



# Risk Assessment Policy Including EYFS

## Abbotsford Preparatory School

### 1. Introduction

Our policy reflects the DfE guidance, in particular 'Health and safety: responsibilities and duties for schools' (DfE, 2018) and 'Keeping Children Safe in Education' (DfE, 2021).

This policy should be read in conjunction with the policies listed below:

- Health and Safety
- Safeguarding and Child Protection

Our School is fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their 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, not just with the law, but with the best practice. Risks are inherent in everyday life. We need to identify risks and to adopt systems for avoiding and/or mitigating. Our students need to be educated into how to cope safely with risk.

### 2. What is a Risk Assessment?

- **A Risk Assessment** is a tool for conducting a formal examination of the harm or hazard to people (or organisation) that could result from a particular activity or situation.
- **A Hazard** is something with the potential to cause harm (Fire).
- **A risk** is an evaluation of the probability (or likelihood) of the hazard occurring (a chip pan will catch fire if left unattended).
- **A risk assessment** is the resulting assessment of the severity of the outcome (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 (staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance). Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focussing on prevention, rather than reacting when things go wrong. In many cases simple measures are very effective and not costly. Risk assessments need reviewing and updating regularly. We are very aware that all the staff and students need to receive training. All risk assessments are kept on file in Gamma/Information/Documents/Health and Safety. Hard copies are kept on file in the Head's Office. All Staff training is organised by the Headteacher

### 3. What areas require risk assessments?

There are numerous activities carried out at our School, each of which requires a separate risk assessment. The most important of these cover;

- Fire safety and procedures
- Educational visits and trips.
- Site and premises

Risk assessments are needed for other areas including

- Science
- PE activities
- DT/Food Tech/Art
- Drama

To help us carry out effective risk assessment, and assess all risks adequately, we make use of model or generic risk assessments, for our educational activities and visits.

#### 4. Premises

- **Maintenance:** risk assessments and training are given to minimise risks. Manual handling, working at height, asbestos, contractors on site and substances hazardous to health (COSHH).
- **Caretaking and security:** risk assessments cover the main rooms in the School. Training is given to minimise the risk of fire and security by adhering to good practice.
- **Catering and Cleaning:** risk assessments and training are given in these departments. The Catering is overseen by the school cook and the cleaning is run in house. COSHH control of substances is maintained in these areas.
- **Grounds:** the gardening is maintained by site staff. The caretaker oversees the premises, and a weekly audit of all play areas is kept.
- **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.

#### 5. Conducting a risk assessment

Our policy is to not carry out any high-risk activity. Activities involving students are normally low risk. Students 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 students are expected to wear (PPE) for tasks that have been assessed as requiring its usage.

#### 6. Specialist risk assessments

The School arranges for specialists to carry out the following risk assessments.

- Fire Safety
- Asbestos
- Legionella
- Gas Safety
- Electrical Safety

## 7. Reviews

All risk assessments are reviewed and recorded annually or when major structural work is planned or in the event of an accident. A separate policy on 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 the catering and cleaning and for water sampling.

## 8. Responsibilities of all staff

All members of the staff are given a thorough 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 the students and visitors. They are responsible for cooperating with the Head. All members of the staff are responsible for supporting any risks or defects to the Head.

Date	Position	Name of Reviewer	Date of Next Review
August 2021	Headteacher	Mrs C Howard	August 2022
August 2021	Proprietor	Mr A. Khan	August 2022