

## HOLMWOOD HOUSE SCHOOL



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## RISK ASSESSMENT POLICY

This Policy Applies to Holmwood House Preparatory School  
and Early Years Setting

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## **Contents**

What Is A Risk Assessment?	3
What Areas Require Risk Assessments?	3
Educational	3
Pastoral	4
Medical and First Aid	4
Unsupervised Access by Pupils	4
Child Protection	4
Support Areas	4
Conducting a Risk Assessment	5
Specialist Risk Assessments	5
EYFS	5
Reviews	5
Responsibilities of all Staff	5
Appendix 1 - Risk Assessment Checklist	6

## Holmwood House Preparatory School

### Risk Assessment Policy

*“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

Holmwood House Preparatory School is 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 Holmwood House Preparatory 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 practises, 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 Preparatory School we are very aware that all staff and pupils need to receive training. A “library” of risk assessments is maintained by the Deputy Head and the Educational Visits Coordinator for staff to refer to and use for themselves (Staff can find these in the Teachers Drive). The Headteacher’s PA is responsible for keeping records of staff training.

All risk assessments, including miscellaneous risk assessments, should be shared with either the Deputy Head or the EVC who will approve them or ask for further considerations to be added.

## **What Areas Require Risk Assessments?**

There are numerous activities carried out in Holmwood House Preparatory 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, including swimming/use of the pool
- Art (including the clay, kiln)
- Music (including minimising the risk of hearing loss to staff)
- Drama (including the theatre backstage, stage, props room and lighting box)
- Dance
- Staff, eg pregnancy, return under 'fit for work' limitations issued by GP
- Extra-Curricular activities (where these do not fall under a risk assessment already written by another department, e.g. Archery, cookery)
- Boarding
- DT/STEM
- Any other situation that may arise

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.

### **Pastoral**

The focus of our pastoral care policy is to ensure that every pupil leaves as a confident, articulate young person capable of keeping themselves safe. 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.

*Ongoing Pastoral Care:* Discussion of individual pupils forms a core of staff meetings; this information is minuted and shared with staff.

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

*Anti-Bullying:* Holmwood House Preparatory School follows a clear Anti-bullying policy, of which all staff are made aware. We also keep a central record of alleged bullying and actions taken.

### **Medical and First Aid**

The Lead First Aider maintains risk assessments for first aid and all other treatments and procedures. Accident forms are maintained and the Lead First Aider is responsible for ensuring that accident reports are passed to the Health and Safety Coordinator.

Holmwood House Preparatory School's separate medical policy explains the procedures that we would follow in the event of a medical emergency. The School Business Manager is responsible for ensuring the reporting of any notifiable accident that occurs on school

Holmwood House Preparatory School - Risk Assessment Policy  
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, notably specialist teaching areas.

All flammables are kept securely locked. Pupils do not have access to the Maintenance and Catering areas of Holmwood House Preparatory School.

### **Safeguarding**

Our Safeguarding policies and training for all staff form the core of our safeguarding risk management. Safer recruitment policies and procedures ensure that Holmwood House Preparatory 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.

### **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.

**Site Maintenance and Security:** Risk assessments cover rooms with a greater level of hazard; risk assessments are in place 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). Training is given to minimise the risk of both fire and security by adhering to good practice.

### **Conducting a Risk Assessment**

Our policy at Holmwood House Preparatory School is to reduce the risk in all activities to an acceptable level. In order to assure this we ensure that

- Staff delivering the activity or instruction are appropriately trained
- Children receive instructions on safety and behaviour prior to the activity
- Children are appropriately equipped for the activity, including any necessary protective equipment for tasks identified 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

## **EYFS**

Holmwood House Preparatory School has arrangements in place to carry out a daily check of the indoor and outdoor areas used by Early Years pupils. A sample checklist used is included in Appendix 1.

## **Reviews**

All risk assessments are reviewed and recorded annually or when major structural work is planned or in the event of an accident. A separate policy on the management of health and safety describes the arrangements for regular health and safety audits of the fabric of Holmwood House Preparatory School, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for water sampling.

Prior to an off-site visit, the trip risk assessment must be evaluated and approved by the Headteacher or a designated senior member of staff to whom the Headteacher has delegated responsibility. Following the visit, the risk assessment must be evaluated by the trip leader with a particular focus on preparing for a future similar visit.

## **Responsibilities of all Staff**

All members of staff are given a thorough induction into Holmwood House Preparatory 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 Headteacher, School Business Manager, SLT and Education Directors responsible for the governance of Holmwood House Preparatory School to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to Holmwood House Preparatory School's Business Manager.

## Appendix 1 - Sample Daily Risk Assessment Checklist

### Nursery

Daily	Weekly	Monthly	Annually
<ul style="list-style-type: none"> <li>Room Checks</li> <li>Toy / equipment Checks</li> <li>Garden Checks</li> <li>Perimeter Checks</li> <li>Outside lighting</li> <li>Kitchen Checks</li> <li>Maintenance and repair checks.</li> <li>Bathroom checks</li> <li>Gates secured / Boundaries secure</li> <li>Accident / Incident forms filed</li> <li>Staff personal items locked away in lockers</li> <li>Window blind cords tied up</li> <li>Signing in and out sheet for staff</li> <li>Visitor signing in book</li> <li>Fridge temperature checks</li> <li>Food temperature checks</li> <li>Stock rotation</li> </ul>	<ul style="list-style-type: none"> <li>Call Points</li> <li>Fire alarms</li> <li>Accident / Incident forms checked by the DSL for patterns</li> <li>Water temperature checks</li> </ul>	<ul style="list-style-type: none"> <li>Emergency evacuation procedures (fire drill)</li> <li>PPE stock check</li> <li>Emergency Lighting</li> <li>First Aid Box checks</li> <li>Children's medicine box checks</li> <li>Coshh sheets (3 Monthly)</li> </ul>	<ul style="list-style-type: none"> <li>PAT testing</li> <li>Alarm testing</li> <li>Fire extinguisher testing</li> <li>Health and Safety Policy update</li> <li>Public Liability insurance</li> </ul>

### School

Daily	Weekly	Monthly	Annually
<ul style="list-style-type: none"> <li>Reception and Pre-Reception play area</li> <li>General site (external)</li> <li>Perimeter check</li> <li>Maintenance and Repair Checks</li> <li>Accident and incident forms completed if applicable</li> <li>Visitor signed in</li> <li>Check fire doors are clear</li> <li>Check escape routes are clear</li> <li>Sports and trip medical bags checked</li> <li>fridgeTemp checks</li> <li>Freezer Temp checks</li> <li>food Date checks</li> <li>Stock rotation</li> <li>Check Lorry temperature on food deliveries</li> <li>Check catering staff uniform is appropriate</li> <li>Check food temperature is correct when cooked</li> </ul>	<ul style="list-style-type: none"> <li>Fire alarm system internal checks - Main house, Sports hall and Holm Lodge</li> <li>Smoke Alarm checks on buildings not connected to the system.</li> <li>Flushing of low use areas.</li> <li>Check first aid kits round school</li> <li>Check Hand sanitizer stations</li> <li>Medicine dates checked</li> <li>Fridge cleaning in Kitchen</li> <li>Hot Plate temps checked.</li> </ul>	<ul style="list-style-type: none"> <li>Emergency lightning internal checks (Termly)</li> <li>Health and Safety meetings (Termly)</li> <li>Shower heads flushed and descaled (Termly)</li> <li>External fire escape (Monthly and Termly)</li> <li>Alarms checks of internal doors and staircase (Monthly &amp; Termly)</li> <li>Check First aider list and book courses accordingly</li> </ul>	<ul style="list-style-type: none"> <li>PAT testing</li> <li>Fire extinguishers</li> <li>Policy Updates</li> <li>DT Machine Servicing</li> <li>Boiler Services</li> <li>Lightening protection service</li> <li>Emergency lightening service</li> <li>Fire Alarm service</li> <li>CCTV Service</li> <li>Air Conditioning</li> <li>Change of Door codes</li> <li>Asbestos Checks</li> <li>Kitchen extraction fan service</li> </ul>

<ul style="list-style-type: none"><li>● Ensure all Kitchen equip is switched off after use.</li><li>● Ensure floor is clear from spillages</li><li>● Check for pests</li><li>● Site cleaned</li></ul>		<ul style="list-style-type: none"><li>● Food Oil collection</li></ul>	
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