



# RISK ASSESSMENT POLICY

## **Policy area**

Students, Staff, Visitors

## **Statutory regulation**

Health and Safety at Work Act 1974 and associated legislation

## **SLT Lead**

Director of Finance and Operations (Caroline Korniczky)

## **Updated**

September 2024

## **Last Approved**

September 2024 (approved by Governance Committee)

## **Next review**

September 2026

# THE KING ALFRED SCHOOL

## RISK ASSESSMENT POLICY

### Introduction

This policy outlines the school's commitment to providing a safe and secure environment for all students, staff, and visitors. It establishes a framework for the identification, assessment and management of risks within the premises and during activities. This policy should be read in conjunction with the following policies:

- Educational Visits Policy
- Health and Safety Policy
- Safeguarding and Child Protection Policy

### Purpose

The purpose of this policy is to:

- Identify potential hazards and risks within the environment
- Evaluate the likelihood and severity of these risks
- Implement appropriate control measures to mitigate risks
- Regularly review and update risk assessments

### Scope

This policy applies to all areas of the school including classrooms, grounds, buildings and off-site activities. It covers all staff, students and visitors.

King Alfred School (KAS) is fully committed to promoting the safety and welfare of all in our community. We want to ensure 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 also with best practice. Risks are inherent in everyday life and under the Management of Health and Safety Regulations 1999, we have a duty to identify them and to adopt systems for minimising them. Additionally, students need to be educated in how to cope safely with risk. This policy should be read in conjunction with the school's Health and Safety Policy, along with department specific policies and procedures.

### Responsibilities:

**Management:** Oversees the risk assessment process, ensures adequate resources are provided, and monitors compliance.

**All Staff:** Participate in the risk assessment process, report hazards and follows safety procedures. Attend training, as required.

**Head of Facilities (also Health and Safety Coordinator):** Responsible for ensuring the completion of all site and building risk assessments (including returning to workplace risk assessments, for example, following maternity leave) and the provision of training.

Designated Safeguarding Lead: Responsible for ensuring completion of all welfare and medical risk assessments.

Assistant Head Curriculum and Operations: Responsible for ensuring completion of all Upper School trip risk assessments (see Educational Visits Policy).

Head of Lower School: Responsible for ensuring completion of all Lower School trip risk assessments (see Educational Visits Policy).

HR Manager: Responsible for ensuring the completion of HR-related risk assessments, eg sexual harassment.

## Risk Assessment Process

The risk assessment process allows for a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

1. **Identification of Hazards:** Identify potential hazards within the environment. This includes physical hazards, health and safety risks and security concerns.
2. **Risk Assessment:** Evaluate the likelihood and severity of each identified hazard.
3. **Risk Control:** Develop and implement control measures to reduce or eliminate risks.
4. **Monitoring and Review:** Regularly review risk assessments to ensure their effectiveness and update as necessary.

A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in a particular location or for a given activity. A risk assessment will help individuals decide whether they have covered everything they need to. The risk assessment can help identify where to look at certain risks and particular control measures in more detail. These control measures do not have to be assessed separately but can be considered as part of, or as an extension of, an overall risk assessment.

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### Definitions:

- 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).
- **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).

Risk assessments need to be reviewed and updated regularly (usually annually, after an incident, changes to the site/buildings or when new processes and machinery/equipment are introduced). Heads of Department are responsible for ensuring this happens within their own department. The Head of Facilities will chase any outstanding risk assessments.

There are numerous activities carried out at KAS, each of which require a separate risk assessment. These include fire safety, gas safety, electrical safety, manual handling, ladder safety, educational visits and trips, working at height, legionella, asbestos and first aid.

Further details can be found in the Health and Safety Policy.

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

- Science experiments
- Design and Technology
- Sport and Physical Education activity including use of the fitness suite
- Art
- Choice
- Duke of Edinburgh
- Blacksmithing
- Outdoor activities/learning

At KAS, we make use of model or generic risk assessments for many of our educational activities and visits. Further guidance is given in the school's Health and Safety Policy and is available from

the Head of Facilities. Examples of pro forma risk assessments are contained in the Appendices to this policy.

For residential educational visits, please see the School's Educational Visits Policy.

KAS subscribes to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science and Design and Technology, as well as providing professional training courses for both teachers and technicians who work in Science and Design and Technology.

KAS utilises the services of an external Health and Safety Advisor from a Health and Safety Consultancy. All Heads of Department and key staff receive induction and refresher training in risk assessments. Any staff requiring additional training may request this from the Head of Facilities.

The school's aim is to ensure that every student leaves 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 call overs are directed towards promoting an increasing understanding, as the student develops, of the risks that exist in both the real and the digital worlds, and on sensible precautions that should be taken.

### **Medical and First Aid**

The School Nurse is responsible for completing the medical and first aid risk assessments, in liaison with the Head of Facilities.

The First Aid and Medicine Management Policy contains details regarding accident forms and RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

### **Supervision and Access by Students**

We ensure that students understand why they do not have unsupervised access to potentially dangerous areas, such as the science laboratories. All flammables are kept securely locked. Some areas are out of bounds to unsupervised students in all year groups. These include the science laboratories, the design workshops, and any area designated as staff only including the maintenance department and the kitchen areas.

Supervision during lesson times: We ensure that a member of staff directly supervises all students in lessons up to Year 11. Pupils in years 12 and 13 can work unsupervised in lesson time anywhere on the school premises which are not otherwise out of bounds to unsupervised students for reasons of health and safety. On some occasions, younger students may be remotely supervised where this is appropriate in terms of age group and activity e.g. Year 10 students preparing a presentation in a room next to where the teacher is based.

Supervision outside lesson times: Remote supervision is appropriate outside lesson times if students are not engaged in high-risk activities or activities which require direct teacher supervision. Students are allowed off site from the half term of the Summer Term of Year 9 onwards. A comprehensive risk assessment is in place for this.

### **Safeguarding Children**

The school's Safeguarding Children in Education Policy forms the core of our child protection risk management. It has been written with regard to relevant legislation and guidance. By involving everyone in our community, we manage this risk to an acceptable level.

### **Support Areas**

- Catering: catering at King Alfred School is outsourced so responsibility for risk assessments and training are the responsibility of the contractor. The school requires the contractor to show

evidence of information, instruction, training and supervision with regard to every item of catering 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. All catering staff are required to be food hygiene trained and certificated and the catering contractor must supply evidence of this.

- Cleaning: KAS outsources cleaning but requires the cleaning contract team to receive training from their employer relevant to risks associated with cleaning activities, such as COSHH, manual handling and slips and trips. Evidence of this is kept on file.
- Estates: several risk assessments are in place for estates activities including caretaking duties, with particular emphasis on training to minimise the risk of injury from manual handling and working at heights, lone working, asbestos, control of contractors on site.
- Office-based staff: 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. Workstation assessments are sent to the relevant staff by the Head of Facilities upon induction.

### **Buildings**

Buildings are included in the risk assessment process through a number of audits and other actions:

- Annual room audits completed by relevant staff
- Specific high risk subject risk assessments
- Outsourced - Health & Safety Audit
- Outsourced - Fire Risk Assessment
- All buildings are subject to a program of 5 yearly NIECC inspections, annual boiler inspections, and PAT testing
- Specialist equipment is under a maintenance contract (e.g. fume cupboards, dust extraction, PE Equipment)

Heads of Departments have a duty to report any works needed on their areas to the Head of Estates or Head of Facilities.

### **Early Years Foundation Stage**

Our risk assessment process covers adults and children and includes:

- Checking for and noting hazards and risks indoors and outside and for activities
- Assessing the level of risk and who might be affected
- Deciding which areas need attention and acting accordingly
- A daily classroom and daily outdoor area checklist is completed for each classroom and all outdoor areas. Issues arising are dealt with as quickly as possible
- A weekly checklist is completed for all play equipment by the caretaking staff
- Staff check for hazards indoors and outdoors on a daily basis upon arriving on the premises and monitor the environment throughout the day

### **Conducting a Risk Assessment**

At KAS we use the model recommended by the HSE in its publication "Five Steps to Risk Assessment":

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precautions
4. Record significant findings
5. Review the assessment and update if necessary

Staff are updated on any new safety issues as they arise. Additionally, students are always given a safety briefing before participating in activities, and are expected to wear protective equipment, such as mouth-guards or cycle helmets, and to follow instructions. The school employ specialists to manage higher risk tasks e.g. gutter clearance, roof work etc. All members of staff and students are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

### **Particular Areas of Risk**

Risk Assessments are carried out on all school areas where there is considered to be a particular risk. These are maintained and kept by the Head of Facilities.

**Appendix 1 – Annual Room checklist form**

King Alfred School

## **ROOM CHECKLIST**

### GUIDANCE FOR SCHOOLS



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#### INTRODUCTION

This document has been produced to assist schools in completing an inspection for **school classrooms, offices and spaces** in line with Government policy and good practice. The following procedure should be followed:

- 1) At the commencement of each school year, staff are requested to complete a room inspection using the template below
- 2) The checklist provided should be completed by the member of staff using that room (or nominated to carry out the inspection) by answering the questions detailed and where there is an issue, the hazard should be noted in the space provided
- 3) After the questions have been answered, any hazards identified should be noted in the 'Further Action' table and the additional measures or actions deemed necessary noted, along with when they should be completed
- 4) The member of staff should then sign the checklist form and forward this for countersignature via email to Kirsty Richings (Head of Facilities and Health and Safety Coordinator)
- 5) The Health & Safety Coordinator will review the checklists and follow up on any 'Further Action' points raised

**DO NOT MODIFY THIS TEMPLATE – SAVE A VERSION TO YOUR ONEDRIVE FOR MODIFICATION**

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ROOM ANNUAL CHECKLIST

ROOM INSPECTION CHECKLIST

<b>Building:</b>	<b>Name of room:</b>
<b>Name of person completing inspection checklist:</b>	<b>Date of inspection:</b>

Issue	Questions	Y/N	Hazard identified
Surfaces (slips & trips)	Is the internal flooring in good condition (no damaged or loose carpets, linoleum etc)?		
	Are there any worn, slippery, uneven surfaces or changes in floor level that need to be highlighted?		
	Are areas between desks clear of obstructions?		
	Are there procedures in place for dealing with spillages (e.g. water, sand, blood etc)?		
	Are there trailing electrical cables/leads across gangways or traffic routes?		
	Are access steps or ramps well maintained and provided with a handrail?		
Storage	Are shelves securely fixed and not overloaded with items that are likely to fall?		
	Are cabinets stable and not overloaded?		
	Are cabinets securely locked when the room/classroom is empty to prevent unauthorised access?		
	Are all craft knives, scissors and other items securely stored when not in use?		
Substances & materials	Are there any hazardous materials that can be disposed of or substituted for less hazardous materials?		
	Are there clear instructions on the use of any hazardous materials that are used?		
	Are any hazardous substances or materials securely stored?		
Falls from height	Is a <u>stepstool</u> or stepladder provided to enable staff to reach high storage or put up wall displays?		

ROOM ANNUAL CHECKLIST

Issue	Questions	Y/N	Hazard identified
Interactive whiteboards	Is a window opener provided for opening high-level windows?		
	Are staff and pupils in direct line of the projector beam?		
Computers	Are the whiteboard and projector securely fixed?		
Furniture & fixtures	Have staff using computers for more than 1 hour a day completed a DSE (Display Screen Equipment) workstation assessment?		
	Are fixtures and fitting in good condition and securely fastened?		
	Are protruding fixtures and fittings protected to prevent impacts?		
	Are hot surfaces of radiators and pipes protected, where necessary, to prevent the risk of burns?		
	Is furniture in good repair and suitable for users (pupils and staff)?		
	Are window restrictors fitted, where necessary, and in good working order?		
Asbestos	Is the location of any asbestos containing materials in the classroom known?		
	Are the asbestos containing materials free from nails, pins and screws etc?		
	Are the asbestos containing materials subject to regular inspection?		
Fire	Are the procedures for reporting damaged asbestos containing materials known?		
	Are fire exits clear of obstruction, kept unlocked and easy to open?		
	Are call points, fire extinguishers and door vision panels kept clear of displays?		
	Are fire evacuation procedures clearly displayed and procedures known by staff and pupils?		
Electricity	Are there procedures for the evacuation of any vulnerable pupils in the room/classroom?		
	Are fixed electrical switches and plug sockets in good repair?		

**ROOM ANNUAL CHECKLIST**

Issue	Questions	Y/N	Hazard identified
<b>&amp; electrical equipment</b>	Are all portable plugs and cables in good repair?		
	Has portable equipment been subject to testing (PAT label)?		
	Is all electrical equipment located away from sinks and other sources of water?		
<b>Workplace (ventilation &amp; heating)</b>	Is the room/classroom provided with ventilation (natural or mechanical)?		
	Can a reasonable temperature be maintained in the classroom?		
	Are there measures to protect staff/pupils from glare and heat from the sun?		

**FURTHER ACTION NEEDED**

Hazard identified	Action required, by whom and when

Signature of person completing form and emailing to Kirsty Richings (Head of Facilities/Health & Safety Coordinator):	Date:
Counter Signature by Kirsty Richings (Head of Facilities/Health & Safety Co-ordinator):	Date:

## Appendix 2 – Pro Forma risk assessment form

Activities Risk Assessment – [ENTER SUBJECT HERE]

PROBABILITY = P	
1	An accident or incident is unlikely to happen
2	An accident or incident is possible
3	An accident is likely to happen

IMPACT = I	Personal Injury	Business Disruption
1 = Low	Minor injury	Minor disruption
2 = Medium	Injury may prevent person from attending work or school.	Some disruption to school or work
3 = High	Injury will prevent person from attending work or school.	Significant disruption to school or work

PROBABILITY X IMPACT (1-9)	ACTIONS TO TAKE
1 – 3 Low risk	No further action required
4 - 6 Medium risk	Review. Is this necessary for normal school functioning? Is there any more you can do to reduce the risk?
7-9 High Risk	Report the problem to Facilities manager immediately. The area may need to be cordoned off or closed until it can be made safe. Do not re-enter until effective control measures have been put in place.

Head of Facilities / 1<sup>st</sup> August 2024

What are the hazards?	Who might be harmed and how?	What are you already doing to reduce the risk?	Probability x Impact			Is the risk adequately controlled? If not, list further action required	Responsibility for action, sign off when completed
			P	I	=		
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Declaration	Name	Date completed:	Date entered on to T drive
<i>I confirm that I have assessed all the above risks and that the above controls are in operation</i>			
Head of Facilities: <i>I confirm that I have approved this Risk Assessment</i>			

**Risk Assessment Guidance**

- All activities that might be hazardous should be risk assessed annually by the person responsible for the activity before being approved by the Head of Department and passed to the Head of Facilities for final approval. The risk assessment should be completed electronically.
- You or someone else will almost certainly have assessed the risks associated with this activity before. Take full advantage of this existing work and experience and refer back to previous risk assessments.
- List any hazards in the left-hand column, thinking about every aspect of the activity. Consider who is at risk, and what control measures you have in place to reduce the risk.
- Only once this is done do you assess the risk, using the definitions of Probability and Impact at the top of the form, and then multiply the two together to give the residual risk.
- Completed risk assessments are to be signed and dated by the person carrying it out, and saved to RISK ASSESSMENTS in the Health and Safety TEAMS folder.
- The Head of Department should then approve and sign the risk assessment (or if they have carried out the risk assessment themselves, the Head of Facilities).
- The risk assessment should be reviewed annually and signed off, if the activity is carried out regularly, or after a significant accident or incident. If this is the case then the updated risk assessment must also be approved by the Head of Department.
- Once completed (and approved by the HoD), the person carrying out the risk assessment should notify the Head of Facilities who will record that the risk assessment has been completed on the Risk Assessment Register.
- If you need help in completing this risk assessment, please contact the Head of Facilities (also the Health and Safety Coordinator).