



# Homefield Preparatory School

## Health and Safety and Risk Assessment Policy

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### **Section 1: Policy Statement**

#### **Introduction**

As governors of Homefield Preparatory School, we fully recognise our collective responsibility for providing, so far as is reasonably practicable, a safe and healthy school for all of our employees, pupils, contractors, visitors (including parents) and others who could be affected by our activities. In our role as employer we attach high priority to ensuring that all the operations within the school environment, both educational and support, are delivered in an appropriate manner. The governors are committed to promoting the welfare of all in our community so that effective learning can take place.

We fulfil our responsibility as governors of Homefield Preparatory School by appointing the Chairman of our Administration and Estates (A and E) Committee with responsibility for overseeing health and safety as part of his general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings. The A and E Committee shall report to the full Governing Board, concerning all issues relating to Health and Safety at the school. The school will comply with the provisions of the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations (1999) and subsequent legislation, including those implementing EC Directives.

The activities of Homefield Preparatory School shall be conducted within the requirements of the relevant health and safety legislation. All staff and pupils will be encouraged to follow best working practices and to be mindful of their own health and safety and that of others who may be affected by their own acts or omissions.

In particular, attention will be paid to the provision of:

SMT Responsible: Bursar

Date: September 2018

Review Date: September 2019

- A safe and healthy working environment;
- Safe premises, equipment and work practices;
- Adequate information, instruction, training and supervision in relation to health and safety issues for both staff and pupils;
- The positive wellbeing of staff and pupils;
- Adequate consultations with staff and pupils in relation to health and safety issues.

## **Health and Safety Management**

Day-to-day responsibilities for the operation of health and safety at the school is vested with the Headmaster. The School has a Health and Safety Officer (the Bursar) who is the Chairman of the Health and Safety Committee, in his absence the Facilities and Estates Manager would stand-in. This committee reports to the Governors' A and E Committee. The detailed arrangements are in section 3 of this policy.

## **Co-operation**

All aspects of health and safety remain a management responsibility. However, a safe and healthy workplace can only be achieved with the full co-operation of every employee who should promote a positive health and safety culture within the school.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff, volunteers and contractors. They are responsible for co-operating with the Headmaster, the Bursar and other members of the Senior Management Team in order to enable the governors to comply with health and safety duties. To achieve this, staff must:

- Follow the policy and obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the school risk assessments;
- Exercise their awareness, alertness, self-control and common sense at work;
- Report promptly to their department head, Bursar or Headmaster all hazards, potential hazards, defects in equipment and any shortcomings in the school's work systems or procedures.

Employees should not be in any doubt that the school will apply disciplinary procedures to any employee who is in breach of the school's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the school's operations, and for those who may become involved in them.

## Organisation

Details of the organisation and responsibilities relating to Health and Safety at the school and arrangements for carrying out the policy are to be found in sections 2 and 3 respectively. The school's organisation for health and safety responsibilities are clearly defined within this and are available at all times to all employees at every level.

## Policy Review

This Health and Safety Policy Statement and the Responsibilities and Arrangements that support it will be reviewed at least annually or more frequently where there have been significant changes to the company or the nature of the company's activities.

All employees are briefed on where copies of this statement can be obtained on the school's intranet. They will be advised as and when it is reviewed, added to or modified.

Signed ..... Date .....  
Chair of Governors, for and on behalf of the Board

Signed ..... Date .....  
Headmaster

## Section 2: Organisation and responsibilities

This part of the policy deals with the organisation, planning, implementation, operational monitoring and management review of the policy. It also covers the development of general policy and how we train our employees (and others) to carry out our activities. An organogram has been prepared to assist in the understanding of the health and safety structure within the School, which is shown at the end of this section.

### 1. Board of Governors ("The Board")

The Board has overall collective responsibility for health and safety within the School. It has a responsibility to ensure that health and safety issues are considered and addressed and that the Policy is implemented throughout the School. They will also make adequate resources available so far as is reasonably practicable, to enable legal obligations in respect of health and safety to be met. Where appropriate, advice from a Competent Person will be sought to

advise the School and tasks will be delegated to suitable employees in order to assist the Board in carrying out its duties.

## **2. Headmaster**

The Headmaster will assist the Board in directing the overall management and development of the Policy, defining the aims of the Policy and communicating the responsibilities associated with the management of health and safety within the School. The Headmaster will also report to the Board on health and safety performance and assist the Board in implementing changes in the Policy, which the Board have approved.

The Governors and Headmaster are responsible for implementing this policy within the school. In particular, they will:

- Monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
- Prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills once a term to take place and for the results of these to be recorded;
- Make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information issued by relevant authorities;
- Make arrangements for the implementation of accident reporting procedures and draw this to the attention of all staff at the school as necessary;
- Make arrangements for informing staff and pupils of relevant safety procedures. Other users of the school will be appropriately informed;
- Monitor, within the limits of their expertise, the activities of contractors, hirers and other organisations present on site, as far as is reasonably practicable;
- Identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Headmaster in the management of health and safety at the school;
- Such delegated responsibility must be defined as appropriate (see below the Delegated Person);

## **3. Deputy Head**

The Deputy Head is responsible for all health and safety matters relating to child protection and welfare issues. He is the School's Designated Lead for Child Protection and Safeguarding issues. The Deputy Head is also responsible for signing off of all trips and visits (educational and pastoral), having checked a suitable risk assessment is in place. He is further responsible for all sports fixtures, club and activities and the associated risk assessments.

#### **4. Director of Studies (DoS)**

The DoS holds responsibility for all health and safety matters relating to all teaching and staff training in the academic environment, including Early Years and Junior Departments. This includes all relevant risk assessments and issues regarding equipment and substances used for teaching purposes and outdoor lessons.

#### **5. Bursar**

The Bursar will have day-to-day management responsibility for ensuring that, so far as is reasonably practicable, arrangements are in place for:

- Safety and security;
- Fire safety;
- Electrical safety;
- Gas safety;
- Water quality;
- Asbestos management;
- Legionella management;
- Emergencies and RIDDOR reporting;
- Health and safety induction for all new staff;

The Bursar will also act as the School Safety Co-ordinator, whose duties will include:

- Assist the Headmaster in the implementation, monitoring and development of the safety policy within the school;
- Monitor general advice on safety matters given by relevant bodies and advise on its application to the school;
- Co-ordinating advice from specialist safety advisors and producing associated action plans;
- Co-ordinate arrangements for the design and implementation of safe working practices within the school;
- Compliance with the Construction (Design and Management) Regulations;
- Investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
- Order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Headmaster;
- Assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
- Ensure that staff with control of resources (both financial and other) give due regard to safety;

- Co-ordinate arrangements for the dissemination of information and for the instruction of employees, pupils and visitors on safety matters and to make recommendations on methods of resolving any problems identified and on the extent to which staff are trained;
- Ensure that general health and safety inspections are undertaken once a term;
- Arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the Health and Safety Committee;
- Report to the insurers any defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed;
- Ensure that heavy machinery or plant movement is not permitted during breaks; any such movement has to be supervised;
- Manage safe asbestos disposal and maintain an Asbestos Register;
- Chairing the School Health and Safety Committee.

## **6. Heads of Department (Teaching)**

The Heads of Department will ensure, as far as is reasonably practicable, the health and safety of those affected by activities under their control and is overseen by the Deputy Head (Academic). They are responsible for maintaining up to date risk assessments for areas under their control. Specific risk assessment requirements are:

- Art (including harmful substances and flammable materials) - Head of Art;
- DT - Head of Design & Technology (Additionally responsible for organising maintenance and servicing of DT equipment and kiln);
- Drama - Head of Drama;
- Science (including harmful substances and flammable materials) - Head of Science;
- Sports activities - Director of Sport;
- Music - Director of Music;

They will also be responsible for identifying, organising (and maintaining records) of training that is relevant to their area of control.

## **7. Facilities and Estates Manager**

The Facilities and Estates Manager will assist the Bursar with the implementation of the following:

- Building security;
- Maintenance of School vehicles;
- Site traffic movements;

- Testing arrangements, maintenance and records and daily management of: fire safety, electrical safety including portable appliance testing, gas, and school equipment;
- Maintenance and records and daily management of all asbestos on site;
- Testing arrangements, maintenance and records and daily management of water quality and for legionella;
- Good standards of housekeeping, including drains, gutters etc.;
- Carry out annual maintenance checks on all electrical and gas equipment;
- Ensure that all glazing is safe and any breakages made secure and repaired as quickly as practicable;
- General cleanliness of the facilities through liaison with the cleaning provider;
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate);
- Registration, briefing and control of contractors;
- Control of hazardous substances for grounds maintenance activities and maintenance of the Control of Substances that are Hazardous to Health (COSHH) register.

The Facilities and Estates Manager is responsible for maintaining up to date risk assessments for areas under his control.

## **8. Catering Manager**

The Catering Manager will assist the Bursar with the implementation of the following:

- Catering and cleaning functions within the kitchen and dining areas;
- Prevention of unsupervised access by pupils to potentially dangerous areas (in co-operation with others as appropriate);
- Implementation of the packed lunch policy with regard to non-storage or reheating of food from pupils;
- Control of hazardous substances for cleaning activities, along with;
- Testing arrangements, maintenance and records for all kitchen equipment;
- Ensuring all relevant staff hold appropriate food handling and hygiene qualifications;
- Building security as required.

In addition, the Catering Manager arranges for:

- An independent external professional to audit hygiene and safety of food storage, meal preparation, food serving and other kitchen equipment areas up to three times a year;
- Professional advice from a dietician on healthier food, menu planning and special diets as needed;
- The professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc. twice a year.

The school's adherence to health and safety in catering and cleaning is subject to external inspection by the Environmental Health Department.

The Catering Manager is responsible for maintaining up to date risk assessments for areas under his control.

## **9. Welfare Assistant**

The Welfare Assistant will be responsible for:

- Maintaining an accident book and reporting notifiable accidents to the Bursar (or in his absence the Health & Safety Executive);
- Keeping statistics and preparing summary reports for the School's Health and Safety Committee;
- Organising escorts for pupils that require transport to hospital (and informing their parents);
- Checking that all first aid boxes and eye wash stations are replenished.

## **10. School Health and Safety Committee**

The Committee will meet once a term, and will be chaired by the Bursar. The Governor who is responsible for overseeing health and safety will be invited to attend these meetings, as will the Headmaster. The other members of the Committee will be:

The Facilities and Estates Manager, who is the Committee secretary  
The Deputy Head  
The Director of Studies  
Head of Art and D&T  
Head of Science  
Director of Sport  
Director of Music  
Head of Drama  
The Catering Manager  
The Welfare Assistant

The role of the Committee is to:

- Discuss matters concerning health and safety, including any changes to regulations;
- Monitor the effectiveness of health and safety within the school;

- Review accidents and near misses, and discuss preventative measures;
- Review and update risk assessments;
- Discuss training requirements;
- Monitor the implementation of professional advice;
- Review the safety policy guidance and updating it;
- Assist in the development of safety rules and safe systems of work;
- Monitor communication and publicity relating to health and safety in the work place;
- Encourage suggestions and reporting of defects by all members of staff.

### *Consultation Arrangements with Employees*

The School's Health and Safety Committee meets each term and is chaired by the Bursar. Employees are invited to submit items for discussion, risk assessments and for comments arising from the last fire practice. Other areas of H&S concerns and consultation, such as risks to the school and HSE advice, will be circulated to staff via email and/or paper copies and made available on the staff share area. Further details are shown in the Staff Handbook.

## **10. External Health and Safety Advisors**

The Facilities and Estates Manager will arrange, as appropriate and in conjunction with the relevant member of staff running the department, for external consultants to advise on matters of health and safety within the School. Such provision may include:

- Engineers monitor and service the school's plant, equipment, including boilers, lifts and hoists annually.
- In conjunction with the Director of Sport - Gym /fitness equipment.
- In conjunction with the Head of DT - Machinery used in both Design and Technology and in the maintenance department are serviced annually;
- Structural surveyors to give advice on the external fabric of the school.
- Appropriate pest control measures to be in place;
- The school has a suitable and sufficient fire risk assessment which is reviewed annually for items in the action plan and updated every three years, or when significant changes are made to the interior of buildings, or new buildings are bought or added;
- In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting and extinguishers are tested annually by a qualified contractor;
- An external health and safety consultant reports every three years on the arrangements for health and safety in all lessons, support areas, public spaces, and sports facilities;
- The school has a suitable and sufficient risk assessment for legionella annually and a monthly water sampling and testing regime is in place;

- The school maintains an asbestos register and the Bursar is responsible for ensuring that it is kept up-to-date and for any sampling or removal before major works takes place. The Facilities and Estates Manager is responsible for the maintenance of an asbestos management plan. He is also responsible for making sure that contractors are fully briefed on areas of asbestos before starting work;
- The school's radiation protection supervisor (RPS), (Head of Science) is responsible for liaison with the radiation protection advisor of Sutton Council for ensuring compliance with the Ionising Radiation Regulations 1999 and local rules made to comply with these regulations. The RPS is also responsible for ensuring compliance with the Radioactive Substances Act 1993 and exemption certificates granted under them, although none are currently held at the school.

## **11. Responsibilities of Staff towards pupils and others in their care**

All staff are responsible for the health and safety arrangements in relation to staff, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:

- Exercise effective supervision over all those for whom they are responsible, including pupils;
- Be aware of and implement safe working practices and to set a good example personally;
- Identify actual and potential hazards and introduce procedures to minimise the possibility of mishap through appropriate risk assessments;
- Ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards;
- Provide written job instructions, warning notices and signs as appropriate;
- Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- Minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
- Provide the opportunity for discussion of health and safety arrangements;
- Investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action;
- Provide for adequate instruction, information and training in safe working methods and recommend suitable 'off the job' training;
- Where private vehicles are used to transport children to and from school functions, staff must ensure that child restraints and seats appropriate to the age of the pupil concerned are used;

- Staff are on duty at pick-up times to monitor safe vehicle movement on site;
- Entry/exits are kept clear for emergency vehicles in the event of an emergency;
- Pupils are supervised by adults (break duties) and teachers are advised to keep classrooms locked when not in use;
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- Staff must be responsible for personal medication and ensure that it is stored securely and out of reach of any pupils.

NB. When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Bursar.

## **12. Responsibilities of all Employees**

All employees have a responsibility under the Act to:

- Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
- Co-operate with the Governors, Headmaster and others in meeting statutory requirements;
- Not interfere with or misuse anything provided in the interests of health, safety and welfare;
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Headmaster;
- Ensure that tools and equipment are in good condition and report any defects to the Bursar;
- Use protective clothing and safety equipment provided and ensure that these are kept in good condition;
- Ensure that offices, general accommodation and vehicles are kept tidy;
- Ensure that there is no smoking on the school premises;
- Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Headmaster and recorded in an Accident Book.

**WHENEVER AN EMPLOYEE IS AWARE OF ANY POSSIBLE DEFICIENCIES IN HEALTH AND SAFETY ARRANGEMENTS SHE/HE MUST DRAW THESE TO THE ATTENTION OF THE BURSAR.**

Please note the following:

- a. It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage;
- b. Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure they are accompanied by a person familiar with the environment or that they are advised of specific hazards;
- c. All volunteer helpers, sub-contractors and peripatetic staff will be expected, as far as reasonably possible, to meet the same standards required of employees.

### **13. Responsibilities of Pupils**

All pupils are expected, within their expertise, ability and understanding, to:

- exercise personal responsibility for the safety of themselves and their fellow pupils;
- observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous);
- observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
- use and not wilfully misuse, neglect or interfere with things provided for safety purposes.

The Governors and the School will endeavour to make pupils (and where appropriate parents and carers) aware of these responsibilities through direct instruction, notices and the School Handbook.

### **14. Risk Assessments**

**The following procedure must be followed:**

- a. All existing RAs must be reviewed annually. This is to take place within the first two weeks of the start of the Autumn term, or at any further time during the school year as is necessary.
- b. All RAs must be signed off by the appropriate member of the SMT (as per the Health and Safety Organisational chart) and a copy of the sign document stored in the correct location in the 'Administration' folder on the 'S' Drive.
- c. Guidance on how to complete a Risk Assessment can be found at Section 4.

**It must be remembered that the Risk Assessment is not only the written instruction but also the application of that instruction.**

## **15. Accident recording, reporting and investigation**

All accidents will be recorded in the accident book, which is kept in the First Aid area.

Serious accidents must be brought to the attention of the Bursar, the Headmaster or other authorised person, who will decide on further action including the completion of a RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) 'Injury or Dangerous Occurrence Report'. On line forms from the Health and Safety Executive Form 2508 are to be used for the reporting of major injuries.

The person completing the accident record or report will be responsible for investigating the causes of the accident and, if necessary, making recommendations to prevent recurrence.

## **16. Visitors/Security**

Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected to observe the safety rules of the school.

All visitors will be expected to report to the school reception, where they will be asked to sign the visitor's book and to wear an identification badge.

Staff are encouraged to challenge politely anyone in school they do not recognise who is not wearing either a visitor or identification badge.

## **17. Lettings**

The Bursar and Facilities and Estates Manager must ensure that:

- The means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Bursar knows of any hazard associated with the above, he should take action to make hirers aware of it;
- Fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
- Hirers of the building are briefed about the location of the telephone, fire escape routes, fire alarms and firefighting equipment. Notices regarding emergency procedures should be prominently displayed;

- Hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
- Arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or their staff.

**18. Fire and Emergency Evacuation Procedures.** These are explained in greater detail in the Fire Safety Policy.

- The school's procedures for fire and emergency evacuation are posted in each classroom, in the School Offices and in the school entrance hall;
- These procedures will be updated as appropriate;
- Fire drills are held termly and evacuation times are recorded;
- The logbook for the recording and evaluation of practice and evacuation drills is available and is kept by the Facilities and Estates Manager.

### **19. Fire Prevention Equipment**

Arrangements are made for appropriately qualified inspectors to regularly monitor the condition of all fire prevention equipment. This includes the regular visual inspection of fire extinguishers and testing of the fire alarm system by the school maintenance department.

### **20. First Aid Procedures**

- Homefield Preparatory School has a First Aid Policy;
- First aid is available in the First Aid Room;
- The names of the first aiders/appointed persons are located around the school;
- The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff which must include a qualified first aider or other appropriate care, as detailed in the relevant risk assessment.

### **21. Issuing medicines**

School staff should not administer any medicines unless they comply with the school's First Aid Policy and:

- a pupil who suffers from a chronic condition, such as asthma or epilepsy, could not otherwise attend school; or
- there is a compelling need to administer short-term medication for a serious complaint.

In all cases, appropriate medical, parental or carer authority is required before staff will administer such medication.

## **22. Control of Substances Hazardous to Health**

The responsibility for carrying out COSHH assessments will rest with the Facilities and Estates Supervisor, Head of Science and the Catering Manager. The Facilities and Estates Manager will hold the centralised file. COSHH data sheets will be requested from suppliers and, once assessed, will be kept by the Facilities and Estates Manager.

When pupils are present on the school site, all chemicals used for cleaning, including detergents must be kept in locked cupboards.

## **23. Electrical Equipment**

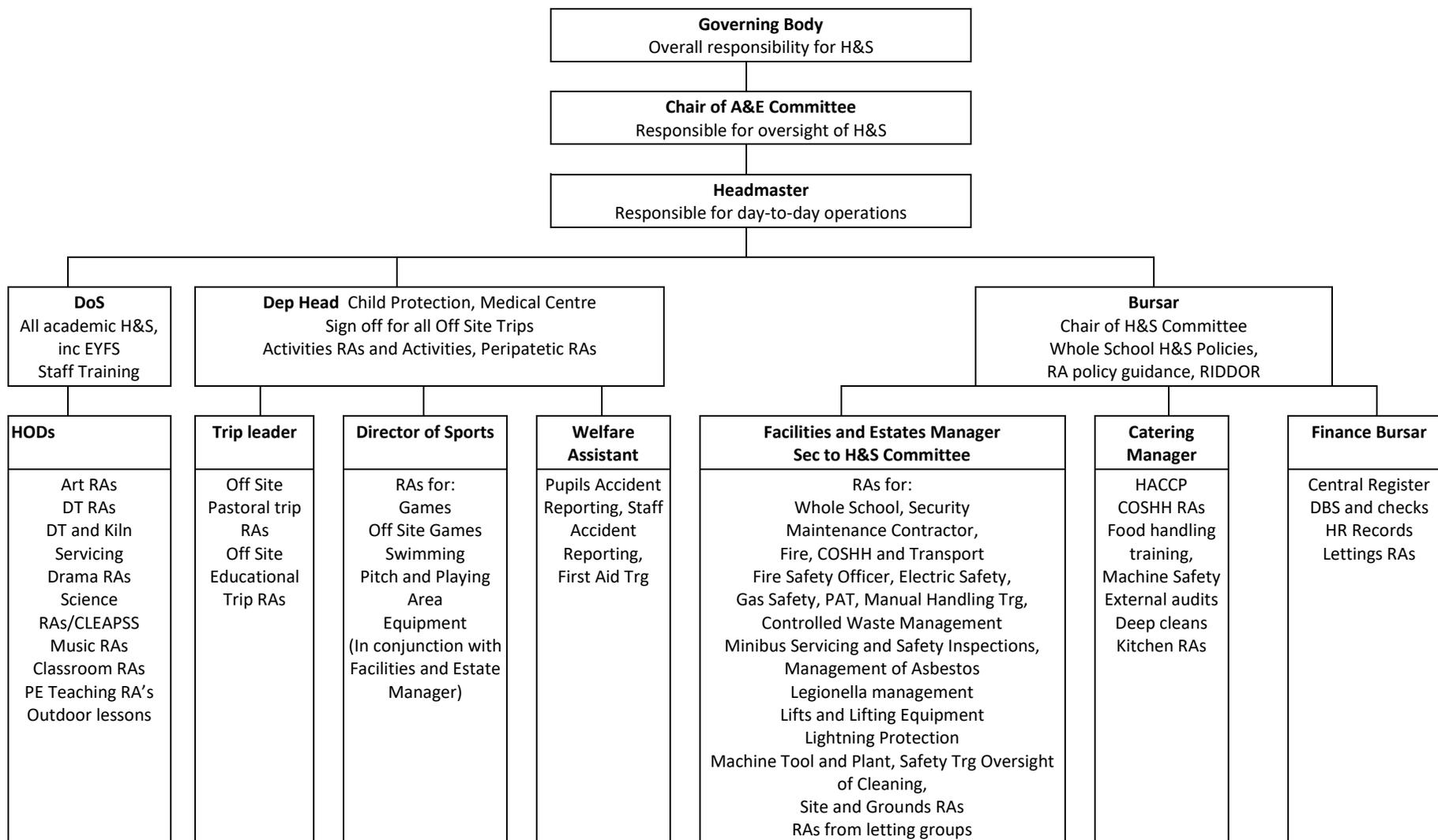
All mains operated electrical apparatus must be tested annually using 'PAT' testing equipment and labelled that it has been passed as safe to use. This testing shall be carried out by an appropriately trained person.

All electrical equipment that is brought onto site by a member of staff must be PAT tested. It is the responsibility of the member of staff to ensure that it is checked by the Facilities and Estates manager before it is used.

## **24. Control of Contractors**

More detailed guidance on working with and the control of contractors is available in the school's Appointment and Control of Contractors Policy. This details the specific health and safety obligations of each party along with the procedures that are to be followed.

# HOMEFIELD PREPARATORY SCHOOL HEALTH AND SAFETY ORGANISATIONAL RESPONSIBILITY CHART



**All RAs are to be centrally stored on the staff Share area under Administration/Risk Assessments**

### Section 3: Arrangements

As governors, we have specified that that the school should adopt the following framework for managing health and safety:

- The School is to undertake risk assessments, implement the identified control measures and ensure that safe systems of work are applied in relation to all of our activities;
- The School is to take steps to assess the competence of any contractor we engage and to ensure that information is exchanged on matters relevant to health and safety;
- The external fabric of the school, its plant, equipment and systems of work are surveyed and inspected regularly by competent professionals;
- The school has a competent person undertake a risk assessment for legionella, every year and a monthly water sampling and testing regime is in place;
- The school has a comprehensive policy in place for the training and induction of new staff in health and safety related issues, which should include basic 'manual handling' and 'working at height' briefings. Health and safety training that is related to an individual member of staff's functions, such as science technician, will be provided in addition to the 'standard' induction training. First aid training and minibus driver training are provided to members of the teaching staff who are involved with trips and visits and to selected members of the non-teaching staff.
- The Chair of the Admin and Estates Committee, in overseeing health and safety, is invited to attend the termly meeting of the school's health and safety committee and receives copies of all relevant paperwork;
- An external health and safety consultant reviews the overall arrangements for health and safety, including fire safety, the general state of the school, and reports on actions required with recommended timescales. The Admin and Estates Committee should monitor the progress of implementation;
- The school has fire risk assessments, carried out by a competent person, which are reviewed every year for progress on completion of items in the action plan, and updated if significant changes are made to the interior of buildings or new buildings are bought or added. The Health and Safety Committee should review this risk assessment every time it is amended and submit a report to the Admin and Estates Committee;
- The school's adherence to health and safety in catering and cleaning of the food preparation and eating areas is subject to external inspection by the Environmental Health Officer (EHO). In addition, an independent hygiene and safety audit of food storage, meal preparation and food serving areas takes place at least three times a year, together with regular external deep cleaning and pest control services. The Bursar reports on all these aspects to the Admin and Estates Committee;
- A report on health and safety covering relevant information, including: statistics on accidents to pupils, staff and visitors, staff training, fire drills, and all new or revised policies and procedures is tabled at each term's Admin and Estates Committee meeting;

- These reports (as per points above) are considered by the Admin and Estates Committee and its recommendations (together with other defects) form the basis of the school's routine maintenance programmes;
- The minutes of the Admin and Estates Committee's discussion on health and safety are tabled at each meeting of the full Governing Board, together with any other issues on health and safety that the Committee Chairman wishes to bring to the Board's attention.

#### **Section 4: Risk Assessments**

The school carries out annual risk assessments to cover accommodation, pertinent teaching activities and fire risk. Risk assessments are also carried out for any off site visits, sporting activities, extra-curricular and various estates activities.

Staff are trained on health and safety issues and competence in dealing with risk assessments through INSETs.

The Health and Safety Committee meets termly to discuss any safety issues and feedback from risk assessments.

#### **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 (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 can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (child protection issues) and environmental (asbestos, legionella).

#### **Why have Risk Assessments?**

The obvious answer is that risk assessments are a legal requirement. ISI and Ofsted Inspectors will expect to see examples. But there is logic to this. 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. 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.

### **What Areas require Risk Assessments?**

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

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

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

#### **Educational**

- Science experiments
- Art, Design and Technology
- Each sport and PE activity
- Music (including minimising the risk of hearing loss to staff)
- Drama (including the theatre back stage, stage, props room and lighting box)
- General classrooms

At Homefield Preparatory School we make use of model or generic risk assessments, for our educational activities and visits. We subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science and Design and Technology. We provide professional training courses for both teachers and technicians who work in Science and Design and Technology. All teaching staff receive regular induction and refresher training in risk assessments tailored to their specific areas.

#### **Pastoral**

The focus of our pastoral policy is to ensure that every pupil leaves as a confident, articulate young adult capable of keeping himself 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 pupils to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

## Medical and First Aid

The First Aid area has risk assessments for first aid and all other treatments and procedures. The accident forms are maintained in the First Aid Room for inspection.

## Child Protection

Our 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 and volunteers and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

## Support Areas

- Catering and Cleaning: risk assessments and training are 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.
- 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 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 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 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.
- 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.

## 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 and Art, Design and Technology rooms. 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.

### **Responsibilities of all Staff**

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety (which is recorded). Specialist training is given to those whose work requires it. 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 Headmaster, the Bursar and other members of the Senior Management Team in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar.

## Conducting a Risk Assessment

There are several possible techniques. The model that we use at Homefield Preparatory School, known as the “Traffic Lights Model”, is set out below:

<b>YOU NEED TO WORK OUT THE RISK LEVEL FOR EACH HAZARD</b>		<b>Severity of hazard</b>	<b>Probability of hazard</b>	<b>LEVEL:</b>		
<b>Risk level is worked out by multiplying Severity against Probability</b>		1 Negligible 2 Minor Injury/issue	1 Improbable 2 Occasional 3 Fairly Frequent 4 Very Frequent	1 – 4 = <b>Low (L)</b> 5 – 8 = <b>Medium (M)</b> 9 – 16 = <b>High (H)</b>		
<b>Severity x probability = Level</b>		3 Major Injury/issue				
<b>FILL THIS ANSWER INTO THE FOURTH BOX ON THE TABLE</b>		4 Death				
<b>EXAMPLE</b>						
Activity	Hazard	Who is at risk?	Score H/M/L	What existing control measures are in place to reduce the risk?	Further action required Y/N?* if Y, what extra measures are needed?	Person Responsible
Minibus Travel	Vehicle accident leading to injury or death,	Boys Staff Volunteers	<b>M</b> (from S=4 P=2 So 4x2=8)	<ul style="list-style-type: none"> <li>• Driver must read and follow the School’s ‘Safe Systems of Work’ for driving minibuses, ‘Pupil Behaviour’ on Minibuses and the ‘Vehicle Check’ list and confirm read.</li> <li>• Seatbelts to be worn at all times.</li> <li>• Drivers are qualified and current to drive minibus.</li> <li>• Driver to complete a register before travel and have conducted a visual check to ensure all passengers present.</li> </ul>	N	

On completion of the risk assessment, the residual risk score is coloured coded as follows:

**Red – scores of 9-16**

**Amber – scores of 5-8**

**Green – scores of 1-4**

Our policy at Homefield Preparatory School is **never to** carry out any activity which has a **red rating** (9 or above) after the risk reduction measures have been put into effect. Activities involving our youngest pupils (EYFS children and Years 1 to 3 will only be carried out, if they can be awarded a residual (**green**) score of 4 or below.

**Green activities can be:**

- **A hazard that is highly likely but is of low residual rating.** For example:

The likelihood of a coach in a city being stuck in traffic would be rated as 4

The severity of leaving teachers, teaching assistants and children waiting outside in hot sun/wet weather for an unknown period of time would be rated as 2.

The initial risk rating would be 8 (Amber).

But putting all of the following measures in place reduces its severity to 1, leaving a residual risk rating of 4 (Green):

- Teacher in Charge and Driver are in mobile phone contact.
- Staffing ratio is 1: 4 (instead of the normal 1: 6) and supplemented further by parent volunteers.
- Teacher in Charge has made a reconnaissance visit, and discovered where the party can wait out of the rain/sun.
- Bottled water is carried.
- All staff carry visit packs, and can phone the school to advise that there will be a delayed return.
- All parents' emergency contact details are available to the School Office, who phones/text messages them and explains that the coach has been stuck in traffic; but there is nothing to worry about.
- All members of staff had held a meeting to discuss the outing and the risk assessment beforehand.

- **A hazard may be very unlikely; but have a high severity rating.** For example:

The likelihood of a child going missing on an organised school outing headed by a qualified Teacher, who has been trained in leading visits, and was appropriately staffed would initially be rated as 2.

The severity would be 4.

The initial risk rating would be 8 (Amber).

But putting the following measures into place reduces the likelihood to 1, leaving a residual risk rating of 4 (Green):

- All children have been briefed about the purpose of the visit and the expectations of behaviour.

- All children understand where they should go if they accidentally become separated from the rest of the group.
- Teacher in Charge and other staff and volunteers carry mobile phones.
- Staffing ratio is 1: 4 (instead of the normal 1: 6) and supplemented further by parent volunteers.
- Teacher in Charge has made a reconnaissance visit, and planned the route inside the location (e.g. museum) in advance.
- Children are divided into groups of 4 each supervised by one member of staff, assisted by a volunteer.
- All members of staff had held a meeting to discuss the outing and the risk assessment and the Missing Child Policy beforehand.
- All members of staff know what to do in an emergency.
- All volunteers have been briefed thoroughly on their respective roles.
- All children are wearing school uniform and are readily identifiable.
- Head counts are taken on leaving the classroom, on sitting in the coach, on leaving the activity and on returning to the coach. The coach does not leave until everyone is accounted for.

The examples quoted above are intended to illustrate those everyday risk assessments for school outings are no more than practical tools that are designed to assist teachers who are in charge of an outing. The issues:

- What if the coach is delayed?
- What if a child goes missing?

can arise, and need to be anticipated in advance. However, conducting risk assessments on EYFS outings does not require specialist knowledge.

### **Medium Risk Activities**

We undertake a few medium risk activities with older pupils, such as skiing, open water activities and orienteering; but only using specialist/qualified instructors. Some of the scientific experiments carried out by our pupils also have a residual amber rating. Pupils are always given a safety briefing before participating in these activities, and are expected to wear protective equipment, such as mouth-guards/safety goggles, and to follow instructions.

Support staff may carry out medium rated activities if they have been properly trained and work in pairs. All members of staff and pupils are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

## **Specialist Risk Assessments and High Risk Activities**

We will always employ specialists to carry out high risk tasks at the school. The Bursar in conjunction with the Facilities and Estates Supervisor arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety of buildings
- Work at high levels
- Work with lead
- Hot works

### **Review of Risk Assessments**

All risk assessments should 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 should also be reviewed (and recorded), when major structural work is planned, or in the event of an accident. The school's arrangements for the management of health and safety should 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.