



**St Pius X Catholic Preparatory School**

# **Risk Assessment Policy**

**including Pupil Access to Risky Areas of  
School Buildings and Grounds**

**October 2018**

**Version 5.0**

**TERMINOLOGY**

- 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.
  - Hazard - something with potential to cause harm, e.g. fire, frayed cables, ice, etc.
  - Risk - likelihood that a person may be harmed if exposed to a hazard.
  - Risk assessment - resulting evaluation of severity of outcome, e.g. loss of life.
  - Risk control measures are measures/procedures put in place to minimise the consequences, e.g. training, supervision, special work-wear or head protection, etc.
- Risk assessment can be used to identify the potential hazards to people (slipping, falling), property (fire) and environmental hazards (asbestos, legionella).

**REASONS FOR RISK ASSESSMENT**

- St Pius X Catholic Preparatory School has a legal obligation to assess and record any significant risks. Risk assessment is also a method of preventing accidents or injury, by considering what measures need to be put in place, in advance, to reduce the risk of harm.

**STAFF RESPONSIBILITIES**

- All staff members are responsible for taking reasonable care of their own safety, together with that of pupils and visitors to the School. Staff are also responsible for adhering to the risk assessments in place for their areas of work, whilst carrying out their day to day duties.
- Staff will be made aware of RAs which affect their work as part of their induction.
- They will also be provided with a briefing or copy of the risk assessment, as pertinent to any additional school activities or trips they are involved with.

**AREAS NEEDING RISK ASSESSMENTS**

- The school has generic risk assessments in place, including:
  - classrooms and general communal areas, outdoor play areas, specific subject areas, food preparation and service, maintenance department, vehicles/pedestrians on site/in the car park, sporting activities, etc.
- All generic risk assessments are effectively communicated to all relevant parties.
- Separate risk assessments are raised for:
  - Educational visits and activities outside of normal day to day teaching and learning.
  - Pupils or staff with significant mobility/health issues including pregnancy.
- Statutory risk assessments are in place within the School to cover:
  - Asbestos control.
  - Fire Risk Assessment.
  - Legionella.
  - First aid.
  - COSHH (Control of Substances Hazardous to Health).
  - Display Screen Equipment.
- Risk assessments will be in place for any letting of the school premises, or any club or activity run by a third party, and for specific work carried out by contractors.

**CONDUCTING A RISK ASSESSMENT**

- Whilst, occasionally, some areas and activities require risk assessing by trained specialists in the field, the majority rely on reasonable common sense judgments made by the people using an area or supervising the activity. The procedure is outlined below.

## STAGES OF RISK ASSESSMENT

- **Identify the hazards:**
  - When undertaking a risk assessment, all the significant hazards connected with an area or activity will need to be identified. This should be done by:
    - Observing the task/area and referring to available guidance and advice.
    - Using historical information and asking stakeholders for views if applicable.
  - Possible hazards include: slips, trips and falls, fire, electricity, noise, dust, lifting, manual handling, chemicals, tools, working at height, working in confined areas, working with animals, water, lone working, stress, security and vehicles.
- **Decide who might be harmed and how:**
  - For each hazard the groups of people who might be harmed, and how, must be identified. The groups of people to consider include:
    - Staff and pupils.
    - Individuals with particular requirements – e.g. disability, pregnancy.
    - Visitors, peripatetic teachers, work experience students or contractors, who might not be in the workplace all the time.
- **Evaluate/assess the risks and decide on the precautions to control the risks:**
  - A subjective evaluation should be used to give an indication of the priority with which risks need to be addressed. When making a judgement, consider the level of harm presented by the hazard, the number of people involved, and the likelihood of the harm occurring.
  - The assessor must consider what control measures are already in place (e.g. what actions are already being taken to reduce the risk) and whether these are suitable and sufficient, or if further measures are necessary.
- **Controlling the Risk**
  - Decide what controls are necessary to reduce the risk to individuals. The steps to controlling the risks are as follows:
    - Avoid, substitute or replace the hazard.
    - Procedural controls including pupil management.
    - Personal protective equipment.
    - Emergency procedures.
    - Health surveillance.
  - Monitor the control measures you have instigated to ensure that they are effective and implemented correctly.
- **Record your findings**
  - Use the risk assessment template to make a record of your findings. This should be signed by members of the SLT as indicated.
- **Assessment Review**
  - RAs must be reviewed periodically in order to ensure they remain relevant and effective. In addition, the RA must be reviewed if there are any significant changes such as new regulatory procedures, environment, substances or equipment.

## COMMUNICATION AND INFORMATION SHARING

- Once the RA has been completed, communication and information sharing must take place or the steps put in place to control the risk may be less effective. Everyone involved should understand what they need to do to keep themselves and others safe, and why.
- Training/advice on risk assessment completion is held when appropriate, with members of SLT giving guidance to the structures and procedures in relation to risk assessments.

**GUIDANCE FOR OFF SITE VISITS, RESIDENTIALS AND SCHOOL-LED ADVENTURE ACTIVITIES**

- In relation to school trips and associated events, these are identified as ‘key areas of risk’. Therefore, the guidance and in turn procedure to follow may be different to general risk assessment procedure. This must be fully investigated and followed appropriately.

**MOBILITY / HEALTH ISSUES WITHIN THE SCHOOL**

- As noted above, pupils or staff with significant mobility/health issues within St Pius X Catholic Preparatory School will require a risk assessment conducted by the Headmaster before commencing school, or returning to school after an accident etc. These will include:
  - The pupil’s name and class.
  - The nature of any injury and the site, including when incident occurred.
  - Treatment, prognosis and any known restrictions.
- All these risk assessments will be circulated to the relevant staff.

**DYNAMIC RISK ASSESSMENTS**

- On rare occasions there may be a need for staff to carry out ‘on the spot’ RA which becomes necessary when an unforeseen event occurs and a previously unidentified risk becomes apparent. In these circumstances, staff must work within the context of their own competencies and in consultation with others where possible. A formal record must be made of the events as soon as practicable afterwards, to inform future practice.

**RELATED POLICIES AND FURTHER GUIDANCE**

Please see the Health & Safety Policy for further information. If you require any help or guidance on compiling a risk assessment, please refer to a member of the SLT.

**ANNUAL REVIEW**

The Governing Body will review this policy statement regularly and update, modify or amend it as it considers necessary to ensure the policy meets the needs of the School.

Signed .....Date ..... (Chair of Governors)

Signed .....Date ..... (Head teacher)

<b>COMPILED / APPROVED REVIEWED / REVISED</b>	<b>VERSION</b>	<b>DATE</b>	<b>EDITOR</b>
Compiled / Approved	5.0	October 2018	A W Platts

**APPENDIX****PUPIL ACCESS TO RISKY AREAS OF SCHOOL BUILDINGS AND GROUNDS****Objectives**

- It is the School's intention to maintain a healthy and safe environment in which learning can flourish and to ensure as far as is reasonably practicable the wellbeing of all.
- St Pius X Catholic Preparatory School has some areas or locations that carry risks additional to those encountered in a purely academic environment. For clarity these areas include, but are not restricted, to those listed in the table below – against which, the School has listed the measures used to control access to the areas against each item.
- It is important that staff are aware of the whereabouts of all pupils during the school day, as well as who is responsible for their supervision.

<b>Risk Area</b>	<b>Control Measures</b>
Maintenance and plant rooms	Locked and out of bounds
Woods	Out of bounds unless accompanied by a specific member of staff
Waste facilities	Fenced in and blocked
Cleaning cupboards	Fastened securely and out of bounds
Temporary contractor compounds	Securely fenced in
Car park	Parents asked to escort children when dropping off and picking up
Main road	Doors and gates are kept locked and secure
Vehicles	Locked - no keys are left in vehicles
Outdoor slippery surfaces	Ice, excess leaves, etc. to be dealt with by relevant caretaking and support staff

- The daily register is completed in the morning and afternoon registration.
- Supervisory responsibilities are set out in the relevant school policy.
- Absences are followed up during the first part of the morning session.
- Break and lunch supervision is in accordance with the relevant school policy.
- Any damage to school buildings must be reported and repaired as soon as possible.
- Any buildings found unlocked must be secured.
- No tools or equipment are to be left unsupervised or in an inappropriate area.
- Any risk must be reported immediately and action taken to reduce the risk is a priority.
- It's the responsibility of staff members to explain to pupils what guidance they must follow.
- Staff must make every effort to lock rooms and buildings when not in use.