

KINGSMEAD SCHOOL HOYLAKE TRUST LIMITED
Including Boarding and Early Years Foundation Stage

Risk Assessment Policy

The Governors of Kingsmead 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 everyday life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated in how to cope safely with risk.

- Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.
- It is important that children learn to understand and manage the risks that are a normal part of life.
- Commonsense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risk of an activity.
- Staff should be given the training they need so they can keep themselves and children safe and manage risk effectively.

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 (annually). At Kingsmead we are very aware that all staff and pupils need to receive training. A “library” of risk assessments is maintained by the Bursar and the Caretaker for staff to refer to and use for themselves.

What Areas Require Risk Assessments?

There are numerous activities carried out in Kingsmead, 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.

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

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Educational

- Science experiments
- Design and Technology
- Food Technology
- Each sport and PE activity
- Duke of Edinburgh award scheme
- 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
- Boarding

At Kingsmead we make use of our own model 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 and Technology, as well as providing professional training courses for both teachers and technicians who work in Science and D&T. All teaching staff and technicians receive regular induction and refresher training in risk assessments tailored to their specific areas. Our Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials. Our Health and Safety Policy is reviewed annually by Ellis Whittam Ltd who also prepare a General Risk Assessment Report annually for the whole site which identifies any significant health and safety issues that are relevant to the school.

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.

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 under the responsibility of the Bursar. 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 to the HSE any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor, 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 design technology rooms. 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 Maintenance, Catering and Caretaking areas of the school.

Child Protection

Our Safeguarding policy 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

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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. The Designated Safeguarding Lead has assessed the risk profile of radicalisation in the school to promote pupil welfare and an understanding of the threat of radicalisation. All staff are required to complete the online Channel Awareness module and to have read at least Part 1 of Keeping Children Safe in Education (KCSIE). The DSL will ensure that any visiting speakers are suitable and appropriately supervised.

Support Areas

- Catering and Cleaning: risk assessments and training are required for most items 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. Particular emphasis in training is given to minimising the risk of fire 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 major 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 are required for every major 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

At Kingsmead we have pro-forma risk assessment for trips and visits.

Our policy at Kingsmead is not to carry out any high risk activity. Activities involving pupils are normally low risk. We undertake a few medium risk activities with pupils, such as riding, skiing and orienteering; but only using specialist/qualified instructors. 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 assess high risk tasks. Support staff may only carry out medium rated activities if they have been properly trained and work in pairs. 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 Bursar arranges for specialists to carry out the following risk assessments:

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- Fire safety
- Asbestos
- Gas safety
- Electrical safety

Reviews

All risk assessments are reviewed, when major structural work is planned, or in the event of an accident. The 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 Bursar and other members of the Management Team 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's Department.

Please also see Kingsmead School's Supervision of Pupils policy.

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