



This policy applies to the whole school, including the EYFS

'Sensible risk management is about practical steps to managing real risks, not bureaucratic back covering. Address the real risk, 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.

The Governors of Park School for Girls are fully committed to promoting the safety and welfare of all 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. The School is committed to identifying risks to staff, students, visitors and the community in which we work and adapting practises to minimise the effects of these risks.

This policy applies to the whole school, including EYFS, and takes into account the statutory requirements, recommendations and guidelines contained in:-

- ISI Handbook for the Inspection of schools
- Charities and Risk Management regulations
- Health and Safety at work Act 1974 and regulations derived from the act.
- Management of Health and Safety at Work Regulations 1999

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.

This policy should be read in conjunction with the other following relevant school policies:-

- Health and Safety
- Fire Safety
- Educational visits
- First Aid and medicines

What is a Risk Assessment?

A risk assessment is a tool for conducting a careful examination of anything in the work environment that could cause injury or ill health.

- A hazard is something with the potential to cause harm
- A hazardous event is when someone or something interacts with a hazard and causes harm
- A risk is the combination of the likelihood of a hazardous event occurring and the consequence of the event.
Risk = likelihood x consequence (where likelihood is the chance of something occurring and consequence is the outcome, i.e. damage level)

- Risk control measures are the measures and procedures that are put in place in order to prevent people from coming into contact with the hazard (for example, staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), and strategic hazards (reputation, loss of pupils, impact on development), financial hazards (falling pupils 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.

There is no standard risk assessment within the school. Individual departments/activities may use forms that suit their own areas of responsibility. The school makes use of some generic risk assessments for general activities and educational visits. The Science department subscribes to the CLEAPPS Advisory Service and the Pearson ActiveTeach website and follows their advice regarding risk assessments for all science experiments.

A library of Risk assessments is held and these are reviewed and updated by the staff responsible for the specific areas or activities. The Health and Safety Co-ordinator has the 'managing safely' qualification issued by the Institute of Occupational Safety and Health (iosh) and oversees the management of all the risk assessments in the school.

The Bursar is responsible for the site and to ensure particular areas are regularly serviced to minimise inherent risk in such areas as:-

- Fire Fighting equipment
- Fire Alarm
- Electrical systems
- Gas system including boilers
- Lifts

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
- Chemicals
- Radiation
- Computer workstations and DSE
- Electricity
- Lighting
- Stress
- Drugs and alcohol
- Aggression and Violence
- Early Years Foundation Stage (EYFS) activities.
- Educational visits and trips
- Fire Safety

- Slips and trips
- Cleaning and general maintenance
- Loan working
- Manual handling
- Working at height
- Safeguarding
- Water safety
- Noise
- Sport
- Dance
- Play
- Art and design

Pastoral

The focus of our pastoral care is to ensure that each pupil becomes a confident, articulate young adult, capable of keeping herself safe whether at home or outside the home. Our PSHEC programmes, ZUMOS affiliation and assemblies are directed towards promoting an increasing understanding as pupils develop an understanding of the risks that exist both in the real and the electronic world, 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 has a First aid and medicines policy which covers issues such as ensuring appropriate First aiders and supplies are available and students who are on medication receive these as appropriate.

Unsupervised Access by Pupils

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the science laboratories, the art, design and technology area and the music room. All flammables are kept securely locked away, as are potentially harmful substances.

Child Protection and Safeguarding

Our Child Protection policies and training for all staff form the core of our Child Protection risk management. Safe 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 families of staff members where relevant, and by ensuring that everyone in our community receives regular Child Protection training, we manage the risk to an acceptable level.

Support Areas

- The cleaning, caretaking and security of the school are carried out by contractors. They are responsible for their own risk assessments and training of personnel. The school can request access to such information from the contractors at any time.. We as a school do, however, try to ensure wherever possible that risks are identified and dealt with if they are a hazard to the contractor.

- A similar approach of partnership between any contractor and the school applies when maintenance is carried out. Outside contractors are expected to maintain their own training regime on risk assessments and safe working practices. The school can request access to such information from the contractors at any time. The school ensures that the working environment is risk assessed where necessary.

Conducting a risk assessment

The school uses principally the model recommended by the HSE and its publication, Five Steps to Risk Assessment. These are:

- Identify the hazard
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record the findings and implement them
- Regularly review the assessment and update if necessary.

The School’s policy is not to carry out any high risk activity. Activities involving pupils are normally low risk. We undertake some medium risk activities, such as tennis, but only if specialist instructors or specially trained staff are involved. For medium risk activities staff must work in pairs. All members of staff are expected to wear personal protective equipment for tasks that have been assessed as requiring its use.

The estimation and evaluation of risk is conducted using the ‘5x5 Risk matrix’ approach

The following matrix is used to identify the possible impact of a risk, which is likelihood x consequence:

Where likelihood is ranked as -

1. **Very unlikely** – there is a 1 in a 10000000 chance of the hazardous event happening
2. **Unlikely** – there is a 1 in a 100000 chance of the hazardous event happening
3. **Fairly likely** – there is a 1 in a 10000 chance of the hazardous event happening
4. **Likely** – there is a 1 in a 1000 chance of the hazardous event happening
5. **Very likely** – there is a 1 in a 100 chance of the hazardous event happening

Where consequence would be ranked as-

1. **Insignificant** – no injury
2. **Minor** – minor injuries requiring basic first aid
3. **Moderate** – moderate injuries requiring advanced first aid and resulting in up to 3 days’ absence
4. **Major** – injuries requiring immediate hospital care and resulting in more than 7 days’ absence
5. **Catastrophic** – injuries resulting in death

		Consequence				
		1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

The calculated risk rating score from the matrix determines the Risk Action Outcomes:

Score 1-2	No action. Very low risk. Ensure risk control measures are maintained and reviewed.
Score 5-6	Monitor. Low risk. Look to improve at next review or if there is a significant change.
Score 8-12	Action. Medium Risk. Improve within specified timeframe to avoid possible significant impact on individual involved or school.
Score 15-16	Urgent Action. Medium to high risk. Take immediate action. No high risk activities will be undertaken without appropriate authority of Head teacher who will ensure all safety processes are robust, therefore minimising impact
Score 20-25	Stop. High Risk. Activity will not be undertaken in any circumstances

Specialist Risk Assessments and High risk Activities

We always employ specialists to supply risk assessments before any high risk activities take place, e.g. climbing at an outdoor pursuits centre.

Review of Risk Assessments

All risk assessments are regularly reviewed. The EYFS Statutory Framework requires schools which provide for this group to review and update their risk assessment policy annually, and the school complies with this regulation. These assessments cover their indoor and outdoor spaces, furniture, equipment and toys where necessary, records are kept 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, and its plant, machinery and equipment.

The school maintains a copy of the 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. 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 co-operating with the Head, Health and Safety Co-ordinator and the Bursar 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 Head or Health and Safety Co-ordinator.

Accident reporting

It is the responsibility of the Health and safety Co-ordinator to record and report to the HSE in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) and notifiable accident that occurs on the school premises involving a pupil, member of staff, parent, visitor or contractor. All notifiable accidents and near misses are reviewed by the school's Health and Safety Committee, with a view to assessing any measures need to be taken to prevent recurrence.

Audit Compliance Statements

The Trustees carry out regular reviews of the Charity's activities and the systems in use. This is for the purpose of planning for the future and assessing major risks to which the Charity is exposed. The Trustees are satisfied that systems are in place to mitigate exposure to major risks as summarised below:

a) financial procedures and controls

b) major risks to the school, including:

- Strategic risks
- Loss of fee income
- Damage to reputation
- Failure to teach the correct syllabus
- Child Protection issues
- Gaps in Governor skills
- Conflicts of interest
- Employment disputes
- Major Health and Safety issues
- Possible data loss
- Risks of fire, flood and land slip
- Poor cash flow management
- Fraud
- Loss through inappropriate investment
- Other areas of potential risk

The measures taken to protect the school against such risks, including:

- Safer recruitment of staff, Governors and volunteers
- Measures to ensure the selection, training and appraisal of appropriately qualified staff and governors
- Insurance
- Strong financial controls that are regularly reviewed
- Use of professional advice from lawyers, accountants, architects etc as needed
- Formal review of compliance with the school's charitable objectives

Revised by the Health and Safety Co-ordinator

Mrs Fernley

September 2018

Approved by Chair of Governors

Mr Smith

September 2018

Date for review

September 2019

Reviewed by.	Comments	Date
Mr Fleming	Original	October 2017
M Fernley	Updated information about school risk assessment procedures based on advice given during ISA Compliance Inspection at the school in November 2017 for M Fernley to attend iosh 'Managing Safely' training. Corrected date of original to reflect current timeline.	September 2018