



a revolutionary response to school

## Risk Assessment Policy and Procedures

### Aims

- to promote the welfare of the pupils, staff and visitors
- to ensure that pupils are safe without inhibiting their natural curiosity and sense of adventure

The policy applies to all areas of the school and to the external environment. The school will assess the risks inherent in pupils' everyday lives and during out of school visits. The proprietor will appoint a suitably qualified person to advise them on health and safety and risk management.

### Read in conjunction with;

- Health and Safety Policy
- Behaviour Policy
- Supervision Policy
- Supporting Pupils with Medical Needs Policy
- First Aid Policy
- Off-Site Activities and Educational Visits Policy
- [Health and Safety on Educational Visits \(DfE Nov 2018\)](#)
- [Health and Safety: responsibilities and duties for schools \(DfE Nov 2018\)](#)

### Overview

A risk assessment is a careful and detailed examination of the risks inherent in activities and the potential impact of this on others. All staff must consider the potential risks in all activities and decide if the precautions that have been taken to avoid risk are sufficient or if more could be done to prevent harm.

A risk assessment is an important step in protecting pupils, staff, visitors, contractors and the environment as a whole.

It helps staff to focus on the risks within their subject or department and in the activities they undertake. In most instances risks can be controlled; for example by ensuring that staff have enough information when they are offsite, operating machinery or using chemicals, by clearing up spillages promptly so that people do not slip or by keeping classrooms and the school environment tidy so that people do not trip.

Staff must always comply with school policies and must use a common sense approach to classroom management and organisation.

The [Management of Health and Safety at Work \(Amendment\) Regulations 2006 and 1999](#) requires an assessment to be made of the risks arising out of activities that are undertaken by individual staff and

pupils. The proprietor will complete risk assessments for the school building as a whole and for external activities on the school site. She will, as far as is practicable, ensure that risks are eliminated by the provision of clear guidance for staff and pupils. All staff must explain to the proprietor how health and safety will be managed during off site visits or 'one off' activities. Staff are required to visit potential venues, where possible, to assess potential risks. Subject specialists are required to complete a risk assessment for lessons which include the use of machinery, chemicals or heat or naked flames. All risk assessments must be written and must be approved by the proprietor before activities take place.

## **Roles and Responsibilities**

- The proprietor will carry out the role of Educational Visits Coordinator (EVC)
- All staff should ensure that the pupils in their care are safe and protected from harm by assessing the risks inherent in all activities and putting suitable measures in place to minimise risk

## **Written Risk Assessments**

Please use the school risk assessment forms. The school has standard risk assessments in place for all regular activities. There is an additional template to be used to assess the risks of any one-off or extraordinary activities. These templates can be found in Appendix 1. Please complete a separate form for each activity and ensure that it is dated. Risk assessments must be updated at the end of the visit with any new information or potential risk, this will inform future planning.

## **Definitions**

A **hazard** is anything that may cause harm, such as chemicals, electricity, working at heights, frayed carpets or trailing wires.

A **risk** is the chance, high or low, that someone could be harmed by these or other hazards, together with an indication of how serious the harm could be.

Any hazards arising from wear and tear or accidental damage in classrooms or within the school should be recorded in the repairs log and reported to the facilities manager and /or proprietor as soon as staff become aware of them. The building repairs log is located in the Main Office.

## **How to carry out a risk assessment**

### **Step 1 – What are the hazards?**

- Walk around your classroom, office or the outdoor environment, think through your task or activity, and consider the location and duration of the activity. Is there a long or short term hazard associated with the task?
- Consult the manufacturer's instructions for any machinery, safety guidance, websites etc. for any further information
- Consider behaviour management, supervision of pupils, any medical needs or disabilities, learning needs or special requirements

### **Step 2 – Who may be harmed and how?**

Consider each hazard and decide who may be harmed and how?

- Identify vulnerable groups and any specific access arrangements or support that might be required
- Consider the risks from lone working, members of the public, disease, accidental harm
- Consider how people may be harmed, by noise, tripping, fumes, chemicals, aggravation of existing medical conditions lack of access, emotional distress, burns, scalds, and cuts.

### **Step 3- What are you already doing and what more could be done?**

Having spotted the hazards consider what is already in place to control them. Compare your list to good practice, is there more that could be done?

When controlling risks, apply the following principals, in the following order;

1. Can I remove the hazard altogether?
2. If not, how can I control the risk so that harm is unlikely?
3. Try a less risky option, possibly switch to a less hazardous chemical
4. Prevent access to the hazard
5. Organise work to prevent exposure to the hazard, put barriers between pupils and staff
6. Issue personal protective clothing, footwear, goggles etc.
7. Provide welfare facilities, first aider, handwashing, removal of contamination

### **Step 4 - What further action is needed?**

- Further training
- Increasing staff: pupil ratios
- Change of venue or materials
- New equipment

### **Step 5 – How will you put the risk assessment into action?**

- The completed risk assessment must be shared with all appropriate staff and, if necessary, pupils
- Instructions to staff and pupils must be clear
- The risk assessment should be reviewed before the activity takes place to ensure that all appropriate steps are in place

### **Step 6 – Monitor and Review**

- All risk assessments to be reviewed after the activity and updated, this provides useful information for colleagues
- Any incidents are identified and recorded and appropriate steps taken in-line with school procedures

### **Duties required of external activity providers**

The school will ensure that external activity providers have appropriate safety standards and liability insurance. If possible the school will use providers who have achieved The Council for Learning Outside

the Classroom (LOtC) award. Where the organisation does not hold the badge the school will check that they are an appropriate organisation to use. This will include checking;

- their insurance
- that they meet legal requirements
- their health and safety and emergency procedures
- their risk assessments and control measures
- their use of vehicles
- staff qualifications and competence
- safeguarding
- accommodation
- any sub-contracting arrangements
- that any required licences are in place

If activities include caving, climbing, trekking, skiing or water sports the school will check that the provider holds the licence required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales). If an activity includes driving minibuses the school will check that drivers have suitable qualifications. The school does not allow pupils to travel on buses without seat belts.

## **Annual Risk Assessments**

- Movement of vehicles around the school site
- Staff parking
- School security
- School building
- Pupils' independent and collaborative learning and access to resources
- Grounds and external areas
- Fire safety
- Hazardous materials
- Working at heights
- Manual lifting
- Window locks

## **Guidance**

- a parental permission slip must be completed for every off-site activity for under 5s, excluding regular visits to K2 Leisure Centre and Broadfield Park for which the school will seek a blanket permission for the year on the Pupil Admission Form and at annual review thereafter.
- parents will be asked to complete an annual permission slip for all activities including day visits off site at the start of the school year
- parents will complete a separate permission slip for residential visits or visits further afield that require the use of public transport
- the facilities manager will check for hazards in the school and outdoor area each day, staff should check their classrooms and the area used for any outdoor activities as part of the risk assessment
- staff should ensure that pupils are reminded about hygiene, handwashing etc., especially when working outdoors
- teachers should ensure that the off-site register, an accurate register of all participants together with emergency contact numbers, is left in school during all off site visits

- when working outside or off site teachers will carry CB radio or a school issued mobile phone with suitable emergency contact numbers
- a suitably qualified first aider will accompany all off site visits.

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Version	Amendment	By	Date
1.0	Initial release	H Peacock	January 2020
1.1	Updated risk assessment form, provider details, and with list of completed risk assessments	B Gooding	08/07/2020

## Appendix 1 - Risk Assessment Forms

### 1. Risk Assessment Template for one-off or extraordinary activities



#### Risk assessment: One-off and Extraordinary Activities

Company name:

Assessment carried out by:

Date of next review:

Date assessment was carried out:

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
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### 2. Long Term Risk Assessment: Standard Risk Assessment for Regular Activities



#### LONG TERM RISK ASSESSMENT

AREA	RISK	PROBABILITY	SEVERITY OF HAZARD	DEGREE OF RISK	HOW PUPILS/STAFF/VISITORS ARE PROTECTED	BY WHOM
New or Additional Risk:						
New or Additional Risk:						

Version	Agreed	Signed	Review Date
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## **Appendix 2 - List of companies employed to carry out risk assessments**

### **Fire Risk Assessment provided by:**

Tyco Fire & Integrated Solutions (UK) Ltd

Tyco Park

Grimshaw Lane

Newton Heath

Manchester

M40 2WL

0161 455 4500

### **Water Hygiene / Legionella Risk Assessment provided by:**

4G Water Limited

115 Segensworth Road

Fareham

Hampshire

PO15 5EB

0800 170 7048

## **Appendix 3 - List of current Risk Assessments**

### **Daily School Risk Assessments Checklists:**

- Daily Checklist - Reception Classroom & Garden, Primary Atelier and Pupil toilets
- Daily Checklist - Class 1 Base Rooms and Ground Floor Room
- Daily Checklist - Class 2 Base Room and First Floor Rooms

### **Long Term Risk Assessments:**

- Long Term DT Room risk assessment
- Long Term Playground risk assessment
- Long Term Atelier 1 risk assessment
- Long Term Atelier 2 risk assessment
- Long Term Treatment and Medical Room risk assessment
- Long Term School Boundary Security risk assessment
- Long Term Bathroom/Toilet risk assessment
- Long Term Forest School risk assessment
- Long Term Broadfield Park risk assessment
- Long Term Building risk assessment
- Long Term First Aid risk assessment
- Long Term General Health and Safety risk assessment
- Long Term Main Kitchen risk assessment
- Long Term Minibus risk assessment
- Long Term Student Kitchen risk assessment
- Long Term Outings – WILD Fridays risk assessment
- Long Term Roof risk assessment
- Long Term Shower Room risk assessment
- Pregnancy risk assessment

### **Forest School Risk Assessments**

- Bowsaw risk assessment
- Brace and Bit risk assessment
- Wood Carving Knife risk assessment
- Yurt Long Term risk assessment
- Lopper risk assessment
- Palm Drill risk assessment

### **Design Technology Risk Assessments**

- Lino Cutting Tools risk assessment
- Sewing Machine risk assessment
- Soldering Iron risk assessment

- Tape Measure risk assessment
- Wood Working Clamps risk assessment
- Screw Drivers risk assessment
- Screws, Nails and Bolts risk assessment
- Rulers, Spirit Levels and Set Square risk assessment
- Pipe Bender small and large risk assessment
- Hole Punch, Nail Set risk assessment
- Orbital Sander risk assessment
- Hammer and Rubber Mallet risk assessment
- Glue Gun risk assessment
- Cordless Drill risk assessment

**Off-Site Activities:**

- Walking to K2 risk assessment
- Planning Checklist for Off-Site Activities