



HARMONY

Primary School

Risk Assessment Policy

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To be reviewed by:	Premises Manager Headteacher Vice Chair of Governors

Aims of the Policy

- to explain the rationale for assessing risk and how to complete a risk assessment
- to explain to all staff how to establish a safe learning environment

Introduction

Harmony Primary School is fully committed to promoting the safety and welfare of all in our community. 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, 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.

Harmony Primary School does not expect to eliminate all risks but will protect all pupils, staff and visitors as far as 'reasonably practicable'. We could become too pre-occupied with what may happen and, as a result, limit learning opportunities to an unreasonable extent. Harmony Primary School will assess the risks involved in any activity and take effective measures either to remove the hazard or reduce the risk.

This policy applies to all pupils in the school and is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control.

Role of the Governing Body

The aim of the Governing Body through the Headteacher:

- Is to provide a safe, secure and healthy working and learning environment for staff, pupils and visitors.
- Accepts that it has a responsibility to take practicable steps to secure the health of pupils, staff and others using the school premises or participating in school-sponsored activities;
- Believes that the prevention of incidents, accidents, injury, loss, or other harm is essential to the efficient operation of the school, the well-being of the staff and is part of the good education of its pupils;
- Through the Headteacher, will take reasonable steps to identify hazards and reduce the risks that arise from them;
- Promote the appreciation by all staff, pupils and visitors that their own safety and that of others depends on their individual conduct and vigilance while on the school premises or while taking part in school-sponsored activities.

The Facilities Manager

The Facilities Manager is the School's Health and Safety Officer and is responsible for ensuring that all risk assessments have been carried out and are up to date. He/she is responsible for carrying out all the non-teaching risk assessments and maintaining the Risk Assessment Register.

What Areas Require Risk Assessment?

There are numerous activities carried out at Harmony Primary School, each of which requires its own separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments.
- Educational visits and trips.
- Pupil Supervision
- Visitors
- Prevent Duty

a) Educational

- Science experiments
- Productions (including back stage, stage, props and lighting)
- Outings and Trips

b) PSHE

The PSHE Scheme of Work is directed towards promoting an increasing understanding as pupils develop, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken.

c) First Aid

Risk assessments are carried out for First Aid. Incident Report Books are held in the school office. The staff member completing the incident form is responsible for ensuring that it is passed to the school administrator for monitoring as required.

d) Safeguarding

The School's Safeguarding Policy and Child Protection Procedures and training for all staff form the core of child protection risk management. The Safer Recruitment Policy and Procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children or are not allowed to work in the UK. By extending this regime to Governors and volunteers and by ensuring that everyone in our community receives regular child protection training, this risk is managed to an acceptable level.

e) Support Areas

- **Cleaning:** risk assessments and training are required for every item of 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, laboratory, staircase, corridor and emergency exit in the entire school. Particular emphasis in training is given to minimising the risk of both fire and security, by adhering to

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

- **Maintenance:** risk assessments and training are required for every tool and item of equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water 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.
- **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, 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.

f) Access by Pupils

Risk assessments for all areas of the school reinforce the policy of ensuring that pupils do not have unsupervised access to potentially dangerous areas. Pupils are only allowed access when accompanied by a member of staff. Pupils do not have access to the Grounds, Maintenance and Caretaking working areas of the school.

g) Risk Areas, not directly related to Health and Safety

- Financial
- Recruitment
- Reputational
- Terrorism
- Security

Identification of Risks

The process for identifying is set out below:

- Think of possible hazards. A hazard is anything that has the potential to cause harm e.g. a physical condition which can make the school unsafe, such as slippery floor, e.g. rushing, horseplay, taking shortcuts. Unsafe omissions such as the failure to follow safe systems or wear protective equipment can also be termed hazards;
- As well as ensuring that the school is safe, risk management also relates to ensuring that the activities that children undertake are also reasonably safe, for example school trips;
- Decide who might be affected and how;

- Evaluate the level of risk and consider preventive measures. Risk is the likelihood, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be;
- Discuss with school staff/parents/carers/and child as appropriate;
- Formulate into a written plan;
- Put measures into practice;
- Review and revise as necessary.

Hazard Identification:

- Identify all the hazards relevant to the activity;
- Specific hazards related to an activity, for example, a school trip should be assessed on a separate risk assessment form and cross referenced with this document. Possible hazards may include, manual handling operations, display screen equipment, lifting and handling of pupils, hazardous substances and some locations beyond the school;
- Other hazards to consider include slipping/tripping hazards, electricity, noise, dust, temperature extremes, fire/explosion, portable tools, machinery, pressure systems, compressed gases, work at height, confined areas, lone-working, out-of-hours working, irregular or unusual activities such as maintenance or repair work.

Risk Evaluation:

- Evaluate the risks (low / medium / high) to which individuals might be exposed. This will be a subjective evaluation but shall be used to give an indication of the priority with which the risks needs to be addressed;
- Where risks are already controlled, monitor the effectiveness of the control to decide whether they are sufficient;
- Where the risk to individuals is thought to be medium or high, additional control measures shall be considered.

Risk Control:

Decide what controls are necessary to reduce the risk to individuals. The steps to controlling the risks are as follows:

- Avoid the hazard - can the hazard be avoided or altered to reduce the likelihood or risk?
- Substitute or replace the hazard;
- Procedural controls – can the procedure be altered to avoid or reduce the risk?
- Can the individual be removed / distanced from the risk? Can the activity be carried out at a time that would have a lesser impact on others?
- Child management – make sure you and your staff are aware of each child's needs;
- Setting management – such as the monitoring of exits and entrances;
- Additional staff – can an additional person be utilised to avoid or reduce the risk?
- Personal Protective Equipment - consider the value of using such things as gloves, over garments or a hat;
- Emergency procedures – have contingencies in the event of things going wrong such as an accident, incident or fire;

- Health surveillance – are staff or pupils physically able or sufficiently fit to engage in the planned activity.

Recording the Findings:

- Record the significant hazards and conclusions using the appropriate risk assessment form.

Training

Harmony Primary School provides core training to help reduce the risks as much as possible. This includes training in Basic First Aid, Fire Awareness and Fire Extinguisher, Health and Safety, Risk Assessment and Safeguarding Children. Information on which members of staff have been trained is logged by the Bursar. Such training will be updated on a regular basis to ensure compliance with ISI requirements.

Risk Assessment Review:

The assessment shall be reviewed periodically to ensure it remains relevant and effective. In addition, the assessment shall be reviewed if there are any significant changes to the activity.