



# HOLMWOOD HOUSE

## RISK ASSESSMENT POLICY for whole school including EYFS (Reception)

*“Sensible risk management is about practical steps to managing real risks, not bureaucratic back covering. Address the real risks, not only to pupils, but also to the health and well-being of your staff. And remember, risk assessment is just good planning – keep it fit for purpose and act on it.” Sir Bill Callaghan, former Chairman, HSC*

The Directors of Holmwood House School 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, not just with 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.

### 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 (e.g. fire).
- A **risk** is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- A **risk assessment** is the resulting assessment of the severity of the outcome (e.g. 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 (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

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. In many cases simple measures are very effective and not costly.

Risk assessments need reviewing and updating regularly. At Holmwood House School we are very aware that all staff and pupils need to receive training. A “library” of risk assessments is maintained by the School Business Manager and the Educational Visits



Co-ordinator for staff to refer to and use for themselves. The Director of Studies is responsible for keeping records of staff training.

## **WHAT AREAS REQUIRE RISK ASSESSMENTS?**

There are numerous activities carried out in Holmwood House School, each of which requires a separate risk assessment. The most important of these cover:

- Fire safety and procedures
- Educational visits and trips

But risk assessments are also needed for many other areas, including:

### **Educational**

- Science
- Each sport and PE activity
- Art (including the clay and print studios)
- Music (including minimising the risk of hearing loss to staff)
- Drama (including the theatre back stage, stage, props room and lighting box)
- Dance
- Staff, eg pregnancy, return under 'fit for work' limitations issued by GP

To help us carry out effective risk assessments, and assess all risks adequately, we make use of model or generic risk assessments, for our educational activities and visits. We subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science and Design Technology, as well as providing professional training courses for both teachers and technicians who work in Science and DT. All teaching staff and technicians receive regular induction and refresher training in risk assessments tailored to their specific areas.

### **Pastoral**

The focus of our pastoral care policy is to ensure that every pupil leaves as a confident, articulate young person capable of keeping him/herself safe on the streets, in the home and in all situations. Our PSHCE programme and assemblies are directed towards promoting an increasing understanding as the pupils develop, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken.

Children where their home life places additional responsibilities outside those of a 'normal' family: These are highlighted in the pastoral matrix within the School Manager database.

The pastoral matrix is also able to flag up and monitor pupils bullying/being bullied. This can then be dealt with immediately. Pupils at risk of being bullied or experiencing bullying are immediately identified.

Child Protection issues: Records of concern are in place to identify children at risk beyond the environs of school.

### **Medical and First Aid**



The Surgery has risk assessments for first aid and all other treatments and procedures. Accident forms are maintained in the surgery and the school nurse is responsible for ensuring that accident reports are passed to the School Business Manager and the Head of Boarding. The school's separate medical questionnaire policy explains the procedures that we would follow in the event of a medical emergency. The Headmaster is responsible for reporting any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

### **Unsupervised Access by Pupils**

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the art room etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.

### **Child Protection**

Our Child Protection policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, and are not allowed to work in the UK. By extending this regime to Directors, volunteers and the adult members of the households of staff who are accommodated on site, 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:** risk assessments and training are required for every item of catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.
- **Caretaking and Security:** risk assessments cover every room, laboratory, stairs, corridor and emergency exit in the entire school, (including the boarding house). Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- **Maintenance:** risk assessments and training are required for every tool and item of equipment, as well as for 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 and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.
- **Grounds:** risk assessments and training are required for every tool and piece of machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- **Office 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**

Our policy at Holmwood House School is not to carry out any unnecessarily high risk activity. Our risk assessment template uses a 1-4 scale. Two scores per risk are used; likelihood of occurrence with control measure in place and potential harm. These scores are multiplied to create the residual risk score. If the residual risk score in any assessed risk is above 8, this should be discussed and further assessed with the school's Safety Officer or Deputy Head. Activities involving pupils are normally low risk. Pupils are always given a safety briefing before participating in these activities, and are expected to wear protective equipment, such as mouth-guards, and to follow instructions.

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

### **Specialist Risk Assessments**

The School Business Manager arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety

### **Reviews**

All risk assessments are reviewed and recorded annually or when major structural work is planned or in the event of an accident or near miss. A review may also take place when there are significant changes to an activity, when there are changes to the type of people involved in an activity, when there are changes in good practice, or when there are legislative changes. 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, machinery and equipment, together with its arrangements for catering and cleaning and for water sampling.

### **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 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 cooperating with the Headmaster, the School Business Manager and other members of the SLT in order to enable the Directors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the School Business Manager.

**Reviewed by:** \_\_\_\_\_ **SLT** \_\_\_\_\_

**Date:** April 2017

