

BRIDGEWATER SCHOOL

WORSLEY, MANCHESTER

M28 2WQ

WHOLE SCHOOL POLICY FOR RISK ASSESSMENTS

SCOPE: This policy covers all pupils attending Bridgewater School, including those in EYFS and any using the school's Early and Late Clubs. In order to address all our pupils' needs, separate procedures may be appropriate for EYFS, Prep or Senior children. It also covers all employees.

The school's governors are committed to promoting the safety and welfare of all members of the school community. Governors' priority lies in ensuring that all 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 the need is to identify them and adopt systems for minimising them. It is important for our pupils to be educated to cope safely with risk.

What is a risk assessment?

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:

- A hazard is something with the potential to cause harm.
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring.
- A risk assessment is the resulting assessment of the severity of the outcome (for example, 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 (for example, staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

Risk assessments can be used to identify potential hazards to people (slipping, falling) and property (fire) and strategic hazards (reputation, loss of pupils, impact on development), financial hazards (falling pupil rolls), compliance hazards (Safeguarding issues) and environmental hazards (asbestos, legionella).

It is recognised that accidents and injuries can ruin lives, damage reputations and cost money, and it is recognised that preventative measures can often be surprisingly simple and cost effective, for example, the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

Risk assessments are reviewed and updated annually by Heads of Department, the Bursar and the Site Manager.

What areas require risk assessments?

There are numerous activities carried out at the school, each of which requires its own separate risk assessment.

Areas in which risk assessments are of particular importance are:

- Asbestos Control
- Early Years Foundation Stage (EYFS) activities
- Educational Visits and Trips
- Fire safety
- Health and Safety

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

- Sciences
- Sport and PE including Gymnastics
- Duke of Edinburgh's Award
- Music (including minimising the risk of hearing loss)
- Art
- DT

Pastoral

The focus of our pastoral care is to ensure that each pupil becomes a confident, articulate young adult capable of keeping him/herself safe whether at home or outside the home. Our PSHE (Prep) and PSHCE (Senior) programmes and assemblies are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the electronic worlds, and of sensible precautions that should be taken.

Medical and First Aid

The school has policies regarding First Aid and Administration of Medication which cover all areas of the school. These policies explain the procedures that are followed in the event of a medical issue.

Safeguarding

Our Safeguarding Policy and training for all staff form the core of our safeguarding risk management along with "Keeping Children Safe in Education" September 2021. 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 and by ensuring that everyone in our community receives regular Safeguarding training, we manage this risk to an acceptable level.

Support Areas

Catering and Cleaning

Risk assessments and training cover all significant risks concerning catering and cleaning equipment, manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction training and refresher training cover risk assessments, protective equipment and safety notices.

Caretaking and Security

Risk assessments cover all significant risks. Particular emphasis in training is given to minimising fire risks and security risks by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction training and refresher training include training on risk assessments, protective equipment and safety notices.

Maintenance

Risk assessments and training cover all significant risks including, manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, and the control of substances hazardous to health (COSHH). Induction training and refresher training include training on risk assessments, safe working practices, communication and health and safety notices and protective equipment.

Grounds

Risk assessments and training cover all significant risks including manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction training and refresher training include training on risk assessments, protective equipment and safety notices.

Conducting a Risk Assessment

The school's policy is not to carry out any high risk activity. Activities involving pupils are normally low risk. We undertake some medium risk activities with older pupils, for example, skiing and Duke of Edinburgh's Award; but use only specialist/qualified instructors where necessary. Pupils are always given a safety briefing before participating in these activities,

and pupils are expected to wear protective equipment and follow instructions. All members of staff and all pupils are expected to wear personal protective equipment for tasks that have been assessed as requiring its use.

Specialist Risk Assessments and High-Risk Activities

We always employ specialists to carry out high risk tasks at the school. The Site Manager arranges for specialists to carry out risk assessments concerning the following:

- Fire
- Asbestos
- Legionella
- Electrical Appliances

Review of Risk Assessments

Once a Risk Assessment has been completed it must be signed and dated by the staff member's line Manager. A review date is agreed which is usually annually unless there is a significant change such as staff member or location of task.

All risks and defects should be reported to the Bursar who will take action or record the details on the school Risk Register, if applicable.

The school maintains a copy of completed risk assessments and these are available on the staff shared drive under Reference, Reference and Risk Assessments

The list below details who is responsible for the overseeing the Risk Assessments and that they are followed up and actions are completed.

Senior Teaching staff – Monitored by the Deputy for Pastoral & Deputy for Curriculum

Prep Teaching staff – Monitored by the Deputy for Prep

Site Staff – Monitored by the Site Manager

Catering Staff – Monitored by the Bursar

The EYFS Statutory Framework requires schools which provide for this group to review and update their risk assessments annually. It also specifically requires providers to have risk assessments in place covering their indoor and outdoor spaces, furniture, equipment and toys and to keep records of these checks.

The school's arrangements for the management of Health and Safety describe the arrangements for regular Health and Safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for auditing the catering and cleaning functions and for water sampling.

Responsibilities of All Staff

All members of staff are asked to read the Health & Safety Policy which can be accessed on the school website, in the policy folders across the school and on the shared drive.

A presentation is circulated to all staff detailing the basic instruction in how to carry out Risk Assessments. Specialist training is given to those whose work requires it. Staff are, however, responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Head, the Bursar and other members of the SLT in order to enable the governors to comply with their Health and Safety duties. All members of staff are responsible for reporting any risks or defects to their Line Manager who will pass them onto the Bursar.

Accident Reporting

It is the responsibility of the Bursar to record and report to the HSE, in accordance with the *Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR)*, any notifiable accident that occurs on school premises involving a pupil, member of staff, parent, visitor or contractor. All notifiable accidents and near misses are reviewed by the school's Health and Safety Committee, with a view to assessing whether any measures need to be taken to prevent recurrence.

Audit Compliance Statements

The Head and the Bursar provide an update to the governors at each termly meeting, this includes:

- Financial procedures and controls covering loss of fee income/poor cash flow management and fraud
- Major Incidents/Risks to the school including:
 - ✓ strategic risks
 - ✓ damage to reputation
 - ✓ failure to teach the correct syllabus
 - ✓ Safeguarding issues
 - ✓ conflicts of interest
 - ✓ employment disputes
 - ✓ major Health and Safety issues
 - ✓ possible data loss
 - ✓ risks of fire, flood and land slip
 - ✓ other areas of potential risk

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

- safe recruitment of staff, governors and volunteers

- measures to ensure the selection, training and appraisal of appropriately qualified staff and governors
- insurance
- strong financial controls that are regularly reviewed
- use of professional advice from lawyers, accountants, architects, etc. as needed
- formal review of compliance with the school's charitable objectives.

Reviewed by the Headmistress and Senior Management Team – December 2021