



## **Risk Assessment Policy Whole school and EYFS**

### **Introduction**

At Parsons Green Prep, we aim to provide an environment where our children and staff are safe. Safety is also our number one priority when leaving the school environment and visiting local places of interest to support and enhance the school's creative curriculum. We believe that by carrying out risk assessments we can reduce and limit risks with the aim of maintaining a safe environment. At Parsons Green Prep we are fully committed to promoting the safety and welfare of all in our community so that effective education can take place.

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.

### **Aims**

- Our 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 the law, but with best practice.
- Risks are inherent in everyday life. We aim to identify them and to adopt systems for minimising them.
- We aim to ensure that our children are educated in how to cope safely with risks.

### **What is a risk assessment?**

At Parsons Green Prep risk assessments are used as a tool for conducting a formal examination of the harm or hazard to people 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, fire alarms, fire practices, gas and electrical shutdown points and insurance). Evidence of actions taken due to risk assessment will be recorded in the health and safety meeting minutes.

### **What are the risks?**

There are numerous activities carried out at Parsons Green Prep, each of which requires a separate risk assessment. The most important of these cover:

- fire safety, procedures and risk assessments
- educational visits and trips (we make use of model or generic risk assessments for our educational activities and visits).



Risk assessments are also needed for many other areas, including:

### **Educational**

- Subject-specific - science experiments, art and design activities, sport and PE activities and music.
- General risks in the classroom environment.
- Extra-curricular 'public' activities such as, concerts, assemblies, quiz nights, discos and funfairs.
- Animals at school.

### **Early Years Foundation Stage (EYFS)**

The EYFS Welfare requirements state that: 'It is essential that children are provided with safe and secure environments in which to interact and explore rich and diverse learning and development opportunities.' At Parsons Green Prep we aim to ensure that, as well as conducting a formal risk assessment, we constantly reappraise both the environments and activities to which children are being exposed and make necessary adjustments to secure their safety at all times.

We have a risk assessment for both our outdoor and our indoor areas. Many risks are assessed as ongoing and are part of the daily routine. We review our risk assessments once a year or more often as needed and this is reported to the Health and Safety Officer.

The EYFS staff are expected to undertake visual risk assessments of their teaching area prior to commencing a lesson. Those teachers who are using materials or undertaking activities which may pose additional risks are expected to risk assess their activity comprehensively.

The needs of EYFS children are slightly different to that of the whole school and the classrooms are checked in accordance to the age and stage of the children. Such checks include ensuring that chairs are not stacked and that toys/resources are not broken.

The EYFS children use some of the whole school's facilities. Staff are expected to consider the age and stage of the children they are teaching and make additional checks prior to classes taking place.

### **Pastoral**

Every child's happiness and welfare is of paramount importance and we aim to provide an environment in which children feel secure and confident, whatever activity they may be undertaking.

We promote the health, safety and wellbeing of our children through the ethos and care we provide, the management of the school, our learning and teaching and our partnership with others.

Our curriculum aims to ensure that children have a sense of the world around them, have an understanding of the risks that exist in both the real and the 'electronic' worlds and that they are able to take sensible precautions to limit such risks.



### Medical and first aid

Risk assessments are compiled for first aid and all other treatments and procedures. All accident forms are maintained in the school office. The school's individual First Aid, Illness, Administration of Medication and Accident policy explains the procedures that would be followed in the event of a medical emergency. The health and safety advisor is responsible for reporting any notifiable accident that occurs on school premises to a child, member of staff, parent, visitor or contractor to the Health and Safety Executive (HSE) in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

### Unsupervised access by children

At Parsons Green Prep we ensure that children understand why they do not have unsupervised access to potentially dangerous areas such as the Mac suite, kitchen, staff room, Science room and Art room.

### Child Protection

Our child protection 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 ensuring that everyone at Parsons Green Prep School receives regular child protection training, we manage this risk to an acceptable level.

### 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.
- **Caretaking and security:** risk assessments cover every room, stairs, corridor and emergency exit in the entire school. 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 and working at heights when needed.
- **Maintenance:** risk assessments and training are required for manual handling, slips and trips, working at height, lone working, control of contractors on site, electricity, gas, 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. Contractors will be responsible for the safe removal of any hazardous waste.
- **Grounds:** risk assessments and training are required for every tool and piece of machinery, as well as for manual handling, slips and trips, working at height and lone working. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- **Office staff:** risk assessment is in place 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.

### Specialist risk assessments

The health and safety advisor and school administrator arrange for specialists to carry out the following risk assessments:



- fire safety
- legionella
- gas safety
- electrical safety

**Type of risks**

Our policy at Parsons Green Prep is not to carry out any high-risk activity. Activities involving children are normally low risk. We undertake a few medium-risk activities with older children, such as abseiling, rock climbing and orienteering during residential trips, but only using specialist/qualified instructors. Children and staff are always given a safety briefing before participating in these activities and are expected to wear protective equipment, such as mouthguards, and to follow instructions.

We will always employ specialists to supervise 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 children are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

**What does a written risk assessment look like?**

There are several possible templates but at Parsons Green Prep we use the model recommended by the HSE in its publication Five Steps to Risk Assessment.

The template used at Parsons Green Prep has the following headings:

<i>Activity/item or hazardous action</i>	<i>Hazard</i>	<i>Persons affected</i>	<i>Risk level</i>	<i>Action required</i>	<i>Date achieved</i>	<i>New risk level</i>
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**Training for staff and children**

At Parsons Green Prep we are very aware that all staff and children need to receive training. The maintaining of risk assessments, as well as records of staff training, are the responsibility of the health and safety advisor and the headteacher.

**Reviewing risk assessments**

The proprietor, the headteacher and the health and safety advisor will review and monitor risk assessments at termly health and safety meetings.

All risk assessments are reviewed (and recorded) regularly (see table below).

Annually	- Individual room risk assessments - Full fire risk assessment - Health and safety risk assessments
Daily (visual)	- Rooms and fire precautions - Teaching areas risk assessments
When required	- School outing risk assessments - Lessons involving the use of particular materials or any activities which may pose additional risks - Planning major structural work





**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. Staff are responsible for taking reasonable care of their own safety, together with that of children and visitors. They are responsible for cooperating with the health and safety advisor, headteacher and other members of the senior leadership team in order to enable the school to comply with their health and safety duties. All members of staff are responsible for reporting any risks or defects to the health and safety advisor.

<b>This policy will be reviewed annually</b>		
Reviewed: September 2010	By: Mrs Janie Richardson	No changes
Reviewed: September 2011	By: Mrs Janie Richardson	No changes
Reviewed: September 2012	By: M McLachlan	Punctuation
Reviewed: September 2013	By: Pippa Hogg- Andrews	No changes
Reviewed: 25 February 2015	By: Celine Lemerle	No changes
Reviewed 1 August 2015	By: Celine Lemerle	No changes
Reviewed: 1 August 2016	By: Celine Lemerle Checked by Lucinda Waring	No changes
Reviewed: 1 August 2017	By: Celine Lemerle and Tim Cannell	Unsupervised access by children
Next review: 1 August 2018	By: Celine Lemerle	