



## **Risk Assessment Policy**

This Policy Applies to Kilburn Grange School and Early Years Setting

Signed:	
Chair of Trust Board:	Claire Delaney
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## Contents

What Is A Risk Assessment?.....	3
What Areas Require Risk Assessments? .....	3
Educational .....	4
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 - Educational Visits and Risk Assessments – Things to Consider .....	6
Appendix 2 - BPET Risk Assessment Template	

Bellevue Place Education Trust – Our commitment

**Learn. Enjoy. Succeed.**

*Three words that mean the world to us.*

*Three words that have been with us from the day we started Bellevue Place Education Trust.*

*Three words that govern all that we do.*

As a parent you can expect excellence, both in how we teach and nurture your child. We foster a positive attitude to life, encouraging a 'be interested and be interesting' attitude by providing a rich learning environment full of arts, drama, sport, music and academic rigour.

Bellevue Place children are happy, confident, successful 'all rounders' who expect to win and achieve in an inclusive setting where children, parents and school staff work together to provide the best. Our commitment to you and your child is that we will teach them to learn, enjoy and succeed both in their school career and beyond.

## **Kilburn Grange 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*

Kilburn Grange 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 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 Kilburn Grange School we are very aware that all staff and pupils need to receive training. A "library" of risk assessments is maintained by the Office Manager and the Educational Visits Coordinator for staff to refer to and use for themselves. The Headteacher/Deputy Headteacher and Office Manager is responsible for keeping records of staff training.

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

There are numerous activities carried out in Kilburn Grange 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, e.g. 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 (see Appendix One and Two).

### **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. 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.

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

*Anti-Bullying:* The school follows a clear Anti-bullying policy, of which all staff are made aware. The school keeps a central record of alleged bullying and actions taken.

### **Medical and First Aid**

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

The school's separate medical questionnaire policy explains the procedures that we would follow in the event of a medical emergency. The Headteacher and Office Manager are responsible for ensuring the 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, notably specialist teaching areas.

All flammables are kept securely locked. Pupils do not have access to the Maintenance and Catering 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.

### **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 Kilburn Grange 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 Office Manager arranges for specialists to carry out the following risk assessments:

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

### **EYFS**

The school has arrangements in place to carry out a daily check of the indoor and outdoor areas used by Early Years pupils. A copy of the 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 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 Headteacher, Office Manager, Health and Safety Committee, SLT, Chief Operations Officer and any other persons responsible for the governance of the school to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the School Office Manager.

## Appendix 1 – Educational Visits and Risk Assessments – Things to Consider

- A risk assessment is a comprehensive document which has been devised according to certain standards and must be adhered to at all times.
- It will usually be conducted by the Group Leader and overseen by the Head Teacher.
- If a substantial threat to anyone's health is present then the trip should not take place unless the threat can be lifted.

Points that should be considered are:

1. What are the risks?
  2. Who do they potentially affect?
  3. What safety measures can be put in place in order to reduce any risks?
  4. Is the Group Leader capable of implementing and conducting these safety measures?
  5. What steps will be taken in the event of an emergency?
- All teachers and supervisors on the visit should be supplied with a copy of the risk assessment as should those who authorise (Head Teacher or BPET Chief Executive)
  - Risks are to be consistently monitored throughout the visit and attended to when required.
  - If using a tour operator, group leaders should ensure they have carried out all appropriate risk assessments for the particular visit beforehand.
  - Transport should be fully compliant with current safety regulations.
  - If visiting an unknown territory either in the UK or abroad the group leader should conduct an exploratory visit before hand- using a good tour operator will not only reduce the work load but can also substantially reduce liabilities.

Further details to consider are:

1. The type of visit or activity and the physical demands it will put on the pupil.
2. Where you are going, the route of how to get there and the modes of transport to be used.
3. The abilities and qualifications of supervisory staff.
4. Supervisor to pupil ratio.
5. Age range of pupils, their physical limitations (if any), temperament and general suitability to the task at hand.
6. Any special needs or medical requirements.
7. The suitability and quality of any equipment to be used (this can be anything from climbing ropes through to a kayak).
8. Seasonal variations.
9. What to do in an emergency.
10. How to help pupils who lose the will to see an exercise through to the finish.
11. Constantly being aware of risks.

In addition to all the above considerations (of which there are many more), all out- of- school visits should carry a fully stocked First Aid box and also have a designated First Aider in the case of an emergency.



**Appendix 3:**

**School Trip Risk Assessment Form**

Organisation:		Trip Leader:	
Trip Venue: (Plus description of activities)		Date(s) of Trip:	
Assessor: (Signature)		Date Assessment Completed:	
Checked By: (Signature)		Date Assessment Checked:	

<b>Significant Hazards List</b> what could cause harm	<b>Who Might be Harmed</b> e.g. staff, children, certain groups	<b>Likelihood of Harm</b> Remote, Very Unlikely, Unlikely, Possible, Very Likely	<b>Control Measures</b> How will the risk be minimised?	<b>Residual Risk</b> After controls are implemented, (Remote to Very Likely scale)
(e.g. Crossing the road)	(children/adult)	(Likely)	<ul style="list-style-type: none"> <li>• 2 adults control traffic flow standing in middle of road at either side of children in front of oncoming cars</li> <li>• Hand of adult raised to indicate to drivers to stop and wait</li> <li>• Children given clear and precise instruction regarding where to stop on other side of road (ensuring there is adequate space for all children to assemble)</li> <li>• .....</li> </ul>	(Very unlikely)

#### Appendix 4: Risk Assessment Checklist

Mon	Tue	Wed	Thu	Fri
Fire Safety check Smoke Alarm Blanket Fire guards in place Exits clear Keys stored correctly	Fire Safety check Smoke Alarm Blanket Fire guards in place Exits clear Keys stored correctly	Fire Safety check Smoke Alarm Blanket Fire guards in place Exits clear Keys stored correctly	Fire Safety check Smoke Alarm Blanket Fire guards in place Exits clear Keys stored correctly	Fire Safety check Smoke Alarm Blanket Fire guards in place Exits clear Keys stored correctly
Health and Hygiene Toilets/potties checked Kitchen surfaces/equipment clean Toys Individual towels/flannels available Liquid soap Bins (pet litter/food out of area) Firs aid box and medication	Health and Hygiene Toilets/potties checked Kitchen surfaces/equipment clean Toys Individual towels/flannels available Liquid soap Bins (pet litter/food out of area) Firs aid box and medication	Health and Hygiene Toilets/potties checked Kitchen surfaces/equipment clean Toys Individual towels/flannels available Liquid soap Bins (pet litter/food out of area) Firs aid box and medication	Health and Hygiene Toilets/potties checked Kitchen surfaces/equipment clean Toys Individual towels/flannels available Liquid soap Bins (pet litter/food out of area) Firs aid box and medication	Health and Hygiene Toilets/potties checked Kitchen surfaces/equipment clean Toys Individual towels/flannels available Liquid soap Bins (pet litter/food out of area) Firs aid box and medication
Equipment checks Safety gates Plug sockets Toys High chair Harnesses (pram/pushchairs etc.) Fridge temperature check	Equipment checks Safety gates Plug sockets Toys High chair Harnesses (pram/pushchairs etc.) Fridge temperature check	Equipment checks Safety gates Plug sockets Toys High chair Harnesses (pram/pushchairs etc.) Fridge temperature check	Equipment checks Safety gates Plug sockets Toys High chair Harnesses (pram/pushchairs etc.) Fridge temperature check	Equipment checks Safety gates Plug sockets Toys High chair Harnesses (pram/pushchairs etc.) Fridge temperature check
Items locked away/secured Cupboard locks Cigarettes/lighters/matches Knives Tools COSHH items				
Outdoor checks completed Animal faeces Water Grids Play equipment Outdoor equipment secured/locked away e.g. lawnmower etc. Boundaries secures i.e. sheds, gates, fences etc.	Outdoor checks completed Animal faeces Water Grids Play equipment Outdoor equipment secured/locked away e.g. lawnmower etc. Boundaries secures i.e. sheds, gates, fences etc.	Outdoor checks completed Animal faeces Water Grids Play equipment Outdoor equipment secured/locked away e.g. lawnmower etc. Boundaries secures i.e. sheds, gates, fences etc.	Outdoor checks completed Animal faeces Water Grids Play equipment Outdoor equipment secured/locked away e.g. lawnmower etc. Boundaries secures i.e. sheds, gates, fences etc.	Outdoor checks completed Animal faeces Water Grids Play equipment Outdoor equipment secured/locked away e.g. lawnmower etc. Boundaries secures i.e. sheds, gates, fences etc.
Action	Action	Action	Action	Action