



## **RISK ASSESSMENT POLICY 2022**

**This is a whole School policy and applies to all members of Cophthorne Preparatory School including EYFS.**

<b>Version:</b>	One
<b>Author:</b>	Mr P Flowerday, Bursar
<b>Reviewed:</b>	August 2022
<b>Review date:</b>	September 2023
<b>Approved by:</b>	Mrs S Coutinho, Chair of Governors

### **1 Aim**

- 1.1 Copthorne Prep School is fully committed to promoting the safety and welfare of all in our community so that effective education can take place.
- 1.1 Our highest priority is ensuring that all operations within the school are carried out in a safe manner that complies with the law and also best practice.
- 1.2 Risks are inherent in everyday life and within this document we will show how these are adopted for minimising them. It is important that all Copthorne members are educated into how to cope safely with risk.

### **2 What is a Risk Assessment?**

- 2.1 A risk assessment is a tool for conducting a formal examination of the harm or hazard to people that could result from a particular activity or situation.
- 2.2 A hazard is something with the potential to cause harm.
- 2.3 A risk is an evaluation of the probability of the hazard occurring.
- 2.4 A risk assessment is the resulting assessment of the severity of the outcome.
- 2.5 Risk control measures are the measures and procedures that are put in place to minimise the consequences of unfettered risk.
- 2.6 Risk assessments need reviewing and updating regularly.
- 2.7 Any area within the school and all outings have risk assessments completed and are stored within Staff Shared (Z) > Policies and Procedures > RISK ASSESSMENTS & VISITS. These are available for use by staff as templates to evaluate risk for any event.
- 2.8 Accidents and injuries can ruin lives, damage reputations and cost money.
- 2.9 Apart from being a legal requirement, risk assessments make good sense focusing on prevention rather than reacting when things go wrong.
- 2.10 All staff are asked to complete yearly risk assessments within their working area and in the wider area they may visit e.g. playground, theatre, sports hall.
- 2.11 These are passed and stored by the Bursar who ensures that any risk that is highlighted is dealt with accordingly.



### **3 What areas require risk assessments**

Although this list is not exhaustive detailed below are the most important that we should cover;

- 3.1 Covid Pandemic
- 3.2 Matters related to Safeguarding
- 3.3 Fire Safety, procedures
- 3.4 Health & Safety (Premises and equipment)
- 3.5 Matters relating to Pupil Welfare (Medical needs, supervision, educational visits)
- 3.6 Recruitment related issues
- 3.7 Building and school grounds
- 3.8 Activities, sports, boarding
- 3.9 All risk assessments are stored in Staff Shared (Z) >Policies and Procedures>RISK ASSESSMENTS & VISITS. Here staff will be able to find generic risk assessments for all educational visits.
- 3.10 All staff receive induction and refresher training on the importance of completing risk assessments.

### **4 EYFS**

- 4.1 The school must ensure that it takes reasonable steps to ensure that staff and children in our care are not exposed to risks and must be able to demonstrate how they are managing risks if asked by parents/carers or Inspectors.
- 4.2 Risk Assessments should 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.

### **5 Support Areas**

#### **Catering and Cleaning;**

- 5.1 Risk assessments and training are required for every item of catering and cleaning equipment, as well as manual handling, slips and falls and COSHH.
- 5.2 Induction and refresher training covers risk assessments, protective equipment and safety notices.

#### **Medical and First Aid;**

- 5.3 Matron has risk assessments for first aid and all other treatments and procedures.
- 5.4 Any accident that occurs within the school day will have an accident form completed and copies will be passed to Matron and the child's parent. The Bursar is responsible for reporting to the HSE any notifiable accident that occurs on the school premises in accordance to RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrence Regulations)

#### **Unsupervised Areas;**

- 5.5 All pupils understand why they must not enter potentially dangerous areas unsupervised, such as the swimming pool, DT Room, etc. These doors are kept locked when not in use. All flammables are kept locked. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.

#### **Maintenance;**

- 5.6 Risk assessments and training are required for every tool and item of equipment, as well as manual handling, WAH (working at height), lone working, asbestos, control of contractors, electricity, gas, water, slips and falls and COSHH.



5.7 Induction and refresher training cover risk assessments, protective equipment and safety notices. Induction and refresher training cover the above.

5.8 Office Staff; Risk assessments are required for the display screen equipment and cables used by those staff who spend the majority of their working day in front of a screen.

## **6 Conducting a Risk Assessment**

6.1 All teaching staff receive regular induction and refresher training in risk assessments tailored to their specific areas.

6.2 All outings and any 'out of the ordinary' occurrences must have a risk assessment completed.

6.3 Any staff member planning an outing must complete a risk assessment and activity sheet.

6.4 These forms must be copied prior to the event and passed to the EVC (Educational Visits Coordinator, who is the Head), and Matron.

6.5 Where possible any visit that is booked has a preliminary visit to ensure a thorough risk assessment is completed.

6.6 All after school activities will have a risk assessment completed and sent to the Bursar annually prior to the start of term. Pupils are always given a safety briefing by the activity staff before participating in medium risk activities (e.g. rugby/abseiling) and are aware that they are required to wear protective equipment such as harnesses/mouth guards and always follow the direction of the qualified staff member.

6.7 All teaching staff will review the risk assessment following the school activity.

## **7 Specialist Risk Assessments**

7.1 The Bursar will arrange for specialists to carry out the following risk assessments;

- Fire Safety
- Asbestos
- Legionella
- Gas and Electrical Safety
- Specialist Work Equipment

## **8 Responsibilities of all staff**

8.1 All members of Copthorne Prep are given a thorough induction into the school arrangements for risk assessments as indeed all policies including Health and Safety.

8.2 Specialist training is given to those whose work requires it.

8.3 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 SLT in order to comply with their health and safety duties.

8.4 Risk assessments are collated by the Compliance Officer and scrutinised by that person and the Bursar.

## **9 Review**

9.1 All risk assessments are reviewed annually.

9.2 The school Health & Safety Committee meet termly to discuss any issues and report to Governors

9.3 This policy will be reviewed annually.