

FINBOROUGH SCHOOL RISK ASSESSMENT POLICY

The Proprietors and management at Finborough 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 into how to cope safely with risk.

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. Many cases simple measures are very effective and not costly.

Risk assessments need reviewing and updating regularly. At Finborough school risk assessments of the rooms, buildings and grounds are carried out on an annual basis. Risk assessments for trips and activities are carried out before the trip or activity can take place.

What areas require risk assessments?

There are numerous activities carried out at Finborough School which require a separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips.

But risk assessments are also needed for many other areas, including Educational activities, Science experiments, Home Economics/Cookery, Sport and PE activities, Afterschool clubs and enrichment, Art, Music, Drama etc.

We ensure that up to date risk assessments are maintained for teaching in the following areas:

- Science (including COSHH and flammable materials) – Head of Science/Science Technician.
- All outdoor games – Director of Sport

- Swimming – Director of Sport
- Athletics– Director of Sport
- Dance– Head of Performing Arts
- Drama – Head of Performing Arts
- EYFS – DHT: EYFS
- All lessons (indoor and outdoor) - Headteacher.
- All visits and trips - Educational Visits Coordinator (EVC) [DHT].
- Activities – DHT (Senior School: Pastoral)

At Finborough School we make use of generic proforma risk assessments, for our trips, educational activities and visits and rooms/areas of the school.

These are available for staff electronically or on request from the school office alongside support as required for completion.

Risk assessments for staff's areas are to be completed at the start of each school year.

Risk assessments are an integral part of preparation for trips and visits for pupils and these will not be signed off until completed.

Risk assessments are signed off by a designated member of the SLT or Headteacher and reviewed by the proprietor (Governance)

Completed risk assessments are held on file and are reviewed annually.

Training to complete risk assessments and mitigate against risks is provided periodically as part of the professional learning process and INSET.

We employ an external company who provide a site wide risk assessment for Health and Safety and for Fire and provide training with respect to the latter.

Medical and First Aid

Accident forms are completed and held on the school database system and are reviewed on an annual basis by the Principal. The school Matron is responsible for 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 woods, The Home Economics room, the science laboratories, the design technology rooms, etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked.

Catering and Cleaning

Risk assessments and training is required for catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Staff training covers risk assessments, protective equipment and safety notices.

Maintenance

Risk assessments and training is required for tools and equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site and the control of substances hazardous to health (COSHH). Staff training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.

Grounds

Risk assessments and training is required for tools and 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.

Offices

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.

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| Reason for Review/Amendments | Last review August 2018 |
| Details of changes | <ul style="list-style-type: none">Policy reviewed to ensure current legislation and practices are included. |
| Date of next review | Annual review August 2019 |

| Name | Position | Responsible for | Signature | Date |
|------------|------------------------------|--|-----------|------|
| J Sinclair | Principal | Governance/ oversight | | |
| L Sinclair | HR Director | Recruitment/ Staff policies | | |
| S Clark | Headmaster | Document Control and Implementation (academic staff) | | |
| K Walmsley | Headmaster's PA / Admissions | Document Administration (non-academic) | | |