



'ALIS VOLAT PROPRIIS'

SEATON HOUSE SCHOOL

RISK ASSESSMENT POLICY

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RISK ASSESSMENT POLICY

This policy applies to the Early Years', Key Stage 1 and Key Stage 2.

Introduction

1.1 The Governors of Seaton House are fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just the law; but with best practice. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated into how to cope safely with risk.

1.2 The 2014 DfE guidance *Health & Safety: Advice on Legal Duties and Powers for Local Authorities, School Leaders, School Staff and Governing Bodies* covers any health & safety issues not specific to other Regulations. It is therefore concerned with the need for risk assessments and this policy reflects the guidance given.

1.3 A risk assessment can be defined as 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 (eg. fire)
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (eg. a chip pan will catch fire if left unattended)
- A risk assessment is the resulting assessment of the severity of the outcome (eg. 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 the unfettered risk (eg. staff training, clear work procedures, fire alarms, fire practices and insurance)

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

2 Areas of risk

2.1 There are numerous activities carried out at Seaton House, many of which require a separate risk assessment. The most important of these cover:

- Fire safety and procedures
- Educational visits and trips (although not necessarily always written)

- Certain educational areas (eg. science during experiments, using DT and art equipment, PE & sports activities)

2.2 We make use of model risk assessments for the school premises as supplied by LCP, and adapt them to our own needs. Mrs Morrison is the Risk Assessment co-ordinator and she is responsible for updating all risk assessments on an annual basis and ensuring that all areas are covered.

2.3 Pastoral

Our PSHCEE programme, assemblies and talks are directed towards promoting an increasing understanding of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken. This also includes internet access and how to use social media sites (this is particularly pertinent when teaching children about the risk of online radicalisation – ‘Prevent Duty’ 2015)

2.4 Medical and First Aid

This area covers first aid, allergies, administering medicines and all related procedures. Accident forms are used and the first aider on duty ensures that a copy is sent home to parents where a child is in the Early Years or if the injury is deemed to be significant. Details about allergies are requested upon entry to the school and records are updated regularly. The Head or Office manager is responsible for reporting any notifiable accident that occurs on school premises to a pupil, member of staff, parents, visitor or contractor to the HSE in accordance with RIDDOR.

2.5 Unsupervised Access & Security

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the kitchen during any cooking activity, the outdoor pond and the loft. The pond is surrounded by fencing, the door to the loft is kept locked during school hours and flammables are kept securely locked. A risk assessment also exists for security and intruders.

2.6 Child Protection & Safeguarding

Our Child Protection & Safeguarding Policy and training for all staff form the core of our child protection risk management. A Safer Recruitment Policy and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, are not allowed to work in the UK or are prohibited from teaching. By extending this regime to include Governors, volunteers and peripatetic teachers wherever possible, and by ensuring that everyone in our community receives appropriate child protection training, we manage this risk to an acceptable level.

2.7 Support Areas

Separate risk assessments also exist for each classroom and a wide variety of support areas, including various Early Years areas, the boiler room, assemblies & concerts, classrooms, early identification and provision for children with SEN and/or learning difficulties, evening functions, before & after school clubs. Risk assessments for outside school include the arrival & departure of pupils, use of the car park area, play and recreational areas & equipment.

3 Conducting a risk assessment

3.1 At Seaton House we use the model recommended by the HSE in its publication “Five Steps to Risk Assessment”.

3.2 Our pupils do not carry out any high risk activities; they are mostly low risk. We may undertake a few medium risk activities with older pupils providing specialists are involved, safety briefings are given and protective equipment is worn.

3.3 We will always employ specialists to carry out high risk tasks. Support staff may only carry out medium rated activities if they have been properly trained and work in pairs. All members of staff and pupils are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

3.4 Specialists carry out risk assessments in asbestos, legionella, gas safety, electrical safety and fire safety (also see Fire Safety & Procedures Policy).

3.5 All risk assessments are reviewed (and recorded) annually, when major structural work is planned, or in the event of an accident or major incident.

3.6 All members of staff are given an induction into the school’s arrangements for risk assessments and health & safety. Specialist 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 and visitors. They are responsible for co-operating with the Head and 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 Head or Deputy Head.

4 Role of the governing body

4.1 The governing body keeps under review any major risks to the school, including (amongst other things) strategic risk, loss of fee income, damage to reputation, risk of a child protection issue, gaps in governor skills, employment disputes, major health and safety issues (including risk of fire), poor cash flow management and fraud.

4.2 The measures taken to protect the school against such risks include safer recruitment of staff (as well as governors, volunteers and peripatetic teachers), measures to ensure the selection, training and appraisal of appropriately qualified staff and governors, insurance, strong financial controls and use of professional advice from lawyers, accountants, architects etc. as needed.

REVIEW

This policy will be reviewed every two years.

Reviewed May 2018

Judy Evans

Chair of Governors

Debbie Morrison

Headmistress

