



Greenfields School Risk Assessment Policy

Greenfields School is committed to promoting the safety and welfare of all members of the school community. The Schools' priority lies in ensuring that all 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. 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.

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 (Safeguarding 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.

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*
- *Educational Visits and Trips*
- *Fire Safety*
- *Health and Safety*

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

- *Educational activities such as:*
- *Science*
- *Food Technology*
- *Sport/ PE /Dance*
- *Art and Design*

Pupil behaviour at times can also be a challenge. The school embraces a therapeutic approach to support the pupils and all staff are trained in this approach.

The school makes use of model or generic risk assessments for educational activities and visits.

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 wherever they are. Our PSHCE programmes and assemblies are directed towards promoting an increasing understanding as the pupil develops, of the risks that exists in both the real and the electronic worlds, and of sensible precautions that should be taken.

Medical and First Aid

The accident forms are kept in the school secretary's office. It is the injured person, witness or each site's Qualified First Aider (namely P Elvidge at KS2 or D Acquaviva/J Mills at KS3) to ensure that accident reports are passed to either The Headteacher or S Goff, Assistant Head.

Safeguarding

Safeguarding and our Child Protection Policies and training for all staff form the core of our Child Protection risk management. Safer recruitment 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. All staff and volunteers that work with the school community receive regular Child Protection training.

COSHH

COSHH Risk assessments and training cover all significant risks concerning 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.

Maintenance and Grounds Risk assessments will be written up as and when required when related to particular issues.

The school's policy is not to carry out any high risk activity. Activities involving pupils are normally low risk. Some medium risk outward bound type activities are undertaken with pupils, for example on Trips i.e. Forest School activities, outward bound centre. The school uses only specialist/qualified instructors provided by the centres/schemes for these activities. School staff may carry out medium rated activities only if they have been specifically trained for the activity. In the event that external specialists will be working with pupils without school staff present they are required to have appropriate DBS checks.

Pupils are always:

- given a safety briefing before participating in medium/higher risk activities*
- expected to wear personal protective equipment provided and assessed as required for the activity*
- expected to follow instructions*
- Any child who is deemed unable to meet these expectations will be assessed individually to ascertain whether they can take part*

All members of staff are also expected to wear personal protective equipment for tasks that have been assessed as requiring its use.

Specialist Risk Assessments and High-Risk Activities. We always employ specialists to carry out high risk tasks at the school. The Estates Manager arranges for specialists to carry out risk assessments concerning the following:

- Fire*
- Asbestos*
- Legionella*
- Gas*
- Electricity*

Review of Risk Assessments

All risk assessments are regularly reviewed by the Head Teacher in conjunction, where appropriate, with the Senior Management Team. The Health and Safety Policy details the school's arrangements in relation to Health and Safety. The school maintains a copy of completed risk assessments and these are available for reference.

All members of staff are given an induction into the school's health and safety arrangements including risk assessments, 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 cooperating with the Head, and other members of the SSMT in order to comply with their Health and Safety duties. All members of staff are responsible for reporting any risks or defects to the Head Teacher or Estates Manager.

Accident Reporting

The school's qualified first aiders are responsible for completing accident/incident reports and HSE notifications which are then referred to Head Teacher or Assistant Head Teacher to record. In accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR), any notifiable accident that occurs on school premises involving a pupil, member of staff, parent, visitor or contractor must be recorded and reported to HSE.

The measures taken to protect the school against identified risks, include:

- *appointment of the Head Teacher and leadership team*
- *safe recruitment of staff and volunteers*
- *measures to ensure the selection, training and appraisal of appropriately qualified staff*
- *insurance*
- *use of professional advice from external professionals as needed*
- *review and maintenance of all risk and risk assessments*