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Applies to:	Whole School
SLT Reviewer (initials):	PJ
Committee Monitor:	Health & Safety



STOVER SCHOOL

Risk Assessment Policy

Independent Day and Boarding School for Girls and Boys aged 3 to 18 years

Stover School

Last reviewed August 2019
Reviewed October 2021
Reviewed September 2022

RISK ASSESSMENT POLICY

Health and safety legislation require every employer to adequately assess the risks to the health and safety of their employees to which they are exposed whilst they are at work. The risks to the health, safety and welfare of pupils, staff, and persons not in their employment arising out of or in connection with any work activity must also be assessed. These assessments should also identify any group of employees particularly at risk and be formally recorded

WHAT IS A RISK ASSESSMENT?

A risk assessment is a careful examination of how people may be harmed from a particular activity or situation. The assessment will help to identify the likelihood of harm and whether to reduce the risk to a reasonable level, through the introduction of control measures.

- 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 (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, preliminary visits, warning signs, barriers and insurance).

Risk assessments are used to identify the potential hazards to people physically (slipping, falling); property (fire); strategic (reputation, loss of pupils, impact on development); financial (falling pupil rolls); compliance (child protection issues such as pupil on pupil abuse) and environmental (asbestos, legionella).

WHY HAVE RISK ASSESSMENTS?

Risk assessments are a legal requirement. By focussing on prevention – as opposed to reacting when things go wrong – it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. An example of preventative measures would be the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out in Stover School, each of which requires its own separate risk assessment. The most important of these covers:

- Fire safety – Carried out internally and externally under the guidance of Firewatch Ltd (Now JLA)
- Educational visits and trips – Internally and under the guidance of Peninsula / Business Safe
- EYFS settings - Under the guidance of Peninsula / Business Safe

Separate policies cover each of the above areas. However, risk assessments are also needed for many other areas, including:

Educational

- Science experiments
- Food Technology
- Each sport, PE, Outdoor Education, Duke of Edinburgh award and similar activity
- Art (including the clay and print studios)

- Music and Drama

At Stover we make use of model or generic risk assessments, for our educational activities and visits. We subscribe to Peninsula Business Safe and the CLEAPSS Advisory Service. CLEAPSS provide specific model risk assessments for our lessons in Science. We provide professional training courses for both teachers and technicians who work in Science. All teaching staff and technicians receive induction and refresher training in risk assessments tailored to their specific areas, meeting the ISI guide lines set out in paragraph 16, sub sections 246 and 247.

Visitors to the campus

Outside organisations and members of the public are invited into the school campus for a variety of purposes, all of which are subject to risk assessment prior to arrival. A non-exhaustive list would include; contractors; adult children of boarding staff; peripatetic teaching staff; assessors/ examination invigilators; interviewees etc)

Visits to Other establishments

Covered under the Trips Policy- however, we are now asking to see specific RA's at visited sites (Sports fixtures eg) to know that adequate provision and safe use of facilities is in place., If we are not happy that they exist, then we will not visit.

Pastoral

The focus of our pastoral policy is to ensure that every pupil leaves Stover as a confident, articulate young adult capable of keeping themselves safe on the streets, in the home and in all situations. Our PSHE 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 on sensible precautions that should be taken. Our Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

Medical and First Aid

Medical Centre staff have risk assessments for first aid and all other treatments and procedures. The accident forms are maintained in the Medical Centre and the School Nurse is responsible for ensuring that accident reports are seen by the Governor(s) responsible for Health & Safety as they deem necessary, the SLT, the Bursar, the Estates Manager and the pupil's House Parent(s) as appropriate.

The School's Medical Policy explains the procedures that we would follow in the event of a medical emergency.

Child Protection

Our Child Protection policies and training for all staff form the core of our child protection risk management. This is reviewed regularly by the Designated Safeguarding Lead. This now includes dangers posed by other pupils and the risk of pupil-on-pupil abuse, including the sharing of nudes and semi nudes.

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, and 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. Attention is taken to ensure adequate staffing cover at weekends is maintained in boarding.

Support Areas

- Catering and Cleaning: risk assessments and training are required for items of catering and 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 are required in all areas, including laboratories, stairs, corridors and emergency exits throughout the entire school, including boarding houses and the Nursery. Particular emphasis in training is given to minimising the risk of both fire and to 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 tools and items 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 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.
- Office staff: risk assessments are required for the display screen equipment and cables used by those staff who spend the majority of their working day in front of a screen.

Access by Pupils

Risk assessments of all areas of the school reinforce the policy of ensuring that our pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories, the food technology suite, access to roofs, poorly secured windows, or the kitchens. Doors to these areas are kept locked when not in use. Pupils are only allowed access when accompanied by a member of staff. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking working areas in the school or to 'out of bounds' areas such as the Grotto, Temple and woodlands adjacent the Templer Way.

Particular attention is paid to the pupil transit across the site during morning arrivals (drop off) and evening departures (both parental and via school buses) where there is a significant number of vehicles. Designated areas are signposted and key staff act as "monitors" to ensure compliance.

CONDUCTING A RISK ASSESSMENT

School has engaged **Peninsula Business Services** to provide advice on Health and Safety and to provide a standard online risk assessment process. Much progress has been made with using the online system but the school accepts that there will be occasions when risk assessment forms can be used prior to updating the Peninsula system. Some old existing paper based risk assessment forms and processes work well for the school but standardisation will ensure that the five steps towards risk assessment are complied with throughout the school.

Specialist Risk Assessments and High Risk Activities

We will always employ specialists to carry out high risk tasks at the school. The Bursar arranges for specialists to carry out risk assessments for such activities as:

- Fire safety – Firewatch (now JLA)
- Asbestos - Technicon
- Legionella - InterServe
- Gas safety – 5D Group (Biomass system) and now, in house fully qualified gas fitter and in house plumber, John Wofforn
- Electrical safety of buildings – HT PAT Testing
- Work at high levels – Estates Manager (Jamie Halse)
- Work with lead – Contractors specific
- Radiation (Science) – Alison Richards

In the last 2 years, under the heading of “infectious diseases”, Health & Safety- a specific Covid 19 RA has been written and in force and constantly reviewed and updated in line with Government guidelines. All appropriate and possible measures have been taken to minimise the risks to populations within the school and the wider community. This includes:

- Specific cleaning regimes
- Sanitisers and sanitisation
- Deep cleans
- Bubbles, including specific pick up and drop off zones.
- Testing

REVIEW OF RISK ASSESSMENTS

Risk assessments will be regularly reviewed; but 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*.

Risk assessments will also be reviewed when major structural work is planned, or in the event of an accident. The school’s arrangements for the management of health and safety will 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.

RESPONSIBILITIES OF ALL STAFF

All members of staff are given an induction into the school's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it, ie assessors. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Head, the Bursar, and other members of the SLT in order to enable the Governors to comply with their health and safety responsibilities. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar AND/ OR the Estates Manager / Estates Team in the first instance so that appropriate safety measures can be implemented.

ACCIDENT REPORTING

The School Nurse is the usual point of first contact. The Bursar and the SLT are ultimately responsible, on a day to day basis, for collating, checking, and any notifying accidents that occur on school premises, to a pupil, member of staff, parent, visitor or contractor, to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR). All notifiable accidents and near misses are reviewed by the school's Health and Safety Committee with a view to assessing whether any measures need to be taken to prevent recurrence.

AUDIT COMPLIANCE STATEMENTS

The internal Health & Safety Committee meets each term and is chaired by the Bursar. During Covid times, this was achieved, virtually. Due to the nature and size of the site, future meetings will be held by Department Reporting and virtual meetings.

The Audit Committee of the governing body reviews the SORP/Company corporate risk assessment Register each term and reports any updates of the Register to the next General meeting of the Board of Governors. The Governors include a statement on their audit activities within their annual report, which is submitted alongside the school's annual accounts to Companies House and the Charity Commission. (Refer also to the school's Policies Policy for further information)

EYFS ADDENDUM

Risk Assessment Policy

"It is essential that children are provided with safe and secure environments in which to interact and explore rich and diverse learning and development opportunities. Providers need to ensure that, as well as conducting a formal risk assessment, they constantly reappraise both the environments and activities to which children are being exposed and make necessary adjustments to secure their safety at all times." (EYFS Welfare requirements)

The Early Years Foundation Stage requires childcare providers to conduct risk assessments and review them regularly.

Stover School holds safeguarding in the upmost importance. We strive to ensure all children's safety both indoors and outdoors on a daily basis.

In Foundation Stage we aim to provide a stimulating and exciting curriculum both indoors and outdoors. Therefore, in order to ensure the safety of all the children we follow the guidelines stated in EYFS Requirements taking all reasonable steps to ensure that hazards to children – both indoors and outdoors – are kept to a minimum.

We have risk assessments for both our outdoor areas and our indoor classrooms. We also have risk assessments for activities such as Breakfast Club and After School Care, the Nursery kitchen area, climbing the stairs from the Nursery to the Hall etc. Many risks are assessed as ongoing and are part of the daily routine.

We review our risk assessments once a year via the Peninsula System or more often as needed and this is reported to the Bursar. Some aspects of our risk assessments are checked and noted on a daily basis (for example a check is carried out daily to assess the classroom and outside areas prior to the start of the day) and records of these are kept in the Nursery office and Reception classroom.

Our risk assessments identify aspects of the environment that need to be checked on a regular basis and when and by whom they have been checked. The regularity of these checks is determined by the significance of individual risks. They also state how any identified risk will be removed or minimised.

The Bursar holds copies of all risk assessments. As Chair of the School's internal Health and Safety Committee he is responsible for overseeing all risk assessments. The Chair of the Audit Committee, on behalf of the Governors, and the Estates Manager have responsibilities to ensure all appropriate procedures and records are kept up to date.