



## BROCKWOOD PARK SCHOOL & INWOODS SMALL SCHOOL

### RISK ASSESSMENT POLICY

Last Review Date	August 2018
Policy endorsed by	The Trustees, Principal & Inwoods Head Teacher
Policy is maintained by	Health & Safety Officer, Estate and Facilities Manager
ISI reference	A9, A10
Next review date	August 2019
Review body	Estate and Facilities Manager, Principal & Inwoods Head Teacher

Krishnamurti Foundation Trust (KFT) aims to minimise the incidence of workplace risks by providing a safe and healthy workplace. The school sees health and safety as being part of everyday good management, and recognises the importance of risk management and risk assessment in this process.

**As part of our risk assessment strategy we hold comprehensive monthly Health and Safety inspections at both Schools where changes in risk are identified.**

This policy applies to the whole school including the EYFS.

The Trustees and Co Principals 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 not just with the law; but with best practice. Risks are inherent in every day 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

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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 in many cases simple measures are very effective and not costly.

Risk assessments are reviewed at least annually. At Brockwood Park and Inwoods we are very aware that certain staff and pupils need to receive training. A file of risk assessments is maintained by the Estate Manager.

### WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out at our sites, many of which require a separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips
- EYFS settings

But risk assessments are also needed for many other areas, including: the use of outside contractors and the general security of the school in relation to visitors

### ***Educational***

Areas of particular focus for risk assessments include (but are not limited to):

- Science experiments
- Design and Technology
- Food Technology
- Each Sport and PE activity
- Art
- Music
- Drama
- Dance

At our sites we make use of model or generic risk assessments, for both our educational activities and visits. We are in constant touch with our Insurance Company seeking advice on risk every time we have an activity outside of the normal school risk parameters. We also do an individual risk assessment for all major school trips away from the site. Some teaching staff members are trained in risk assessments tailored to their specific areas.

### ***Pastoral***

The focus of our pastoral policy is to ensure that every student leaves as a confident, articulate young person capable of keeping him/herself safe on the streets, in the home and in all situations. Our energies are directed towards promoting an increasing understanding as the student develops, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken. To that end we have filtering software called Esafety that protects the students from inappropriate content at all times.

### ***Medical and First Aid***

The School has risk assessments for first aid and all other treatments and procedures. Accident forms are completed in every case. The School's separate First Aid Policy explains the procedures that we would follow in the event of a medical emergency. The Bursar is responsible for reporting any notifiable accident that occurs on school premises to a student, member of staff, parent, visitor

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or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

### *Unsupervised Access by Students*

We ensure that students understand why they do not have unsupervised access to potentially dangerous areas, such as the swimming pool and the science laboratories etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked. Students do not have access to the Maintenance and Catering areas of the school without supervision.

### *Safeguarding and Child Protection*

Our Safeguarding and Child Protection policies and training for all staff form the core of our child protection risk management. 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 households of staff who are accommodated on site, and by ensuring that everyone in our community receives regular child protection/safeguarding training, we manage this risk to an acceptable level.

### *Support Areas*

- Catering and Cleaning: risk assessments and training is required for every item 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. Hazardous materials are monitored monthly by the Health and Safety inspection.
- Caretaking and Security: risk assessments and the monthly H&S inspection cover every room, laboratory, stairs, corridor and emergency exit in the entire school. 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. In house training covers risk assessments, protective equipment and safety notices.
- Maintenance: risk assessments and training is 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, swimming pool maintenance 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 is 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. We also have expert by weekly reporting on the Health and Safety condition of our many trees on both sites and act on any risk issues raised. Many of the above areas are covered in our monthly H&S Inspection Checklist
- Office staff: risk assessments and training 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. Cables are monitored monthly by the Health and Safety inspection.
- Home Working: risk assessments are required for the home environment for those office staff who regularly work from home.

## CONDUCTING A RISK ASSESSMENT

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Our policy at Brockwood Park and Inwoods is not to carry out any high risk activity. Activities involving students are normally low risk. We undertake a few medium risk activities with students, such as working with garden tools; but only with supervision. Students are always given a safety briefing before participating in these activities, and are expected to wear protective equipment, such as gloves, and to follow instructions. We also check with the insurance company for risk advice if the groundwork takes us onto a neighbours land.

We will always employ specialists to carry out high risk tasks. Support staff may only carry out medium rated activities if they have been properly trained and work in pairs. All members of staff and students are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage. Contractors undertaking high risk activities are required to submit with their quotation a full risk assessment of the task.

Contractors are met and escorted to the area of work and monitored by the in-house maintenance team regularly.

### ***Specialist Risk Assessments***

The Estate Manager arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety

On rare occasions there may be a need for staff members to undertake a Dynamic Risk Assessment. This term is used to describe the out of the ordinary judgements that employees have to make in respect of health & safety. They cannot be written down in advance because they are about making specific judgements in a certain situation. They are certainly not a substitute for risk assessment and foreseeable risks must still be assessed appropriately. In these circumstances staff must work within the context of their own competencies and in consultation with others where possible. The need for a dynamic risk assessment may arise when an unforeseen event occurs and a previously unidentified risk becomes apparent.

Once the dynamic risk assessment has taken place, a formal written risk assessment record must be made of this as soon as is reasonably practicable after the event.

### ***Reviews***

All risk assessments are reviewed and filed regularly and also when major structural work is planned, or in the event of an accident. The separate policy on the management of health and safety describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment.

### ***Responsibilities of all Staff***

All appropriate staff are given a thorough induction into the School's specific arrangements for risk assessments and health and safety. Specialist training will be given to those whose work requires it. However, staff members are responsible for taking reasonable care of their own safety, together with that of students and visitors. They are responsible for cooperating with the Principals, the Bursar, Estate Manager and Trustees to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Estate Manager.

## AUDIT COMPLIANCE STATEMENTS

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An annual compliance risk assessment is presented by the Bursar to the Directors to approve as Trustees of the Charity at the same time that they review the audited accounts. This report analyses:

- The financial procedures and controls
- The major risks to the School, including:
  - Strategic risk
  - Loss of fee income
  - Damage to reputation
  - Failure to teach the correct syllabus
  - Risk of a child protection issue
  - Gaps in Governor skills
  - Conflicts of interest
  - Employment disputes
  - Major health and safety issues
  - Possible data loss
  - Risk of fire, flood and land slip
  - Poor cash flow management
  - Fraud Loss through inappropriate investments
  - Areas of potential risk
- The measures taken to protect the School against such risks, including:
  - Safer recruitment of staff, Governors and volunteers
  - Insurance
  - Strong financial controls
  - Use of professional advice from lawyers, accountants, architects, etc. as needed.

Governors are invited to approve the compliance risk assessment annually and to endorse the insertion of a statement along the following lines in the School's annual accounts:

"The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the Trust, and are satisfied that systems are in place to manage our exposure to the major risks".