



Cundall Manor School

Risk Assessments Policy

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Headmaster	Chris James-Roll
Estates Manager	Tony Reece
Business Manager	Laura Taylor

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Introduction

The Governors of Cundall Manor School are fully committed to promoting the safety and welfare of all members of the school 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.

It is recognised that risks are inherent in everyday life and that the need is to identify them and adopt systems for minimising them. It is important for our pupils to be educated to cope safely with risk.

Role of the Health and Safety Committee

Cundall Manor School's Health and Safety Committee is the main forum within the school for discussing formal monitoring of risk assessments, induction and training programmes. The committee meet every half term, risk assessments are a standing agenda item at those meetings, when Heads brief the Chair on the status of the risk assessments in their own areas of responsibility.

The Estates Manager, who is generally the Committee's Chairman, is responsible for monitoring compliance and for liaising with the local police, the fire service and insurance and security advisors in pursuit of risk reduction and for reporting back to Governors and to the SLT.

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.
- 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 (for example, 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 (for example, staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

Risk assessments can be used to identify potential hazards to people (slipping, falling) and property (fire) and strategic hazards (reputation, loss of pupils, impact on development), financial hazards (falling pupil rolls), compliance hazards (Child Protection issues) and environmental hazards (asbestos, legionella).

It is recognised that accidents and injuries can ruin lives, damage reputations and cost money, and it is recognised that preventative measures can often be surprisingly simple and cost effective, for example, the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

Risk assessments are reviewed and updated annually by Heads of Department and the Estates Manager.

What areas require risk assessments?

There are numerous activities carried out at the school, each of which requires its own separate risk assessment. Areas in which risk assessments are of particular importance are:

- Asbestos Control
- Early Years Foundation Stage (EYFS) activities
- Educational Visits and Trips

- Fire safety
- Health and Safety
- Swimming Pool safety
- Water safety

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

Educational

- Science
- Food Technology
- Sport and PE
- Duke of Edinburgh's Award
- Art and Design
- Music (including minimising the risk of hearing loss)
- Drama (including the theatre backstage, stage, props room and lighting box)

Pastoral

The focus of our pastoral care is to ensure that each pupil becomes a confident, articulate young adult capable of keeping him/herself safe whether at home or outside the home.

Our PSHEE 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 of sensible precautions that should be taken.

Our Science lessons encourage pupils to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

Medical and First Aid

The school Nurse has written procedures for Health Care and First Aid. The accident forms are maintained in the Business Manager's Office, and it is the injured person, witness or First Aider who is responsible for ensuring that accident reports are passed to the School Nurse and Estates Manager who will forward to the relevant senior member(s) of staff if deemed necessary.

Child Protection

Our *Safeguarding Policies* (which is a suite of policies noted in the *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, or who are not allowed to work in the UK. By extending this regime to Governors, volunteers and the adult members of the families 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. Visiting speakers are engaged following a protocol ensuring that pupils, staff, parents and other stakeholders are protected from radicalisation in adherence with the Counter Terrorism and Security Act and staff are aware of the need to report any suspicions immediately either to the DSL or via the Channel Programme.

Support Areas

Catering and Cleaning

Risk assessments and training cover all significant risks concerning catering and cleaning equipment, manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction training and refresher training cover risk assessments, protective equipment and safety notices.

Caretaking and Security

Risk assessments cover all significant risks. Particular emphasis in training is given to minimising fire risks and security risks by adhering to good practice.

Risk assessments also cover manual handling, working at heights, and asbestos. Induction training and refresher training include training on risk assessments, protective equipment and safety notices.

Maintenance

Risk assessments and training cover all significant risks including, 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 training and refresher training include training on risk assessments, safe working practices, communication and health and safety notices and protective equipment.

Grounds

Risk assessments and training cover all significant risks including manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH.

Induction training and refresher training include training on risk assessments, protective equipment and safety notices.

Administrative 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

There are several possible techniques for assessing risk. At Cundall Manor School the Science Department, Design and Technology, Art and Textiles and Food Technology Departments follow the CLEAPPS guidelines for identifying risk and use their associated model risk assessments. Other departments use a broadly similar system whereby a risk is identified, the severity of that risk is determined and the likelihood of that risk occurring is assessed on a numerical scale. This then determines the risk level and actions that may need to be taken to reduce that risk. It is not adequate to simply identify a risk. That risk has to be quantified in a risk assessment.

Similar arrangements are in place for the Early Years Foundation Stage.

Evaluate the Risk

Consider how likely it is that each hazard could cause harm. This will determine whether or not action needs to be taken to reduce the risk. Even after all precautions have been taken, some risk usually remains. A decision is then made to determine whether this remaining risk for each hazard is high, medium or low. The real aim is to make all risks LOW.

The risk should be evaluated by:

Probability / likelihood of risk

- 1 = Improbable. Very unlikely to happen at all
- 2 = Unlikely, though conceivable to occur
- 3 = Possible. Might occur sometimes
- 4 = Probable. Highly likely to occur
- 5 = Very likely. Will almost certainly happen
- 6 = Almost certain

Severity of risk

- 1 = No injury or illness
- 2 = Very Minor injury (e.g. cut or scratches) or illness
- 3 = 'Lost Time' injury or illness (e.g. requiring a visit to doctor)
- 4 = 'Over 3 day' illness or injury (would involve taking time off school)
- 5 = Serious injury/ long-term illness
- 6 = Fatal injury / permanent disability

Initial risk rating

- 1-2 Low or trivial risk. No further action required
- 3-5 Fairly low risk level. Low priority but keep possible action in mind.
- 6-9 Medium risk level. Tighten up controls and introduce measures to reduce risk
- 10-15 High risk activity. Take action straight away to control risk
- 16-25 Extreme risk. Do NOT undertake anything with this risk level

Code - green = low risk amber = medium risk red = high risk

Procedure

All possible risks have to be identified and evaluated with a judgement made on the likelihood and severity of the risks posed:

- Rate each risk 1-6 for likelihood
- Rate each risk 1-6 for severity
- Multiply likelihood with severity to get initial risk rating
- If necessary, list control measures to reduce severity for each hazard
- The adjusted score is the "residual risk rating"

Strategies to reduce or control the risk could involve:

- Restrict area of risk through code of conduct
- Restrict access to risk
- Plan to avoid risk – e.g. ski groups relative to ability
- Increase use of safety equipment
- Changing time schedules to reduce fatigue

The aim is to make all residual risk ratings **LOW** by putting in place appropriate control measures.

Medium Risk Activities

On occasions, we undertake a few medium risk activities with older pupils such as skiing, skating and orienteering, but only using specialist/ qualified instructors. Some of our scientific experiments carried out by our students also have a residual amber rating. Pupils are always given a safety briefing before participating in these activities, and are expected to wear protective equipment such as goggles and to follow instructions.

Support staff may carry out medium rated activities if they have been properly trained and work in pairs. All staff and pupils are expected to wear personal protective equipment for tasks that have been assessed as requiring its usage.

Specialist Risk Assessments and High Risk Activities

We will always employ specialists to carry out high risk tasks at the school. The Estates Manager arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety of buildings

At Cundall Manor School we maintain a 'bank' of risk assessments for staff on the G Drive. These are for staff to refer to and adapt for their own use.

Review of Risk Assessments

All risk assessments are regularly reviewed, and the EYFS Statutory Framework requires schools which provide for this group to review and update their risk assessments annually. It also specifically requires providers to have risk assessments in place covering their indoor and outdoor spaces, furniture, equipment and toys and to keep records of these checks.

The school's arrangements for the management of Health and Safety describe the arrangements for regular Health and Safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for auditing the catering and cleaning functions and for water sampling.

The school maintains a copy of completed risk assessments and these are available for reference by staff.

Responsibilities of All Staff

All members of staff are given an induction into the school's health and safety arrangements for risk assessments and Health and Safety, and records are kept of all induction training. The Headmaster, Estates Manager and Heads of Departments will receive training where necessary in Risk Assessments to ensure that they are competent.

Specialist training is given to those whose work requires it. Staff are, however, responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for

cooperating with the Heads, the Estates Manager and other members of the SLT in order to enable the Governors to comply with their Health and Safety duties.

All members of staff are responsible for reporting any risks or defects to the Estates Manager.

See also: Educational Visits Policy