



Longwood
School and Nursery

Risk Assessment Policy

This policy is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control.

Agreed: January 2018

Last review: 10/21 by CM

Next review due: 10/23

WHAT IS 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).

WHY HAVE RISK ASSESSMENTS?

Risk assessments are a legal requirement. 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.

It is not only a legal requirement, but also our firm belief, that risks to health and safety should be controlled wherever possible through risk assessments. These are therefore conducted in the school and nursery on a daily basis with regards to identified risks to our children, our buildings, our grounds, in our daily routines and at other events. General risk assessments are undertaken annually or more frequently if required.

CONDUCTING RISK ASSESSMENTS

Assessments are conducted by Claire May, Malcolm Livesey or Marietta, or delegated to other competent persons. Assessment will not be delegated to staff who are uncomfortable about carrying out the task, or who do not have the influence to ensure that their recommendations are implemented.

The Head Teacher formally assesses the school for potential risks once a year.

Risk Assessments are approved by the Head Teacher or Proprietor and kept in the relevant school office.

WHAT AREAS REQUIRE RISK ASSESSMENTS?

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

- Fire safety, procedures and risk assessment
- Educational visits and trips

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

Classrooms

Nursery group rooms

Garden

Security

Equipment (indoor and outdoor)

Burns and scalds

COSHH

Food safety

Slips and trips

Manual handling

Building works

Medical and First Aid

The person responsible for reporting accidents to is the Duty Manager (all first aid trained). The duty managers are listed on a noticeboard in the office together with their working hours. The Accident Record Books are in the Office. Longwood keeps records of all accidents and injuries, and

has a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence.

(See also separate policy documents; FIRST AID and HEALTH & SAFETY)

Keeping children safe

The School's Safeguarding Policy together with the suite of other 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 Proprietors, volunteers and by ensuring that everyone at Longwood receives regular safeguarding training, we manage this risk to an acceptable level.

Support Areas

- **Catering and Cleaning:** risk assessments and training are required for 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. Refresher training is undertaken by all staff.

- **Caretaking and Security:** risk assessments cover classrooms and nursery rooms. 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. Induction and refresher training covers risk assessments, protective equipment and safety notices.

Access by Pupils and Supervision

Longwood has procedures in place for the proper supervision of children at all times by staff in School and the Nursery and on visits that is understood by all members of staff.

Doors to potentially dangerous areas such as the food store and laundry area are kept locked when not in use. Children do not have access to these rooms.

REVIEW OF RISK ASSESSMENTS

All risk assessments are regularly reviewed; but the EYFS Statutory Framework requires us which provide for this group to review and update their risk assessments annually.

RESPONSIBILITIES OF ALL STAFF

All members of staff are given an induction into the school's arrangements for risk assessments and health and safety. 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 children and visitors. They are responsible for cooperating with the Proprietor, the Head Teacher, and other members of the Senior Management Team in order to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects the Head Teacher.

ACCIDENT REPORTING

The Head Teacher is responsible for reporting and recording any notifiable accident that occurs on Longwood 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) as well as Ofsted. All notifiable accidents and near misses are reviewed by Claire May and /or Marietta Gilbert with a view to assessing whether any measures need to be taken to prevent recurrence.

Please read this policy in conjunction with and referring to;

- Fire Safety Policy and Fire Risk Assessment
- Educational Visits Policy
- EYFS Outings Risk Assessment
- Health & Safety Policies

- First Aid Policy
- Manual Handling Policy
- Supervision of Pupils
- All separate risk assessments