

RISK ASSESSMENT POLICY

Moon Hall School, Reigate

Governor responsibility	Premises Committee
Governor Lead	Chair of Governors
Status & review cycle	Statutory Annual
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Next review date	January 2019

Moon Hall School, Reigate RISK ASSESSMENT POLICY

It is inclusive of activities outside of the normal school hours. It applies to all staff (teaching and support staff), the Governors, contractors and volunteers working in the school.

Availability: The Policy is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office. All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours including activities away from school. All new employees are required to state that they have read and understood this policy and its procedural documents and confirm this by signing the *Policies Register*.

Legal Status - being prepared with regard to the:

- Regulatory Requirements, Part 3 Welfare, Health and Safety of Pupils and Part 5 Premises of and Accommodation at Schools of The Education (Independent School Standards) (England)(Amendment) Regulations currently in force.
- Health and Safety at Work etc. Act 1974, associated regulations and relevant supporting documents including: The Management of Health and Safety at Work Regulations 1999 (as amended), and The Regulatory Reform (Fire Safety) Order 2005.
- Equality Act 2010, Special Educational Needs and Disability Code of Practice: to 25 years (DfE: Jan.2015)
- Health and Safety: Department of Education (DfE) Advice on legal duties and powers for local authorities, head teachers, staff and governing bodies (DfE February 2014)

The School has regard to Government recommended guidance and advice from the Outdoor Education Advisers' Panel (OEAP) on school trips and offsite activities

- Accidents and ill health at work are reported in accordance with the *Reporting of Injuries, Diseases and Dangerous Occurrences* (RIDDOR) legislation (2013) www.hse.gov.uk/riddor
Tel: 0345 300 9923.
- Health and Safety: Advice on legal duties and powers (DfE: 2014)
<http://www.hse.gov.uk/services/education/sensible-leadership/index.htm>

Introduction: Moon Hall School, Reigate is required under the Management of Health & Safety at Work Regulations 1999, to manage the level of risk in all of its activities. Staff and School managers should manage and reduce risk to reasonable levels by identifying what the basic level of risk is, and if necessary put in place controls to reduce risk. All staff should also be alert to changing circumstances and should take appropriate actions to reduce or stop an activity if the level of risk seems inappropriate. Risk assessments are also required by other legislation, i.e. COSHH, Manual Handling, Visual Display Screen Equipment etc. The results of and risk assessment and subsequent control measures should be made known to the staff, pupils and visitors concerned.

The policy is drawn up and implemented in accordance with the Education (Independent School Standards) Regulations (SI 2014/3283) currently in force (the **ISSR**) and has regard to the Part 3 obligations of the Governors to make arrangements to safeguard and promote the welfare of pupils at the School by the implementation of a written risk assessment policy and the Part 8 obligations of those with leadership and management responsibilities to actively promote the wellbeing of pupils.

Purpose: The purpose of this policy is:

- To actively promote the wellbeing of all pupils, staff, contractors and volunteers at the School;
- To ensure that all employees of the School are aware of and follow the Moon Hall School, Reigate approach to student wellbeing; and to implement a framework for the assessment of risk(s) to the wellbeing of all who are at Moon Hall School, Reigate.

Moon Hall School, Reigate is fully committed to promoting the safety and welfare of the community so that effective education can take place. The highest priority integral to which is safeguarding (child protection) is to ensure that all the operations within the school environment, both educational and support, are delivered in a safe manner which complies with both law and best practice. Risks are inherent in day to day life and they need to be identified along with the adoption of systems and control to mitigate them.

Safeguarding: Safeguarding is the golden thread which is at the core of the School. The School's policies and training for all staff form the core of our child protection (safeguarding) risk management. Safer recruitment policies and procedures reduce the exposure of the school to the risk of employing staff who are barred from working with children in the UK.

Risk Assessment: All risk assessments are reviewed annually by the Compliance Manager and when major structural work is planned or in the event of an accident or a near miss. There is a separate Health and Safety Policy and Health and safety statement which should be read in conjunction with this policy. Copies of the policy are provided to all new members of staff along with their employment contract.

The School's risk assessment process covers both adults and children and includes:

- checking for hazards and risks both indoors and outside and in all activities and procedures;
- deciding which areas need attention, developing an action plan which specifies the action required;
- the timescales for action and any funding required

Access to Pupils: Pupils do not have unsupervised access to potentially dangerous areas. Doors to these areas are locked at all times, when not in use. All flammables are kept securely locked. These areas have been identified as '*risky areas*' for which there is a risk assessment done for Moon Hall School, Reigate.

Lists of health and safety issues are checked:

- Weekly, monthly and termly checks are carried out by the Compliance Manager. The annually checks are made at Moon Hall School, Reigate, when a full risk assessment is carried out and reviewed.

What is a risk assessment? A risk assessment at MHSR is a careful examination of what could cause harm to them, so that it can be weighed up whether the school has taken enough precautions or should do more to prevent harm. Governors are legally required to ensure risks in the workplace are assessed, rather than to assess the risks themselves, necessarily.

- a hazard is something with the potential to cause harm;
- a risk is an evaluation of the probability of the hazard occurring;
- risk control measures are the controls and procedures put in place to minimise the consequences of uncontrolled risk (e.g. staff training, fire alarms and clear work procedures).

Risk assessments make good sense and focus on prevention rather than reacting to situations as they occur. Risks assessments should be reviewed and updated regularly. A Risk Register is maintained by the School with individual risk assessments maintained by the Compliance Manager or members of staff depending on the nature of the risk assessment.

In assessing the risks in the workplace, the Governors require the Compliance Manager to:

- look for the hazards, decide who might be harmed and how;
- decide whether the existing precautions are adequate or whether more should be done;
- record the findings, review the assessment and if necessary, revise it.

Do the precautions:

- Meet the standards set by a legal requirement, comply with a recognised industry standard?
- Represent good practice, reduce risk as far as reasonably practicable?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. You may refer to procedures, manuals, school rules, etc. giving this information. If the risk is not adequately controlled, an 'action list' should be written.

Who might be harmed? When preparing a risk assessment there is no need to list individuals by name, just groups of staff conducting similar work, or why they may be affected, e.g.:

- teachers, classroom assistants, office staff, maintenance staff, contractors, pupils.
- people sharing your workplace, cleaners, parents/guardians/carers.

Pay particular attention to:

- Those with disabilities, visitors, inexperienced staff, lone workers.

Recording the Findings: Significant hazards and conclusions must be recorded and staff should be informed of the findings where relevant. The Compliance Manager should be able to show that:

- A proper check was made, you asked who might be affected;

- You dealt with all the obvious significant hazards, the precautions are reasonable and the remaining risk is low.

Staff must ensure that records are kept for future reference: an inspector may ask for them or in the case of any legal action they will be required.

The Governors of MHSR has established a Health and Safety Committee which meets at least three times per academic year. It reviews the Risk Register and key high areas. Risk Assessments and also discusses new and emerging risks for consideration and assessment by management. Specific risk assessments for which specialists are engaged by the Compliance Manager include:

fire safety;
Asbestos;
Legionella,
Gas Safety; (MHSR only)
Electrical Safety

Areas requiring Risk Assessments: There are numerous activities undertaken by the School, each of which requires a risk assessment. These include: fire safety and prevention, learning outside the classroom (LOTIC) inclusive of educational visits and trips, science, sport and PE, art, drama etc.

Medical and First Aid: Risk assessments for first aid and all other medical related treatments and procedures are checked, reviewed and updated annually. The accident forms are maintained in the School reception. There are established procedures to be followed in the case of an emergency.

PART 1 – BUILDINGS – GROUNDS – ACTIVITIES

Risk Assessments at Moon Hall School, Reigate: In order to create a safer environment at the School and also to comply with HSE regulations, we are required to carry out Risk Assessments of any activity that involves a hazard. A hazard is defined as an activity that has the potential to cause harm to either pupils, staff, visitors or members of the public.

AREA/ACTIVITY COVERED: General classroom activities

SIGNIFICANT HAZARDS: slips, trips, fall, electric shock and fire

Control measures: The layout of all teaching rooms will be such as to ensure ease of exit in the event of fire. Access to the exit door, including any additional fire exit doors will be free of obstruction and readily accessible. All aisles between desks or other furniture will be sufficient width to allow easy passage taking account of the numbers using them. Fire exit routes will be clearly marked in all corridors serving teaching rooms. On entering teaching areas staff will ensure that they are in a safe condition. This will involve ensuring that floors are free of obstructions and trip hazards e.g. trailing cables; that electric socket outlets are free of physical damage or discoloration due to overheating and that no other hazards are present e.g. inappropriate substances left in the teaching area. Any faults for accidental damage that may give rise to significant risks will be reviewed and updated. Immediate action will be taken to prevent danger where there is a significant risk. All electrical equipment e.g. televisions, overhead projectors etc. will be correctly fused, maintained in a safe condition and will be protected by a residual current device. All new equipment will be CE marked where appropriate. An Inspection and testing procedure will be carried out by a professional body once every two years and documented.

Where manual handling has to be carried out e.g. moving large items of furniture or equipment, this will be done by the Maintenance team in the appropriate way. All equipment and other items stored in teaching rooms will be stored safely. Items will not be stored in situation where they may give rise to risk of manual handling injury or where they may fall and cause injury e.g. heavy items on tops of cupboards. Where access is required to shelves etc. above head height, appropriate step stools or steps will be readily available and used. Items will not be stored where they may cause obstruction or be a trip hazard.

Information & Supervision: A DBS check as appropriate will be carried out in respect of all personnel whose work may bring them into unsupervised contact with children. All teaching staff will have such specialist training and knowledge as is necessary to ensure safety in respect of the activities they are supervising. (Re; Safeguarding Policy for Moon Hall School, Reigate)

AREA/ACTIVITY COVERED: Indoor and outdoor sports and games activities

Control Measure: Supervision by qualified and competent staff is the principal control measure in respect of student safety during physical education and sports activities. There is no professional or legal requirement for a teacher to have a specific award or accreditation before teaching any physical education activity but the School must be satisfied that teachers or others who supervise such activities are competent to do so. All staff will be given relevant medical/emergency information in respect of pupils liable to suffer adverse medical problems arising from involvement in any physical education or sports activities. Staff will ensure that each student is physically fit for any activity they may undertake and that pupils know how to use safely all the equipment that they are required to use. Where appropriate, staff will ensure that suitable warm-up exercises are performed prior to the start of games and similar strenuous activities.

All outdoor playing fields/areas and the equipment used on them, including fixtures such as goalposts etc. will be suitable for the purpose for which they are used. Hazards may include damage to surfaces, glass, small potholes, stones, animal faeces or insecure/unstable/unsuitable equipment. Surfaces may also be unsafe as a result of ice, frost or excess surface water. Staff will make a simple visual inspection of playing areas etc. before any activity begins to ensure the conditions and equipment are safe. Where pupils are to be involved in the setting out of equipment etc. they will receive appropriate instruction and supervision in respect of how to carry this out safely. In particular staff will ensure that pupils do not lift loads in an unsafe way. Pupils do not lift excessive loads having regard to their physical development. A first aid container will be maintained in, or in the immediate vicinity of, each sports area. A travelling first aid kit will be taken to all sporting events away from the School premises. Where the supervising member of staff is not a qualified first aider, there will be a reasonable access to such a person.

Information, Training and Supervision: Levels of supervision of sporting activities will be sufficient to ensure the health and safety of those taking part. Factors to consider are the nature of the activity; the age, ability, physical and behavioural characteristics of participants and any relevant medical conditions. The staff responsible for physical education lessons should have a first aid qualification.

AREA/ACTIVITY COVERED: Off-site activities and visits

Significant hazards: Security, slips, trips and falls; health problems arising from contact with animals.

Control Measures: All offsite visits/expeditions must be authorized by the Headmistress. Pupils will only participate in off-site visits with the written consent of their parent/guardian/carer. Parents/guardians/carers will be given details of most trips and will give their consent when applicable. Adequate levels of supervision will be maintained during all off-site activities.

AREA/ACTIVITY COVERED: These include:

Catering: At MHSR, a full and comprehensive kitchen risk assessment has been written by the Compliance Manager. This will be reviewed annually

- **Housekeeping:** Risk assessment and training is required for every item of cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH).
- **Maintenance:** Risk assessment and training is required for equipment, as well as for manual handling, slips and trips, working at heights, lone working, asbestos, control of contractors on site and COSHH.
- **Grounds Maintenance:** Risk assessments and training is required for machinery and equipment as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH.

AREA/ACTIVITY COVERED: All building and grounds maintenance and related activities.

Significant hazards: Machinery hazards; electric shock; falls from height; slips, trips and falls.

Control Measures: All machinery and work equipment will be suitable for the purposes for which it is used. It will be maintained in a safe condition. It should be stored in a locked garage and never left unattended on the School grounds or building. An inspection and testing procedure will be maintained in respect of all portable electrical appliances. This will be carried out every year by a qualified professional. Records will be kept of this inspection. All electrical equipment will be suitable for the purposes for which it is used, will be correctly fused and will be maintained in as safe condition. Suitable precautions shall be taken to reduce the risks associated with working at height. Access equipment will be suitable for the purpose. Ladders will be used when suitable. When they are not scaffolding will be used. This will be erected by competent persons and subject to inspection in accordance with statutory requirements. Staff will not undertake manual handling activities that present significant risk unless they have received appropriate training.

The building will be maintained in a safe condition. Where deterioration/wear and tear could give rise to significant risk to health and safety, monitoring will be carried out. Where appropriate, schemes of preventative maintenance will be put in place to further minimise risk. Staff will be encouraged to report accidental damage and other faults and remedial action will be taken before significant risks arise. The selection of contractors will be undertaken by the Premises Manager. They will seek to ensure the selection of competent contractors, effective collaboration between the School and contractors in the performance of contracts and to monitor the health and safety performance of contractors. A fire risk assessment will be carried out and reviewed as necessary e.g. in the event of changes to buildings. Fire arrangements will be recorded and fire evacuation procedures established and maintained in respect of potential evacuations during the day. Suitable personal protective equipment will be provided in respect of all activities where it can further reduce risk. Cleaning of the School building will be done by competent persons and all cleaning materials kept in a locked cupboard. They will only use products that have been authorised by the Premises Manager.

Review and Revision: If there is a significant change in working practices, e.g. purchase of new machinery or substances, employment of new staff, etc., this could present new hazards, the school will review assessments to ensure precautions are still working effectively. All risk assessments should indicate on them the required review period that should be:

- at least annually where there is a generic risk assessment and on each occasion when it is an activity/site specific assessment;

- also at regular periods dependent of the level of risk of the activity;
- immediately following an accident (or a near miss) and when new activities are introduced

The review should be signed and dated by the person completing the form. A copy of the completed reviewed/updated risk assessment should be forwarded to the Compliance Manager.

Guide to Risk Assessment: The activities listed below have been graded on a scale (Low, Medium or High) in accordance with the seriousness of the injury they could cause.

Severity of hazard

Low = No hazard; Slight, could cause minor cuts or bruises; Minor, could cause wound needing on site first aid treatment

Med = Moderate, could cause wound needing treatment at local surgery; Could cause wound needing hospital treatment; Fractures, dislocations, breakage of bones needing hospital treatment

High = Head wounds and concussion needing hospital treatment; Permanent maiming or disfigurement; Could cause permanent total disablement or death; Could cause multiple fatality

Example Risk Assessment – Grounds and Buildings								
Risk Assessment for: Outside Grounds				Date of Risk Assessment: March 2018		Review Date: March 2019		
Carried out by: Premises Manager				Approved by: Compliance Manager		Signed:		
What are the Hazards ?	Level of risk			Who might be harmed and how?	Action to be taken to lower the risk.	Action by whom?	Action by when?	Level of risk reduced to low.
	Low	Med	High					
External fixtures of building; Broken Guttering, drainpipes etc. Damage not appropriately Reported and dealt with.			✓	Pupils, Staff and Visitors	External fixtures regularly checked/inspected. Clear procedures for reporting any damage. Maintenance carried out as needed. Records of maintenance kept for reference.	All using the outdoor area. Site Manager/Teachers/ to monitor.	Daily, from now on March 2018	✓
Ice & Snow, (seasonal)			✓	Pupils, Staff and Visitors – risk of slipping and falling	Maintenance to clear snow and ice and put down salt. Pupils will be advised to take care on icy areas. Certain pathways or routes not to be used where considered too hazardous.	All using the outdoor area. Site manager/Staff to monitor.	Daily, from now on March 2018	✓
Rubbish Bin Area Hygiene risk Animal Infestation Access for emptying by refuse collectors		✓		Pupils, Staff and Visitors	All rubbish to be put in the bins and the area should be kept clean and tidy. Rubbish collected twice a week.	All using outdoor area. Site Manager/ Staff to monitor.	Daily, from now on March 2018	✓

Student welfare: Key principle about safeguarding is that it is everybody's responsibility: overseen by the Headmistress, governors, DSL/DDSLs

- to support pupils' physical and mental health and emotional well-being (as well as their social and economic well-being);
- to protect pupils from the risk of harm and/or neglect;
- to recognise that corporal punishment can never be justified;
- to provide pupils with appropriate education, training, recreation and development activities both indoors and out;
- to encourage pupils to contribute to society;
- to protect pupils from the risk of radicalisation, extremism and being drawn into terrorism;
- to build pupils resilience to radicalisation by actively promoting fundamental British values, enabling pupils' to challenge extremist views;
- to assess the risk of children being drawn into terrorism and to provide appropriate support for those identified as being at risk;
- to ensure that pupils are provided with a safe and healthy environment so far as reasonably practicable; and
- to manage welfare concerns effectively.

The School recognises that individual pupils may have needs which arise from physical, medical, sensory, learning, emotional or behavioural difficulties which require provision additional to or different from that generally required by young people of the same age in mainstream schools. The School is committed to promoting and safeguarding the welfare of all of its pupils having regard to the special requirements of individual pupils but, where appropriate or necessary, balancing the special requirements of individual pupils against the School's responsibilities to promote and safeguard the welfare of all its pupils.

The School addresses its commitment to these principles through:

- **Prevention** - ensuring that all reasonable measures are taken to minimise the risk of harm to pupils and their welfare by:
 - ensuring through training that all staff are aware of and committed to this policy and the values set out;
 - establishing a positive, supportive and secure environment in which pupils can learn and develop;
 - including in the curriculum, activities and opportunities for PSHE which equip pupils with skills to enable them to protect their own welfare and that of others; and
 - providing medical and pastoral support that is accessible and available to all pupils.
- **Protection** - ensuring all appropriate actions are taken to address concerns about the welfare of a student, whether of a safeguarding nature or otherwise. This includes:
 - sharing information about concerns with agencies who need to know and involving pupils and their parents appropriately; and
 - monitoring pupils known or thought to be at risk of harm and formulating and / or contributing to support packages for those pupils.

The School recognises that student welfare and well-being can be adversely affected by many matters whether in or away from School, including abuse, bullying, radicalisation, behavioural and health issues.

The School has developed this policy, which set out full details of its procedures to safeguard and promote student health, safety and welfare in accordance with its duties under Part 3 of the ISSRs and the and details of those with overall responsibility for risk assessment.

Risk assessment: Student safety and welfare at the School is paramount. The School have various systems to ensure that student welfare is safeguarded. (Re; MHSR Safeguarding Policy) The policy is reviewed and overseen by the Headmistress and Governors. Where a concern about a student's welfare is identified, the risks to that student's welfare will be assessed, appropriate action will be taken to reduce the risks identified, and this will be recorded and regularly monitored and reviewed.

The format of any assessment of risks may vary and may be included as part of the overall response to a welfare issue and/or by using the attached risk assessment form where appropriate. Regardless of the form used, the school's approach to promoting student welfare will be systematic and student focused. The information obtained through this process and the action agreed will be shared, as appropriate, with other staff, parents and third parties in order to safeguard and promote the welfare of a particular student or of pupils generally.

Safeguarding / child protection: With regard to safeguarding risks, and in accordance with current statutory guidance, including *Keeping children safe in education* (March 2015, updated September 2016) and *Working together to safeguard children* (March 2015) and Part 3 of the ISSRs. The School has systems in place to identify pupils who may be in need of extra help, or those who are suffering, or are likely to suffer significant harm, and will take appropriate action to address and mitigate those risks by working in conjunction with social care, the police (including, in relation to those identified as being at risk of radicalisation, the Channel Police Practitioner), health services and other services, where appropriate or necessary. Full details of the School's safeguarding procedures are set out in the Safeguarding Policy. Further guidance on how staff should ensure that their behaviour and actions do not place pupils or themselves at risk of harm, or of allegations of harm to a student, is also set out in Staff Code of Conduct.

Protection from radicalisation and extremism: Details of the School's procedures to prevent pupils from becoming radicalised and/or being drawn into extremism and/or terrorism in accordance with the guidance in *Prevent Duty Guidance* for England and Wales 2015 (HM Gov) and the *Departmental advice on the Prevent Duty* (DfE) are also contained within the Safeguarding Policy. The School will meet these obligations by assessing the risk of pupils being drawn into radicalisation and/or extremism and/or terrorism and putting in place control measures to support those at risk.

The School is committed to providing a safe space in which pupils can consider and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, and learn how to challenge these ideas. The School will ensure that the arrangements for visiting speakers, whether invited by staff, pupils or parents, are suitably risk assessed before the visit takes place and that clear protocols are in place to ensure that those visiting speakers are suitable and are appropriately supervised when on School premises.

Anti-bullying: The School has a written Anti-bullying policy which covers the School' approach to the management of bullying and cyber bullying.

Behaviour: The School has a written behaviour policy which sets out how it promotes good behaviour amongst pupils at the School and the sanctions to be adopted in the event of student misbehaviour. This policy contains further information about the School's performance of its duties under the Equality Act 2010 (and reasonable adjustments made for pupils with disabilities), support systems for pupils and liaison between parents and other agencies.

Health and safety: In accordance with its obligations under the Health and Safety at Work etc. Act 1974 and with Part 3 of the ISSRs, Moon Hall School, Reigate as an employer has a duty to ensure the health, safety and welfare of employees and the health and safety of pupils and others affected by the Schools' operations, so far as is reasonably practicable. The School will meet this

requirement by taking a sensible, proportionate and holistic approach to management of health and safety issues in accordance with its obligations and its health and safety policies and its policy on risk assessment of health and safety issues.

Reporting: When assessing risks to student welfare and well-being at the School, all staff should also consider whether the matter should be reported to outside agencies and /or regulatory bodies, including but not restricted to, Children's Services, the Police, (including, in relation to those identified as being at risk of radicalisation, the Channel Police Practitioner), Ofsted, CAMHS etc.

Unless provided for otherwise in the School's policies or in statutory guidance, the member of staff concerned should discuss the decision to report to outside agencies and /or regulatory bodies with the Headmistress and/or the Designated Safeguarding Lead (where appropriate) before making such a report.

If, at any point, there is a risk of immediate serious harm to a student, a referral should be made to children's social care immediately. Anybody can make a referral. If the student's situation does not appear to be improving the staff member with concerns should press for re-consideration. Concerns should always lead to help for the child at some point. Wherever the School proposes to share information under this policy or related welfare policies, it will have due regard to the principles set out in the DfE advice note, "Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers" (Currently in force).