



# BROOKE PRIORY SCHOOL

## RISK ASSESSMENT POLICY



This policy applies to all staff at Brooke Priory School (“the School”).

### **POLICY STATEMENT**

Brooke Priory School has adopted this policy and procedures to ensure that risks to the School, its pupils, staff and parents are recognized, managed and recorded.

All independent Schools are legally required to have risk assessments in place that cover a great many of their activities, including all the many educational visits and trips that are made by their pupils. There are additional requirements for schools with EYFS provision, reflecting the different environments and ages of their pupils. Like all employers, schools are required by law to assess the risks to their employees, pupils, contractors and visitors who could be affected by their activities.

This policy contains a practical guide to the process of conducting generalist risk assessments in schools to ensure that all staff have a basic understanding of the general principles of conducting risk assessments (and health and safety). Training will be required at regular intervals. Accurate record keeping of training and safety and maintenance checks forms an important part of the process. Similarly, time and effort needs to be spent by teaching and support staff in ensuring that all pupils develop a basic understanding of risk and of the need to stay safe.

### **AIMS**

To describe and document the processes for identification, assessment and management of risks to the School, its staff, pupils and visitors; and

To set out required standards and measures for reporting on risk and risk management.

People Responsible For Policy:        Bursar and Headmaster

### **RISK MANAGEMENT PROCEDURES**

#### **INTRODUCTION**

The management of risk is a key part of the ongoing operation of a School. The School is responsible for the safety of children, which adds a significant risk to the operation over and above the risks experienced by other businesses. The School must also manage the day to day risks facing other businesses such as operational, strategic, management and financial risk.

The significance of the risks associated with responsibility for children is reflected by the requirement for statutory policies covering:

- Safer recruitment;
- Educational Visits out of School; and
- Safeguarding and Child Protection

## WHAT A RISK ASSESSMENT IS

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

A risk is an evaluation of the probability (or likelihood) of the hazard occurring

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, preliminary visits, warning signs, barriers and insurance).

Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), and environmental (asbestos, legionella).

## WHY WE HAVE RISK ASSESSMENTS

The obvious answer is that risk assessments are a legal requirement. ISI Inspectors will expect to see examples. But there is logic to this. By focussing on prevention - as opposed to reacting when things go wrong - it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Preventative measures can often be surprisingly simple and cost-effective, such as the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

## WHAT AREAS REQUIRE RISK ASSESSMENTS

There are numerous activities carried out at Brooke Priory School, each of which requires its own separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips

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

- Educational
- Science experiments
- Design and Technology
- Each sport and PE activity
- Art
- Music (including minimising the risk of hearing loss to staff)
- Drama (including the theatre back stage, stage, props room and lighting box)
- Site safety and maintenance functions

At Brooke Priory School we make use of model or generic risk assessments, for our educational activities and visits.

## 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. All staff complete the safeguarding induction process (See Appendix A). In addition, by ensuring that everyone in School receives regular child protection training, we manage this risk to an acceptable level.

## Support Areas

**Catering:** Hot lunch preparation is sub-contracted. Induction of lunchtime staff covers risk assessments, safe food handling, manual handling

**Cleaning:** The School provides risk assessments and training for all cleaning staff, as well as for manual handling, slips and trips and COSHH. Induction covers risk assessments, protective equipment and safety notices.

**Caretaking and Security:** risk assessments cover the entire school building and grounds, including the Nursery. Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Car park users are regularly reminded of safe driving on site. Risk assessments also cover manual handling, slips and trips, water safety, COSHH and working at heights. 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.

## Access by Pupils

The school reinforces the policy of ensuring that our pupils do not have unsupervised access to potentially dangerous areas, such as the art and design technology suite. Doors to these areas are kept locked when not in use. Pupils are only allowed access when accompanied by a member of staff.

## CONDUCTING A RISK ASSESSMENT

All staff are given guidance on risk assessment.

See below an example template Risk Assessment form;

**Brooke Priory School [insert name of risk assessment]  
date]**

**Date of risk assessment: [insert**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done

Risk assessments will take into account:

- hazard - something with the potential to cause harm
- risk - an evaluation of the likelihood of the hazard causing harm
- control measures - physical measures and procedures put in place to mitigate the risk

The risk assessment process will consist of the following steps:

- what could go wrong
- who might be harmed
- what are you going to do to stop it/reduce the risk/harm?
- how are you going to check that your plans are working?

The Assistant Head (logistics), as Educational Visits Co-Ordinator, will be responsible for all Educational Visits risk assessments

The Bursar will be responsible for the maintenance of all other risk assessment records. The Bursar will ensure all risk assessments are reviewed annually.

Additionally, the Health and Safety Committee should review specific risk assessments:

- when there are changes to the activity
- after a near miss or accident
- when there are changes to the type of people involved in the activity
- when there are changes in good practice
- when they are aware of legislative changes

#### 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 Bursar and other members of the SMT in order to enable the Proprietor 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 Bursar 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 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.

This policy will be reviewed annually.

Reviewed by: The Bursar

Last reviewed: August 2021

**CHILD PROTECTION INDUCTION PROCEDURES AND VOLUNTEERS in Brooke Priory School**

I \_\_\_\_\_ have attended an induction session on child protection procedures. As a result, I:-

(A) have completed an online Prevent course: <https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html#>

[www.elearning.prevent.homeoffice.gov.uk](http://www.elearning.prevent.homeoffice.gov.uk)

(B) have read and am familiar with the contents of the following documents (all documents can be found on the Department Drive in a folder named 'Induction Folder'): New staff to be provided with pack containing- KCSIE Part 1 and Annex B, E-Safety Policy, Acceptable use Policy, Child Protection and Safeguarding Policy, Staff and Children Behaviour Policy, Children Missing Education and Safeguarding in Education Leaflet. Other stated policies can be found in hard copy format in the school office/department drive.

(i) The School's Child Protection Policy

(ii) 'Keeping Children Safe in Education' DfE Guidance Sept 2020 (Part one and Annex B)  
NB: must be signed for in the Office

(iii) E-Safety and Acceptable Use Policy (responsibility of DSL) NB: must be signed for in Office

(iv) The school's Anti-Bullying Policy

(v) The school's policy on Health and Safety

(vi) The school's First Aid policies

(vii) Working Together to Safeguard Children July 2018

(viii) The School's Whistleblowing Policy

(ix) Guidance for safer working practice May 2019

(x) Pupil behaviour policy

(xi) Staff behaviour policy

(xii) Children missing education policy

(xiii) BPS Staff Handbook

(xiv) Display Screen Equipment (DSE) Risk Assessment (for admin staff and SMT)

(xiv) Fire Safety and Lockdown policy

(xv) Equal Opportunities Policy

(B) Am aware of procedures for child protection at Brooke Priory School and I have a copy of the LCC Safeguarding In Education Leaflet.

(C) Know that Joe Bancroft is the designated safeguarding lead and that I can discuss any concerns that I may have with her.

(D) Know that further guidance, together with copies of the policies are in the Staff Handbook which is available on the school's Department Drive.

(E) Understand the responsibilities of all staff in this area and the issues that may arise.

(F) Understand my obligations in respect of the Childcare (Disqualification) Regulations 2009, if relevant.

(G) To undertake staff training when required

Signed \_\_\_\_\_

Date \_\_\_\_\_