

# LION HOUSE — A HURLINGHAM SCHOOL

## Risk Assessment Policy

This policy is made available to all parents, prospective parents, staff and prospective employees of *Lion House – a Hurlingham School* on our website, and a hard copy can also be viewed at our School Office.

### 1. Introduction

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 the harm which is likely to be caused and 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).

### 2. What areas require risk assessment?

There are numerous activities carried out in Lion House – a Hurlingham 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 policies cover each of the three areas mentioned above.* However, risk assessments are also needed for many other areas, including:

#### Educational

- Fire safety, procedures and risk assessments
- Educational visits and trips
- EYFS settings
- Sport and PE activity
- Drama (including the theatre back stage, stage, props room and lighting box)
- Educational Visits
- School Social Events/Functions – in and out of school
- Medical and First Aid
- Classrooms
- Catering Department
- Playgrounds
- Child Protection (See Health and Safety and Safeguarding Policy)
- Electrical Equipment

#### Pastoral

The focus of our pastoral policy is to ensure that every pupil leaves as a confident, articulate young adult capable of keeping him/herself safe on the streets, in the home and in all situations. Our PSHEE 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.

#### Medical and First Aid

We have comprehensive policies and risk assessments for first aid and all other treatments and procedures. The accident books are maintained in the School Office and the School Secretary is responsible for ensuring that accident reports are also recorded electronically on the database and passed to the Principal.

#### 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 Company Directors, volunteers and the parents who regularly accompany children on trips or come into school to hear children read, 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 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: 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 and working at heights. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- Maintenance: risk assessments and training is required for tools and 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 tools and machinery, as well as for manual handling, slips and trips, working at height, lone working, 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 kitchen and storage areas. Doors to these areas are kept locked when not in use and pupils are only allowed access when accompanied by a member of staff. Pupils do not have access to the Maintenance, Catering and Caretaking working areas in the school.

### **3. Conducting a Risk Assessment**

Generic risk assessments often form the starting point for our own risk assessments. These are then considered within the context of our School and the activities which we carry out and adapted and added to accordingly. Risk assessment as a whole is overseen by the School Principal. Each individual Risk Assessment is drawn up in consultation with the members of staff who are most involved in that particular area, room or activity. For room risk assessments which may be used by many members of staff, the Risk Assessment itself is displayed in a prominent position so that everyone is made aware of the possible risks and prevention. All staff receive training in how to draw up a risk assessment at the annual start of year inset.

Risk Assessment relating to Outings, Residential Trips and Child Protection are overseen by the Head.

Our policy at Lion House – a Hurlingham School is **never to** carry out any activity which is considered to be dangerous once appropriate measures to reduce levels of risk have been adopted. Items on the risk assessments are colour coded red, however, to highlight areas which Staff need to take particular notice of in order to reduce any level of risk to an acceptable level.

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

When appropriate, we employ specialists to carry out high risk tasks at the school. The School Principal and Caretaker arrange for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos (certificate received August 2017)
- Legionella
- Gas safety
- Electrical safety of buildings

#### **5. Review of Risk Assessments**

All risk assessments reviewed annually.;

With regard to our EYFS pupils in particular, we retain records of our regular checks of the furniture, equipment and toys used by them.

Risk assessments are also 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 describes 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.

At Lion House – a Hurlingham School, we maintain a "library" of risk assessments on our staff intranet for staff to refer to and adapt for their own use.

#### **6. 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 Head, the Principal and other members of the SLT in order to enable the Board of Directors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the School Office or directly to the Principal.

#### **7. Accident Reporting**

The Principal is responsible for reporting and recording 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). All notifiable accidents and near misses are reviewed by the school's Health and Safety Committee with a view to assessing whether any measures need to be taken to prevent recurrence.

#### **8. Audit Compliance Statements**

An annual Company compliance risk assessment is presented by the Principal to the Company Directors at the Summer Term, Board Meeting. This report analyses:

- 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 Leadership and Management 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 and volunteers
  - Measures to ensure the selection, training and appraisal of appropriately qualified staff
  - Insurance
  - Strong financial controls that are regularly reviewed
  - Financial reserves policy
  - Use of professional advice from lawyers, accountants, architects, etc as needed

The Board of Directors is 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 Directors have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the Company, and are satisfied that systems are in place to manage our exposure to the major risks.

Date created: Autumn 2009

Date of last review: June 2017

Date of next review: June 2018