handling, Lifting, Carrying

Carrying heavy awkward loads, moving equipment and furniture, boxes of books.

Struck by Moving Object Doors, trolleys, wheeled bins, falling objects from shelves, thrown objects etc.

Fall from Height

Use of ladders, window cleaning, climbing on racking, high level cleaning, gymnasium ropes and wall bars.

Struck Fixed Object

Low headroom in cellars or on stairs, pipework, racking, scaffold poles.

Moving Machinery	Cutting blades, lifts, dishwashers.
Moving Vehicle	Delivery vehicles, pedestrian routes in car parks or by doors, loading bays, fork lifts, tractors, mowers.
Personal Violence	Members of the public, irate staff, robbery.
Bomb Threats, Explosions	Arson, incendiaries, chemical sprays, pressure boilers, CO ₂ bottles, LPG cylinders.
Fire	Flammable liquids/chemicals, gas use & storage, room heaters etc.
Chemical Accidents	Misuse of chemicals, chemicals in food or unmarked containers, chemical burns, lack of PPE, poor storage facilities.
Airborne Contamination	Fumes from ventilation systems, car exhaust fumes, hazardous waste disposal, and radiation.
Animals	Control and keeping of animals e.g. security dogs, school pets etc., animal to human spread of disease, control of pests.
Micro-Organisms	Legionella in air conditioning, disposal of contaminated/clinical waste, food poisoning, HIV/AIDS.
Plants/Vegetation	Poisonous plants, gardening dangers e.g. tree surgery, plants interfering with equipment, chemical control of vegetation and pests.
Humans	Crowd control, security generally, staff facilities and toilet accommodation.
Weather	Snow, ice, fog, wind, heat, and their relation to work activities e.g. driving in snow or fog, ice build-up in entrances or on fire escapes, wind at high level working, heat in boiler rooms during summer.
Earth Movement	Earth tremors or subsidence, e.g. landslip.
Flood	Flooding from, storage tank burst.
Natural Gas	Build-up from reclaimed land.
Natural Radiation	In certain areas Radon levels in the ground may cause health problems.