



# HEATHSIDE SCHOOL HAMPSTEAD

## RISK ASSESSMENT POLICY

## Introduction

At Heathside we are fully committed to promoting the safety and welfare of all in our school community so that effective education can take place. The school's 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 with not just the law but also best practice. The School is committed to assessing the risks to our employees, pupils, visitors and the wider community who could be affected by our activities.

This policy applies to the whole school – including the EYFS and is drawn up with regard to the following:

- HSE
- Health and Safety at Work Act (and other regulations derived from this act)
- ISI Framework
- KCSIE

## Aims of the Policy

The aims of this policy are:

- protect both the School and individuals (including pupils and employees) from unnecessary risks and risks of harm by ensuring risks are properly identified and managed.
- ensure consistency of approach and management across the wide range of activities that the School is involved in.

## What is a Risk Assessment?

At Heathside leaders and managers have responsibility for managing the risk of harm. Staff will have the skills, knowledge and understanding to actively promote the wellbeing of all pupils through taking a strategic, comprehensive and inclusive approach to identifying and managing the risk of harm to pupils' wellbeing and safety.

Risk assessments form a crucial part of this strategy.

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 (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).

## Why Have Risk Assessments?

Risk assessments can be used to identify the potential hazards to people. Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments make good sense – focusing on prevention and developing safe working practices, rather than reacting when things go wrong.

Preventative measures can often be surprisingly simple and cost-effective, such as the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

## **Which Areas Require Risk Assessments?**

There are numerous activities carried out at Heathside, some of which may require a separate risk assessment.

The most important of these cover:

- Fire safety, procedures and risk assessments
- EYFS settings
- Science experiments
- Design and Technology
- Sport
- School Trips (including Hampstead Heath)
- Covid-19
- Security

However, risk assessments may also be necessary for other areas, including:

- Drama
- School Trips (including Hampstead Heath)
- Medical and First Aid
- Physical Education Equipment
- Slips and Trips
- Noise
- Ladders and Heights
- School site security and CCTV
- E--Safety
- Staff, e.g. pregnancy, return under 'fit for work' limitations issued by GP

Leaders will risk assess against the risk of harm in the broader sense. We will use data and information to identify trends or individual concerns to be able to proactively plan and intervene to mitigate against risk of harm, using the following indicators:

- Attendance
- Punctuality
- Behaviour points/rewards
- Progress data
- Student voice through student council
- Thought boxes
- Place2Be themes
- Heat maps for health and safety and first aid
- Safeguarding trends from CPOMS

This list is not exhaustive however, if additional risks are highlighted by members of staff or parents an assessment should be carried out.

## Unsupervised Access by Pupils

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the cleaning cupboards.

Doors to these areas are kept locked at all times when not in use. All dangerous chemicals and flammable materials are kept securely locked.

Pupils do not have access to the Maintenance and Caretaking areas of the school.

### 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, stairs, 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.
- **Office 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.

### Specialist Risk Assessments

The School arranges for specialists to support the management of the following risks:

PE Equipment	Annual PE Equipment test for safety through Universal Services
Fire Safety	Black and Gold Fire Safety
Legionella	Frequent testing through Evolution Ltd
Gas Safety	Gas works within the schools undergo annual safety inspections resulting in a gas safety certificate. Annual Boiler servicing by Majestic Ltd.

Electrical Safety	Annual Electrical appliance (PAT) testing for electrical safety through AGG  Specialist inspection to result in a five -yearly electrical safety certificate
Playground	Annual test for safety through Universal Services

## Responsibilities of ALL Staff

All members of staff are given training into the school's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it, such as the EVC training (Education Visits Coordinator). 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 Headteacher and other members of the SLT in order to comply with their health and safety duties. All members of staff are responsible for reporting any risks or defects.

Leaders and managers have the skills, knowledge and understanding to actively promote the wellbeing of all pupils through taking a strategic, comprehensive and inclusive approach to identifying and managing the risk of harm to pupils' wellbeing.

## Conducting a RISK ASSESSMENT

Our policy at Heathside Schools is not to carry out any unnecessarily high-risk activity. Our risk assessment template uses a 2-5 point scale. Two scores per risk are used; likelihood of occurrence with control measure in place and potential harm. These scores are multiplied to create the risk score. If the risk score in any assessed risk is above 8, after all control factors are taken into account then this should be discussed and further assessed with the school's Facilities Manager or Deputy Head. Activities involving pupils are normally low risk. Pupils are always given a safety briefing before participating in these activities, and are expected to wear protective equipment, such as mouth-guards, and to follow instructions.

We will always employ specialists to undertake high risk tasks. Support staff may only carry out medium rated activities if they have been properly trained. All members of staff and pupils are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

## Staff Training

The following training is provided, as required and/or necessary, to ensure that risk assessments and reviews are properly carried out, and the outcomes followed up:

- Fire marshal and the use of firefighting equipment
- Health & safety training
- Safer recruitment
- Risk assessment
- EVC (Education Visits Coordinator) for designated members of staff

## Help and Advice

We subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science and Design Technology, as well as providing professional training courses for both teachers and technicians who work in Science and DT. All teaching staff and technicians receive regular induction and refresher training in risk assessments tailored to their specific areas.

The Headteacher is responsible for reporting any notifiable accident that occurs 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).

### **Approval and Storage of Risk Assessments**

The risk assessments and further details for all the above are approved by one of the EVC (Education Visits Coordinator) trained members of staff and held by the Facilities Manager and the Deputy Head teachers as appropriate.

Risk assessments are centrally stored in the risk assessment area of the staff portal and paper copies filed in the Health and Safety Office.

### **Reviews**

All risk assessments are reviewed and recorded annually or when major structural work is planned or in the event of an accident or near miss. A review may also take place when there are significant changes to an activity, when there are changes to the type of people involved in an activity, when there are changes in good practice, or when there are legislative changes.

## Appendix 1

Heathside School

### Risk Assessment Form

**Building Address:**

**Activity:**

**By (Name of assessor):**

**Date:**

RISK EVALUATION					
Rate Severity			Rate Probability		
Catastrophic	5	Death and/or major injury as per RIDDOR	Certain	5	Inevitable, will happen shortly
Major	4	Severe injury, long term absence, in patient	Very Likely	4	Will occur several times, likely to occur shortly
Serious	3	Injuries causing absence of more than 3 days	Likely	3	Probably will occur in time
Minor	2	Injury causing up to 3 days absence	Unlikely	2	Conceivable, may occur in time
Negligible	1	Scratch, bruise	Very Unlikely	1	Very remote chance of occurrence
<p>The overall risk in each case is determined as follows: Risk = Rate Severity x Rate Probability <b>High:</b> 15-25 – Improve Control Measure and consider stopping activity <b>Medium:</b> 8-12 – Improve Control Measure <b>Low:</b> 1-6 – Maintain &amp; Review Control measures</p>					
Overview of Trip/ Activity Assessed					

*Reviewed by: KW*

*Page 7*

*Last reviewed: Nov 2024*

*Next Review: Nov 2025*

### Heathside School Risk Assessment

<i>Hazard</i>	<i>Risk</i>	<i>Risk Level</i>			<i>Control Measures</i>	<i>Residual Risk Level</i>			<i>Further Action Required</i>
		<i>Severity</i>	<i>Probability</i>	<i>Risk = S x P</i>		<i>Severity</i>	<i>Probability</i>	<i>Risk = S x P</i>	
					•				•

Staff Agreement:

I confirm that I have read and understood the above risk assessment and agree to follow the safety control measures .

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_