



# Moreton Hall Preparatory School

## Risk Assessment Policy Including EYFS

January 2016

Review by: January 2017

The Governors of Moreton Hall Preparatory 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 with not just with the law; but with best practice. Risks are inherent in every day 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. Many cases simple measures are very effective and not costly.

Risk assessments need reviewing and updating regularly (annually for EYFS children). At Moreton Hall Preparatory School we are very aware that all staff and pupils need to receive training. A “library” of risk assessments is maintained for staff to refer to and use for themselves.

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

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

- Fire safety, procedures and risk assessments
- Educational visits and trips.
- EYFS settings

Separate policies cover each of these three areas mentioned above. However, risk assessments are also needed for many other areas, including:

- Science experiments
- Craft
- Food Technology
- Each sport and PE activity
- Art (including the clay)
- Music (including minimising the risk of hearing loss to staff)
- Drama (including the theatre back stage, stage, props room and lighting box)
- Dance

At Moreton Hall Preparatory School we make use of model or generic risk assessments, for our educational activities and visits. 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 policy is to ensure that every pupil leaves as a confident, articulate young adult capable of keeping him/herself safe on the streets, in the home and in all situations. 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 on sensible precautions that should be taken. Our Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

## **MEDICAL AND FIRST AID**

The Medical area has risk assessments for first aid and all other treatments and procedures. The accident forms are maintained in the Medical Area and the School Nurse is responsible for ensuring that accident reports are passed to the Bursar, and the school office. The School's separate medical questionnaire policy explains the procedures that we would follow in the event of a medical emergency. The Bursar 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 craft 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 Care-taking 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 Governors, 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.

## **SUPPORTING AREAS**

- **Catering and Cleaning:** risk assessments and training is 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 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 is 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, swimming pool maintenance 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 is 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**

There are several possible techniques; but at Moreton Hall Preparatory School we use the model recommended by the HSE in its publication “Five Steps to Risk Assessment”.

1. Look for significant Hazards
2. Decide who may be harmed and how
3. Evaluate the risk arising from these hazards and decide whether existing precautions are adequate or more should be done.
4. Record findings – written evidence must exist to show that assessment was suitable and sufficient
5. Review the assessment at least annually and revise if necessary.

Our policy at Moreton Hall Preparatory School is not to carry out any high risk activity. Where such activities exist the Bursar will employ specialists to carry out the tasks. No pupil will ever be involved with a high risk activity. Pupils in the Prep School may be involved in medium risk activities such as skiing, sailing, skating etc but only in a structured controlled setting. Activities involving our youngest pupils EYFS children and forms 1 and 2 will only be carried out if they have a 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.

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

## **SPECIALIST RISK ASSESSMENTS AND HIGH RISK ACTIVITIES**

The Bursar arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety of buildings
- Work at high levels
- Work with lead

## **REVIEW OF RISK ASSESSMENTS**

All risk assessments should be regularly reviewed; but the EYFS Statutory Framework requires schools which provide for this group to review and update their risk assessments annually. It also specifically requires providers to have risk assessments in place covering their indoor and outdoor spaces, furniture, equipment and toys and to keep records of these checks.

Risk assessments should also be reviewed (and recorded), when major structural work is planned, or in the event of an accident. The school's arrangements for the management of health and safety should describe the arrangements for regular health

and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for auditing the catering and cleaning functions and for water sampling.

At Moreton Hall Preparatory School, we maintain a “library” of risk assessments in the office and on our staff intranet for staff to refer to and adapt for their own use.

### **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 (which is recorded). 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 Head Master, the Bursar and other members of the SMT in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar.

### **ACCIDENT REPORTING**

The Site Manager is responsible for reporting and recording 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). All notifiable accidents and near misses are reviewed by the school’s Health and Safety Committee with a view to assessing whether any measures need to be taken to prevent recurrence.

### **AUDIT COMPLIANCE STATEMENTS**

An annual compliance risk assessment is presented jointly by the Head Master and the Bursar to the Governors to approve as Trustees of the Charity at the same time that they review the audited accounts. This report analyses:

- The financial procedures and controls
- The major risks to the school, including:
  - Strategic risk
  - Loss of fee income
  - Damage to reputation
  - Failure to teach the correct syllabus
  - Risk of a child protection issue
  - Gaps in Governor skills
  - Conflicts of interest
  - Employment disputes
  - Major health and safety issues
  - Possible data loss
  - Risk of fire, flood and land slip
  - Poor cash flow management
  - Fraud
  - Loss through inappropriate investments
  - Areas of potential risk

- The measures taken to protect the school against such risks, including:
  - ❑ Safer recruitment of staff, Governors and volunteers
  - ❑ Measures to ensure the selection, training and appraisal of appropriately qualified staff and Governors
  - ❑ Insurance
  - ❑ Strong financial controls that are regularly reviewed
  - ❑ Financial reserves policy
  - ❑ Use of professional advice from lawyers, accountants, architects, etc as needed
  - ❑ Formal review of compliance with the school's charitable objectives

Governors are invited to approve the compliance risk assessment annually and to endorse the insertion of a statement along the following lines (or a more detailed version thereof) in the school's annual account:

*"The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the Trust, and are satisfied that systems are in place to manage our exposure to the major risks".*

## TRIP / RISK ASSESSMENT FORM FOR SCHOOL TRIPS

*To be completed at least 48 hours before the trip*

Nature of trip <i>(eg Form V theatre trip)</i>			
Date of trip:			
Destination:			
Travel arrangements and minibus driver:			
Timings:	Departure from school:	Return to school:	
Staff attending and trip mobile number:	Trip mobile: 07503 849956		
Number of children:			
Medical information <i>(eg allergies)</i>			
Any other important information			
Does the Activity qualify as High Risk? Yes/No	If High Risk, has parental consent been obtained in advance? Yes / No (attach forms to this page.)		
Does the planned activity involve caving, climbing, trekking, skiing or watersports? Yes / No			
<b>BURSAR</b>			
Cheques required (e.g. for entry tickets, how much and to whom payable)			
Total cash needed on the day and denominations:			
<b>KITCHEN</b>			
Number of packed meals required:	LUNCH	SUPPER	Vegetarian/special requirements:
Signature of trip organiser:			

Headmaster's signature	
Date:	

Original to: Office - Sara will attach pupil attendance list and copy to:-  
Bursar  
Matron  
Kitchen

*PTO for risk assessment*



## Risk Assessment Form for School Trips

<b>HAZARD</b> <i>eg Risk of road accident</i>	<b>CONTROL</b> <i>eg Staff to ensure seatbelts worn</i>