



# Pilgrims School

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## Risk Assessment Policy

January 2023

Next review date: January 2024



# Risk Assessment Policy

The Governors of Pilgrims School are fully committed to promoting the safety and welfare of all in our community so that effective education can take place. The Governors' 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 best practice. It is recognised that risks are inherent in everyday life, and that we need to be able to identify them and to adopt systems for minimising them. It is important for our pupils to be educated in how they can cope safely with risk.

At Pilgrims School, we aim to provide activities and opportunities to children to develop each child's confidence and understanding so that they are able to make informed decisions, assess risks and keep themselves and others safe.

This policy complements and should be read in conjunction with the School's Health and Safety Policy and other activity and department specific policies and procedures.

## 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 (e.g. Fire)
- A *risk* is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- 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, 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 preventative measures are often simple and cost effective.

Risk assessments are reviewed and updated regularly (usually annually, or when required prior to an activity being undertaken). Copies of current risk assessments are held centrally in the Staff Noticeboard folder on the Shared drive and staff are required to read the relevant risk assessments on an annual basis or when appropriate.

Staff are continually assessing activities on an informal basis when a written risk assessment is not required. Children are reminded on a regular basis of everyday risks and how they can be mitigated i.e. avoiding walking in puddles, run don't walk etc. This is done not only to protect the children but also to raise awareness amongst the children, which allows them to develop their own ability to assess risk.

## What Areas Require Risk Assessments?

There are numerous activities carried out at Pilgrims School, each of which requires a separate risk assessment. Areas in which risk assessments are of particular importance are:

- Educational visits and trips
- Fire safety
- Working at height
- Legionella
- Swimming Pool safety
- Information and Communication Technology

Risk assessments are also needed for many other areas, including:

### **Educational**

All educational activities including Early Years Foundation Stage (EYFS) activities are reviewed to understand whether any significant risk is involved, and where necessary a risk assessment is completed. Given the age of children attending Pilgrims School and the activities undertaken, the level of risk involved in specific educational activities is limited and appropriate for the children. Training is provided to staff to allow them to carry out risk assessments for any particular activities.

For residential educational visits, the School's Educational Visits Coordinator (EVC) scrutinises and advises on risk assessments and controls for each trip given its specific circumstances. Each trip risk assessment is signed off by the EVC and the Headteacher as 'pre-event' approval check.

All Heads of Department and key staff receive induction and refresher training in risk assessments tailored to their specific areas which is organised by the Estates and Facilities Manager. The Estates and Facilities Manager and their deputy undertake a rolling review of departmental risk assessments as well as focused assessment if there has been an accident or incident, if there have been changes in relevant legislation or if there have been changes in the nature of the activity or the experience of people undertaking supervision.

Each Head of Department (Room Leader, Head of Year) carries out a termly Safety Inspection to review the risks, controls and residual risks against the departmental risk assessment of activities and provides written return to the Deputy Estates and Property Manager that nothing has changed or that something requires an action.

### **Pastoral**

Through their PSHE lessons and assemblies, children are taught about the risks that exist in both the real and the electronic worlds and on sensible precautions that should be taken. An anti-bullying policy and behaviour policy is embedded within the school which helps to keep pupils safe. Child Protection and safeguarding is paramount and policy and procedures are adhered to by all staff, governors and volunteers. Safer recruitment procedures and policies 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 ensuring all staff receive regular updated Safeguarding and Child Protection training, the school manages this risk to an acceptable level.

### **Medical and First Aid**

Policies are in place to provide guidance about First Aid and the Administration of Medicines. The procedure which should be followed in an emergency is clearly laid out in the policy as well as how an incident / accident should be reported. A review of accidents is carried out by the Deputy Estates and Property Manager / Health and Safety Sub-Committee on a termly basis. The Estates and Facilities Manager is responsible for reporting any notifiable accident that

occurs on the school premises to a pupil, staff, parent, visitor or contractor in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrence regulations (RIDDOR) 2013.

## **Child Protection**

Our Safeguarding policy, and the training given to 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, or who are not allowed to work in the UK. By extending this regime to Governors and volunteers, we manage this risk to an acceptable level.

## **Support Areas**

- Maintenance – risk assessments and training are given to minimise risks. Examples include Manual handling, step ladder register, working at height, substances hazardous to health (COSHH).
- Caretaking and Security – risk assessments cover all significant risks. Particular emphasis in training is given to minimise risk of both fire and to security by adhering to good practice. Examples include working at heights, protective equipment and COSHH.
- Catering and Cleaning – risk assessments cover all significant risks concerning catering and cleaning, specific equipment, manual handling and COSHH.
- Office Staff – risk assessments are made of display screen equipment and cables used by those staff primarily office based who spend the majority of their working day in front of the screen.

## **Conducting a Risk Assessment**

At Pilgrims School we use the model recommended by the HSE in its publication “Five Steps to Risk Assessment”:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record significant findings
- Review the assessment and update if necessary

A template general risk assessment form is included at Appendix 1.

Our policy at Pilgrims School is to try to avoid carrying out high risk activities. Activities involving pupils are normally low risk. Pupils are always given a safety briefing before taking part in any such activity.

All members of staff and pupils are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

## **Specialist Risk Assessments**

The Deputy Estates and Property Manager arranges for specialists to carry out the following risk assessments and / or servicing:

- Fire Safety
- Legionella
- Gas safety
- Electrical safety

## Reviews

All risk assessments are reviewed annually by the member of staff who is responsible for them to ensure that they are still relevant and that there have been no significant changes to the risk or the way in which it is being managed. The Estates and Facilities Manager and their deputy audits a selection of risk assessments each year. The school has a separate Health and Safety Policy. This policy considers the management of health and safety on the school site and describes the arrangements in place.

## 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). Trips are risk assessed and equipment maintained annually to manage risks. Staff are responsible for taking reasonable care of their own safety together with that of pupils and visitors. They are responsible for co-operating with the Head, Estates and Facilities Manager, and other members of the SLT in order to enable the Governors to comply with their health and safety duties. It is the responsibility of staff to report any areas of concern regarding health and safety that they consider may cause a risk of harm or injury. Any risks and defects should be reported to the Estates and Facilities Manager, or in their absence the Deputy Estates and Property Manager.

## Annual Health and Safety Statement to the Governing Body

The School's Health and Safety Committee minutes are considered in detail at the Finance and Premises Committee meeting of Governors and noted at the School Committee. Pilgrims School Committee makes an annual statement to the Harpur Trust Governing Body that Health and Safety is actively managed and that there are no significant risks to report. This is endorsed by the Estates and Facilities Manager.

## Risk Register Statements

In addition, an annual School risk management assessment is presented by the Head to the Governors to approve as Trustees of the Charity at the same time that they review the audited accounts. This report analyses wider risks including the financial procedures and controls and the major risks to the School, including:

- Strategic risk
- Loss of fee income
- Damage to reputation
- Risk of child protection issue
- Major health and safety issues
- Possible data loss
- Poor cash flow management

The measures taken to protect the School against such risks, include:

- Safer recruitment of staff, Governors and volunteers
- Insurance
- Strong financial control
- Use of professional advice from lawyers, accountants, architects, etc. as required

The Trustees are invited to approve the compliance risk assessment annually and to endorse the insertion of a statement along the following lines (or a more detailed version thereof) in the School's annual accounts:

*"The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the Trust, and are satisfied that systems are in place to manage our exposure to the major risks".*

**Jonathan Bennett**

Estates and Facilities Manager

<b>Completed by</b>		Work area or activity being assessed. Describe what goes on there / what is involved:	
<b>Assessment date</b>			
<b>Review date</b>			

<b>STEP 1 – HAZARD CHECKLIST</b>					
1. Asbestos		10. Food hygiene		19. Violence at work	
2. Compressed gases / pressure systems		11. Hazardous substances (CoSHH)		20. Welfare (hot / cold / wet)	
3. Confined spaces		12. Lone working		21. Working at height	
4. Contact with moving vehicles		13. Manual handling		<b>How else can people get hurt? (specify below)</b>	
5. Dangerous machinery / equipment		14. Noise exposure			
6. Display screen equipment (DSE)		15. Occupational driving			
7. Electricity		16. Repetitive strain injury			
8. Falling objects		17. Slips and trips			
9. Fire and explosion (including the storage of flammable materials)		18. Stress			

**STEP 2 – Now assess the risks from the hazards identified on the previous page by completing the form below**

Hazard (taken from Step 1)	Who might be harmed? (students, staff, visitors, contractors)	How might harm occur?	Control measures What is already done to stop people getting hurt?	Residual risk* High/Medium/ Low (See Table 1 for guidance)	Can further actions be taken to reduce the level of risk? Yes / No If Yes, give details in the action plan	Responsible Person

**STEP 3 – ACTION PLAN (Give details of actions to be taken that will reduce risks to health and safety)**

Hazard (noted in table above)	Further action to reduce risk	Updated Risk Rating	Who is responsible for ensuring the action is carried out?	Date by which action is to be completed	Date action has been completed



Table 1 - Classification of risk  
*Risk analysis / priority of action matrix*

Severity	Likelihood				
	1 Very Unlikely (Freak event – no known history)	2 Unlikely (Unlikely sequence of events)	3 Possible (Foreseeable under unusual circumstances)	4 Likely (Easily foreseeable-odd incident may have occurred)	5 Very Likely (Common occurrence – aware of incidents)
1 Negligible (No visible injury – no First Aid required)	Low	Low	Low	Low	Medium
2 Slight (Minor cuts, bruises – no long term effects)	Low	Low	Low	Medium	Medium
3 Moderate (Heavy bruising, deep flesh wound. Lost time accident)	Low	Low	Medium	Medium	High
4 Severe (Lost time accidents and major injuries)	Medium	Medium	Medium	High	High
5 Very Severe (Long term disability or death)	Medium	Medium	High	High	High