

# **RISK ASSESSMENT POLICY**

Policy reviewed by PSK 03.03.2021

## **INTRODUCTION**

At Phoenix School we recognise the importance of the process of risk assessment to enable us to safeguard our students and promote their welfare.

This policy is to be used in conjunction the school's Health and Safety Policy and with all other policies related to health and safety, and individual risk assessments.

The purpose of risk assessment is to identify hazards and evaluate any associated risks. This includes such areas as:

- Safeguarding
- Health and Safety
- Security
- Fire Safety
- Site Security
- School Trips
- Critical incidents

Other areas include:

### **Educational**

- Some Science activities
- PE and Sport Activities

### **Child Protection and Pastoral Care**

- Our Safeguarding and Child Protection Policy outlines the procedures in place to identify children at risk beyond the environs of school.

### **Medical and First Aid**

- Our Medication Policy outlines the procedures for managing children's medication.
- Our First Aid Policy outlines the procedures for managing first aid
- The Headteacher is responsible for reporting any notifiable accident that occurs on school premises to a student, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

### **Unsafe areas**

- We ensure that students understand why they do not have access to potentially dangerous areas, such as the roof and storage areas. Where they are not fire escapes, doors to these areas are always kept locked when not in use.
- All flammables are kept securely locked.
- Students do not have access to maintenance and cleaning stores of the school.

## **PROCESS**

Risk assessment is a subjective but logical process which can be broken down into 5 steps:

1. Identify the hazard
2. Decide who or what might be harmed and how
3. Evaluate the risks and decide on precautions
4. Record significant findings and implement them
5. Review the assessment and update if necessary

## **RESPONSIBILITIES OF ALL STAFF**

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety. Specialist training will be given to those whose work requires it.

However, staff are responsible for taking reasonable care of their own safety, together with that of students and visitors. They are responsible for cooperating with the Headteacher, and other members of the school leadership in order to enable the Trustees/Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Headteacher.

## **GENERAL RISK ASSESSMENTS**

The school conducts and documents risk assessments for all activities presenting a significant risk. These are coordinated by Paul Kelly & Al Coates following guidance approved by the Headteacher.

The school employs specialists to carry out risk assessments in gas safety, electrical safety and fire safety (also see Fire Safety & Procedures Policy).

Risk assessments are available for all staff to view and are held centrally in a folder at the school office. These assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

## **INDIVIDUAL RISK ASSESSMENTS**

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by HR. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform the Headteacher of any medical conditions (including pregnancy) which may impact upon their work.

## **CURRICULUM ACTIVITIES**

Risk assessments for curriculum activities will be carried out by the relevant Heads of Department/subject teachers as detailed below.

- Design and Technology– Head teacher
- Practical Science – Head teacher
- Art & Design – Head teacher
- Physical Education– Head teacher

These assessments should be incorporated within the scheme of work, lesson plan etc.

In order to assess the risks adequately, the following information should be collected

- Details of the proposed activity.
- The age and ability of the persons likely to do it.
- Details of the room to be used, i.e., size, availability of services and whether or not the ventilation rate is good or poor.
- Any substance(s) possibly hazardous to health.

- The quantities of substances hazardous to health likely to be used, including the concentrations of any solutions.
- Class size.
- Any other relevant details.

## **STATUTORY TESTS**

Statutory tests must be carried out on all the following. Further details may be found in the school's Health and Safety Policy and Fire Safety Policy.

- Fire Extinguishers
- Fire Alarm
- Fixed Electrical Wiring Installation
- Emergency Lighting Inspection and Test
- Gas Equipment
- Portable Appliance Testing (PAT)
- Playground and gym equipment
- Water coolers
- Legionella survey/risk assessments

## **HEALTH AND SAFETY RISK ASSESSMENTS**

A general inspection of the site will be conducted on a yearly basis and be undertaken/coordinated by Al Coates.

The person(s) undertaking inspection will complete a report in writing and submit this to the Headteacher. Responsibility for following up items detailed in the safety inspection report will rest with Paul Kelly.

A named Governor, Al Coates, will undertake an audit of the school's health and safety management systems on an annual basis and report back to both the relevant sub-committee and full Trustee/Governing Body meetings.

## **FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS**

The Headteacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented. See H&S Resources

The Fire Risk Assessment is in the school's fire log book and will be reviewed on an annual basis. This can be found in the office or on the google drive / health and safety folder.

## **INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT**

Paul Kelly is responsible for ensuring that the school's fire log is kept up to date and that inspection / maintenance is undertaken and recorded in the fire log book located in the school office.

## **PREMISES AND WORK EQUIPMENT**

Paul Kelly is responsible for identifying all plant and equipment in an equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified, and relevant risk assessments conducted where required.

## **FLAMMABLE AND HAZARDOUS SUBSTANCES**

Within curriculum areas (in particular science and DT) Staff are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications are in place. (CLEAPSS, Association for Science Education's "Topics in Safety" etc.)

If required, full COSHH risk assessments are conducted and communicated to staff exposed to the product/substance.

## **LIFTING AND HANDLING**

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

## **CONTRACTORS**

Paul Kelly is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and checking whether expected controls/risk assessments are in place and working effectively.

## **LEGIONELLA**

A water risk assessment of the school has been completed by Al Coates and Paul Kelly is responsible for ensuring that the identified operational controls will be conducted and recorded in the school's water log book where necessary.

This risk assessment will be reviewed where significant changes have occurred to the water system and/ or building footprint.

## **WORKING AT HEIGHT**

Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height. Further details may be found in Appendix 16 of the school's Health and Safety Policy

## **OFFSITE VISITS**

Risk assessments for offsite visits have three levels:

1. Generic activity risk assessments, which are likely to apply to the activity whenever it takes place
2. Visit/site specific risk assessments, which will differ from place to place and group to group
3. Ongoing risk assessments that take account of e.g. illness of staff or pupils, changes of weather, availability of preferred activities

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the Head Teacher who will check the documentation and planning of the trip and if acceptable approve the visit.

The school holds a separate policy for offsite visits

## **FARM VISITS**

A Risk Assessment must be completed prior to a visit to a farm. Risks to be addressed should include those arising from the misuse of farm machinery and the hazards associated with E-coli food poisoning and other infections. Further details may be found in Appendix 25 of the school's Health and Safety Policy

## **UPDATES AND REVIEWS**

All risk assessments are reviewed and recorded annually. A separate policy on the management of health and safety describes the arrangements for regular health and safety audits of the fabric of the school, its plant and equipment, and cleaning and for water sampling.

We acknowledge that risk assessments must **not only** be updated when there is a relevant change of circumstances, when major structural work is planned or in the event of an accident, **but also** reviewed and updated regularly to be effective, and therefore review dates are scheduled annually for our Fire Safety policy and Health and Safety policy.

### **Risk Assessment/Updates Required in Specific Circumstances:**

Generic Educational Visit Risk Assessments – all visits  
Generic Educational Visit Risk Assessments – swimming pool  
Sports – specific venues such as Edmonton Green Leisure Centres and Lea Valley & transport arrangements

### **Significant changes to the student group such as:**

- Age (e.g. educational visits for those under 9)
- Particular health/medical issues (asthma inhaler, epi-pen for allergic reactions)
- Increased vulnerability including SEND (See latest Safeguarding and Child Protection Policy)

### **Risk Assessment prior to each Educational Visit (destination/event & transport arrangements):**

Using current Generic Educational Visit Risk Assessments – all visits and any of the following Generic Educational Visit Risk Assessments as needed available from the office – farm/zoo, swimming pool, theme park, use of self-drive minibus and any risk assessment provided by the destination/event such as sports.

If this is a repeat visit, the previous risk assessment may be reviewed

Please discuss any particular concerns with relevant staff and with parents.

The risk assessment will be reviewed by the Headteacher before signing the Approval Form which will then be submitted to a Trustee/Governor (See latest Educational Visits Policy)

**Use of the building for specific purposes** such as the kitchen for ICCE science projects

## **ASSESSMENT**

The risk assessments above are assessed by Paul Kelly together with the Designated Health and Safety Trustee/Governor – Al Coates.