

# RISK ASSESSMENT POLICY

THIS POLICY IS REVIEWED ON AN ANNUAL BASIS

Policy reviewed by: Robert Bannon - Headmaster

Policy approved by: Robert Berry – Director of Operations

Review date: 01/09/2020

Submission:

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Next review date: 31/08/2021

Reviewer's Signature: 

Approver's Signature: 

Please note: 'School' refers to Chatsworth Schools; 'parents' refers to parents, guardians and carers.

This is a whole school policy, which also applies to the Early Years Foundation Stage.

## 1. General

Hall School Wimbledon ensures that major risks are identified and managed as part of an overarching policy to promote children's welfare.

## 2. Scope of this Policy

The policy provides guidance to all those with responsibility for developing or implementing risk management strategy and undertaking risk assessments for activities which are under their control, fulfilling the requirements the Health and Safety at Work Act 1974 (and other regulations derived from this act), the Independent Schools Standards Regulations 2014 and the Statutory Framework for the Early Years Foundation Stage (April 2017).

## 3. Overview

Risk assessments identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised. 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. They focus on prevention, and determine control measures to be implemented to control risk. Detailed Hall School Wimbledon policies should be consulted for specific guidance, including:

- Acceptable Use (ICT) Policy
- Accessibility Policy
- Anti-bullying Policy
- Positive Behaviour and Exclusions Policy
- Child Protection and Safeguarding Policy
- Code of Conduct (Staff)
- Code of Conduct (Pupils)
- Data Protection Policy
- First Aid and Medication Policy
- Health and Safety Policy

- Missing Child Policy
- Outings and Trips Policy
- Recruitment Policy
- Visitor Policy
- Whistleblowing Policy

Hall School Wimbledon ensures that all reasonable steps are taken to ensure staff and children in their care are not exposed to risks.

#### 4. Key risk areas

The key risk areas include:

##### Pupil supervision

Primarily considered by the School's designated safeguarding lead (DSL) and the Deputy Safeguarding Leads (DDSLs), pupil supervision ensures that all appropriate actions are taken to address concerns about the welfare of a pupil, whether of a safeguarding nature or otherwise. This includes sharing information about concerns with agencies who need to know; involving pupils and their parents appropriately; monitoring pupils known or thought to be at risk of harm, including self-harm; and formulating and/or contributing to support packages for those pupils. The school recognises that pupil welfare and well-being can be adversely affected by many matters whether in or away from school, including abuse, bullying, behavioural and health issues.

##### School trips

Children will be kept safe while on outings. The Outings and Trips policy will be followed. Providers must assess the risks or hazards which may arise for the children, and must identify the steps to be taken to remove, minimise and manage those risks and hazards. The assessment includes consideration of adult to child ratios, first aid provision and emergency provision on trips. Vehicles in which children are being transported, and the drivers of those vehicles, must be appropriately vetted and adequately insured.

##### The suitability of staff

Staff undertake designated roles. Robust safer recruitment procedures are followed to ensure that they are suitable, including staff not employed by the school, or those who work

with pupils away from the school.

### Management of hazardous substances

The cleaning and catering staff are trained in the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.

### Use of hazardous equipment

Staff taking lessons such as Science, Design Technology and Art are trained in the control of substances hazardous to health (COSHH). The school follows advice from the Consortium of Local Education Authorities for the Provision of Science Equipment (CLEAPSS) Advisory Service.

### Fire and emergencies

Fire prevention and First Aid regulations are adhered to and procedures are maintained and reviewed. A Critical Incident Plan has been prepared for any emergency situation.

### Traffic and pedestrian interaction on site

The driveways and walkways are clearly defined, with the use of barriers to separate areas.

### Site security and Management of visitors on school premises

Site security at our gated premises is maintained with the use of service contracts covering automatic gates and CCTV to prevent uninvited visitors gaining access to the school premises. All visitors sign in, wear identity lanyards and, where appropriate, are accompanied.

### Terrorism

The school recognises its responsibilities to pay due regard to the need to prevent people being drawn into terrorism (Counter Terrorism and Security Act, 2015). The school has a clear approach to implementing the Prevent Duty, and staff have received training to keep children and pupils safe from the dangers of radicalisation and extremism. No uninvited visitor can

gain access to address pupils. The school addresses risks relating to vulnerability, radicalisation and exposure to extreme views in its PSHE programme.

#### Financial risks

Strong procedures and controls are in place including regular audits, use of professional advice from lawyers, accountants, architects, etc. as required and adequate insurance cover is maintained.

### 5. Procedure for undertaking a risk assessment

An examination must be undertaken of the harm that could result from a particular activity or situation. The member of staff in charge is responsible for drafting and implementing the risk assessment, which is checked by the Head. The appropriate Hall School Wimbledon form should be used. Sample risk assessment forms are attached in Appendices 1, 2 and 3.

Appendices 1 and 2: The Outings and Trips Checklist and Form must be submitted to the Head for approval beforehand. A copy will be returned, to be taken on the outing or trip.  
Appendix 3: For all other situations (E.g. Use of the playground for ball games).

Training for all staff, such as Health and Safety and Child Protection, is regularly refreshed in accordance with requirements, to ensure staff are alert to risks.

Risk assessments will take into account:

1. hazard - something with the potential to cause harm
2. risk - an evaluation of the likelihood of the hazard causing harm
3. risk rating - assessment of the severity of the outcome of an event
4. control measures - physical measures and procedures put in place to mitigate the risk
5. subsequent action – immediate action that should be taken if the hazard occurred and someone is harmed

The risk assessment process will consist of the following steps:

1. what could go wrong
2. who might be harmed
3. how likely is it to go wrong
4. how serious would it be if it did

5. what are you going to do to stop it
6. how are you going to check that your plans are working
7. what you should do if the hazard occurred and someone is harmed

### Recording and Reviewing

All records are kept in the appropriate files. The Senior Management Team regularly reviews the policy. Risk assessments will be reviewed when there are changes to the activity; after a near miss or accident; when there are changes to the type of people involved in the activity; when there are changes in good practice; when there are legislative changes; or annually if for no other reason.

## APPENDIX 1 OFF-SITE ACTIVITIES CHECKLIST

Please attach to the front of your Risk Assessments, and submit for approval by the Principal prior to the activity/trip.

A copy will be returned to be taken with you.

Please resubmit following the trip if necessary, if any incidents occur.

<b>Activity Date:</b>  Class/Year Group:  No. of children:  No. of staff:  Staff:child ratio:	<b>Description and Location of Activity:</b>        Name of Senior Member of Staff:
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### Safeguarding

Confirm Outings and Trips Policy induction for all staff and volunteers	YES / NO
Confirm two charged mobiles with staff	YES / NO
Confirm awareness that all parent emergency telephone numbers can be obtained from senior or administrative members of staff at either school (BH staff can access data on TD pupils if necessary, and vice versa)	YES / NO

### Medical

Confirm any child medication has been received and is stored safely with Senior Member of Staff	YES / NO / N/A
Names of children with identified health risks (If yes, please list below and attach IHCP Checklist for each, as necessary)	Health Risk
Confirm a fully stocked off-site emergencies box, to include 1 <sup>st</sup> Aid kit, money, water, nutritional and chocolate bar for each child, body fluid spillage kit <i>This is for extended trips only, e.g. full days using coach or minibus</i>	YES / NO / N/A

**Transport**

Enter names of staff and / or parent drivers below. Confirm signed Declaration Form for all parent drivers.	YES / NO
Describe transport to be used e.g. coach, minibus, cars. Include company name(s)	Staff:Child per vehicle (e.g. 2:16)

**Risk Assessments**

(Copies to be attached)

Confirm transport company has completed or provided a Transport Risk Assessment (If national carriers e.g. London Underground, or our school transport provider JH Travel, James Hillen, copies are held centrally - please request as required).	YES / NO
Confirm risks associated with the physical movement of pupils to, and whilst travelling on, the mode of transport have been evaluated and are included in the risk assessment (e.g. crossing roads technique from Road Safety section of policy will be followed)	YES / NO
Confirm completion of your Health and Safety Risk Assessment for the venue or activity centre, which includes obtaining the venue's own Risk Assessment	YES / NO

**Record of Incident**

Times	Provide notes of any incident occurring during the transport of pupils or during off-site activity (include names and as much detail as possible).
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Name of Senior Member of Staff:

Signature:



**APPENDIX 2**

**Health and Safety Risk Assessment  
OFF-SITE ACTIVITIES**

<b>Date of Activity</b>	<b>Activity Description, Location and Year group</b>						
<b>Name of Assessor</b>	<b>Signature</b>	<b>Date</b>					
<b>FIRST AID PROVISION</b>							
Are there any children with identified health risks? If yes, please name them and attach completed First Aid - Individual Health Care Plan Checklists as necessary							
Off-site provision box packed? (Emergency provisions including First Aid supplies) <i>This is for extended trips only, e.g. full days using coach or minibus</i>			Complete and packed <input type="checkbox"/>				
<b>N.B.</b> The consequence of risk mitigation failing may require quick action and is likely to relate to urgent medical care. In these cases an escalating care provision should be provided – First Aid – Specialist First Aid – Emergency First Aid – ‘999 – ambulance, fire, police’. To prepare for non-medical risk mitigation failure, staff should add detail under the last column, ‘What to do in the event that the hazard occurs’, against the relevant risk. The relevant cells can otherwise be left empty.							
<b>Nearest Accident and Emergency Hospital:</b> Details of nearest medical services (e.g. Accident and Emergency Department) Tick as appropriate:							
<table style="width:100%; border:none;"> <tr> <td style="width:25%; vertical-align: top;"> <input checked="" type="checkbox"/> Kingston Hospital Emergency Dept. Galsworthy Road Kingston-upon-Thames KT2 7QB Tel. 020 8546 7711         </td> <td style="width:25%; vertical-align: top;"> <input type="checkbox"/> St. George’s Hospital Emergency Dept. Blackshaw Road Tooting, London SW17 0QT Tel. 020 8725 2666         </td> <td style="width:25%; vertical-align: top;"> <input type="checkbox"/> Queen Mary’s Hospital Minor Injuries Unit Roehampton Lane Roehampton, London SW15 5PN Tel. 020 8487 6499         </td> <td style="width:25%; vertical-align: top;"> <input type="checkbox"/> Other - if ticked, enter details:         </td> </tr> </table>				<input checked="" type="checkbox"/> Kingston Hospital Emergency Dept. Galsworthy Road Kingston-upon-Thames KT2 7QB Tel. 020 8546 7711	<input type="checkbox"/> St. George’s Hospital Emergency Dept. Blackshaw Road Tooting, London SW17 0QT Tel. 020 8725 2666	<input type="checkbox"/> Queen Mary’s Hospital Minor Injuries Unit Roehampton Lane Roehampton, London SW15 5PN Tel. 020 8487 6499	<input type="checkbox"/> Other - if ticked, enter details:
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DESCRIPTION OF POTENTIAL SIGNIFICANT HAZARD	WHO IS AT RISK?	CATEGORY OF RISK - High 3, Medium 2, Low 1	LIKELIHOOD - High 3, Medium 2, Low 1	S c o r e	COMMENTS, ACTION TAKEN/PLANNED	WHAT TO DO IN THE EVENT THAT THE HAZARD OCCURS
Transporting children to and from transport	All pupils, members of public	2	1	3	Register taken of group before departing. Pupils travel in pairs. Staff at each end of closed column. Register taken of group at embarkation and disembarkation.	Transport driver to be instructed to manage safe embarkation and disembarkation if staff unable to do so.
Pupils tripping or falling onto/off bus.	All pupils, members of public	2	1	3	Staff to ensure sliding doors are not capable of sliding during pupil movement. Pupils helped into and out off transport to avoid falls and trips	Transport driver to manage traffic as required to ensure safe movement of pupils around vehicle when necessary
Danger of pupils walking or being forced to walk in road because of obstructions e.g. road works.	All pupils, members of public	2	1	3	Ensure transport entry and exit is onto pavement not road.	Transport driver to manage traffic as required to ensure safe movement of pupils around vehicle when necessary.
Children being left behind at school or on transport.	All pupils, members of public	2	1	3	Register taken of group at embarkation and disembarkation	Follow Missing Child policy.
Poor consideration of public as pupils moved along pavements.	All pupils, members of public	2	1	3	Staff and pupils to be aware of members of public at all times when walking to and from transport and during disembarkation.	Complaints from members of public to be managed at the scene and recorded but only once pupils are safe and being managed by other staff.
Coincidental involvement in a road traffic accident.	All pupils, members of public	2	1	3	On-transport care of pupil and then management at disembarkation with dedicated member of staff.	Senior member of staff to contact emergency services and then school in the event of an accident.
Travel sickness.	All pupils, members of public	2	1	3	Care of pupils with travel sickness and management of spilled fluids	Medical referral if necessary. Clean spilled fluids to avoid slipping, adhering to Bodily Fluids Risk Assessment in First Aid policy


7 APPENDIX 3

**HALL SCHOOL WIMBLEDON  
HEALTH & SAFETY  
RISK ASSESSMENT**

DATE

ASSESSOR

LOCATION

DESCRIPTION OF POTENTIAL SIGNIFICANT HAZARD	WHO IS AT RISK?	CATEGORY OF RISK - High 3, Medium 2, Low 1	LIKELIHOOD - High 3, Medium 2, Low 1	S c. o. f. e.	COMMENTS, ACTION TAKEN/PLANNED	WHAT TO DO IN THE EVENT THAT THE HAZARD OCCURS
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