

**Ealing Independent College**

# **Risk Assessment Policy**

This Policy Applies to Ealing Independent College

BELLEVUE | EDUCATION

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## Ealing Independent College. Risk Assessment Policy

*“Sensible risk management is about practical steps to managing real risks, not bureaucratic back covering. Address the real risks, not only to pupils, but also to the health and well-being of your staff. And remember, risk assessment is just good planning – keep it fit for purpose and act on it.” Sir Bill Callaghan, former Chairman, HSC*

Ealing Independent College is fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their highest 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. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated into how 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 (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, focusing on prevention, rather than reacting when things go wrong. In many cases simple measures are very effective and not costly.

Risk assessments need reviewing and updating regularly. At Ealing Independent College we are very aware that all staff and pupils need to receive training. A “library” of risk assessments is maintained by the Office Manager and the Educational Visits Coordinator for staff to refer to and use for themselves. Catherine Alexander is responsible for keeping records of staff training.

### What Areas Require Risk Assessments?

There are numerous activities carried out in Ealing Independent College, each of which requires a separate risk assessment. The most important of these cover:

- Fire safety and procedures
- Educational visits and trips

But risk assessments are also needed for many other areas, including:

#### Educational

- Science
- Each sport and PE activity
- Art
- Music
- Staff, eg pregnancy, return under ‘fit for work’ limitations issued by GP

To help us carry out effective risk assessments, and assess all risks adequately, we make use of model or generic risk assessments, for our educational activities and visits.

## **Pastoral**

The focus of our pastoral care policy is to ensure that every pupil leaves as a confident, articulate young person capable of keeping him/herself safe. Our PSHCE programme and assemblies are directed towards promoting an increasing understanding as the students develop, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken.

*Ongoing Pastoral Care:* Discussion of individual students forms a core of staff meetings; this information is minuted and shared with staff.

*Child Protection issues:* Records of concern are in place to identify children at risk beyond the environs of school.

*Anti-Bullying:* The school follows a clear Anti-bullying policy, of which all staff are made aware. The school keeps a central record of alleged bullying and actions taken.

## **Medical and First Aid**

The Lead First Aider maintains risk assessments for first aid and all other treatments and procedures. Accident forms are maintained and the Lead First Aider is responsible for ensuring that accident reports are passed to the Health and Safety Coordinator.

The school's separate medical questionnaire policy explains the procedures that we would follow in the event of a medical emergency. The Principal is responsible for ensuring the reporting of any notifiable accident that occurs on school premises to a student, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

## **Unsupervised Access by Pupils**

We ensure that students understand why they do not have unsupervised access to potentially dangerous areas, notably specialist teaching areas.

All flammables are kept securely locked. Students do not have access to the Maintenance areas of the school.

## **Safeguarding**

Our Safeguarding policies and training for 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, and are not allowed to work in the UK.

## **Support Areas**

**Catering and Cleaning:** risk assessments and training are required for every item of catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.

**Site Maintenance and Security:** Risk assessments cover rooms with a greater level of hazard; risk assessments are in place for 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). Training is given to minimise the risk of both fire and security by adhering to good practice.

## **Conducting a Risk Assessment**

Our policy at Ealing Independent College is to reduce the risk in all activities to an acceptable level. In order to assure this we ensure that

- Staff delivering the activity or instruction are appropriately trained
- Students receive instructions on safety and behaviour prior to the activity
- Students are appropriately equipped for the activity, including any necessary protective equipment for tasks identified as requiring its usage.

### **Specialist Risk Assessments**

The Office Manager arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety

All risk assessments are reviewed and recorded annually or when major structural work is planned or in the event of an accident. A separate policy on the management of health and safety describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for water sampling.

Prior to an off-site visit, the trip risk assessment must be evaluated and approved by the Principal or a designated senior member of staff to whom the Principal has delegated responsibility. Following the visit, the risk assessment must be evaluated by the trip leader with a particular focus on preparing for a future similar visit.

### **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. Specialist training is given to those whose work requires it. 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 Principal, Office Manager, SLT and Education Committee responsible for the governance of the school to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Office Manager.

**Appendix 1 – Risk Assessment Weekly Checklist**

Health &amp; Safety walk: WEEKLY LOG

Week Commencing: \_\_\_\_\_

**FIRE SAFETY CHECK**

	<b>Record issues/concerns - action/log</b>	<b>PASS or FAIL</b>
<b>Fire Alarm</b>		
<b>Fire Blanket in Chemistry Lab</b>		
<b>Fire extinguishers in place (see 1)</b>		
<b>Exits Clear</b>		
<b>Fire key stored in Fire Box</b>		
<b>Key present by exit in SMT Office</b>		
<b>All H &amp; S Logs completed and up to date</b>		

1) Fire extinguishers locations and type:

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Rooms on Ground Floor:

Room	Item Check	Tick or Cross	Comments	Action Points	Signed - Initials
<b>Reading Room</b>	Cables Tidy				
	Fridge Temp				
	Clear Fire Exits				
	Cleanliness				
	No items stored above head height				
	No other hazards				
<b>Boys Toilet</b>	Soap				
	Cleanliness				
	No hazards				
<b>Girls Toilet</b>	Soap				
	Cleanliness				
	No hazards				
<b>Room 1B</b>	Cables Tidy				
	Gas Cupboard				
	Extractor Fan				
	No items stored above head height				
	No other hazards				
<b>Room 1C</b>	Cables Tidy				
	Extractor Fan				
	No items stored above head height				
	No other hazards				
<b>Room 1D</b>	Cables Tidy				
	Extractor Fan				
	No items stored above head height				
	No other hazards				

Rooms on Ground Floor Cont'd.....

Room	Item Check	Tick or Cross	Comments	Action Points	Signed - Initials
<b>Pastoral Office</b>	Cables Tidy				
	Fridge Temp				
	Clear Fire Exits				
	Cleanliness				
	No items stored above head height				
	No other hazards				
<b>ICT Room</b>	Cables Tidy				
	No items stored above head height				
	No other hazards				
<b>Corridor</b>	Cleanliness				
	No other hazards				
<b>Staff Toilet</b>	Soap				
	Cleanliness				
	No other hazards				
<b>Staff Room</b>	Cables Tidy				
	Fridge Temp				
	Tidiness				
	No items stored above head height				
	No other hazards				
<b>Reception</b>	Cables Tidy				
	No hazards				
<b>Front Office</b>	Cables Tidy				
	No items stored above head height				
	No other hazards				



Rooms on Ground Floor Cont'd.....

Room	Item Check	Tick or Cross	Comments	Action Points	Signed - Initials
<b>Principal's Office</b>	Cables Tidy				
	No items stored above head height				
	No other hazards				
<b>Art Room</b>	Cables Tidy				
	Tidiness				
	Cleanliness				
	Chemical Storage				
	No items stored above head height				
	No other hazards				

Rooms on the First Floor

Room	Item Check	Tick or Cross	Comments	Action Points	Signed - Initials
<b>Room 2A</b>	Cables Tidy				
	Window Restrictors				
	No items stored above head height				
	No other hazards				
<b>Room 2B</b>	Cables Tidy				
	Window Restrictors				
	No items stored above head height				
	No other hazards				
<b>Medical Room</b>	Soap				
	Cleanliness				
	No other hazards				

Rooms on the First Floor Cont'd.....

Room	Item Check	Tick or Cross	Comments	Action Points	Signed - Initials
<b>Boys Toilet</b>	Soap				
	Cleanliness				
	No other hazards				
<b>Study Room</b>	Cables Tidy				
	Window Restrictors				
	No other hazards				
<b>Corridor</b>	Cleanliness				
	No items stored above head height				
	No other hazards				

Labs and Prep Rooms on Top Floor

Room	Item Check	Tick or Cross	Comments	Action Points	Signed - Initials
<b>Physics Lab</b>	Cables Tidy				
	Window Restrictors				
	Apparatus Safely Stored				
	Daily Logs completed				
	No other hazards				
<b>Chemistry Lab</b>	Cables Tidy				
	Window Restrictors				
	Apparatus Safely Stored				
	Daily Logs completed				
	No other hazards				

Labs and Prep Rooms on Top Floor Cont'd.....

Room	Item Check	Tick or Cross	Comments	Action Points	Signed - Initials
<b>Chemistry Prep Room</b>	Tidiness				
	Cleanliness				
	Apparatus Safely Stored				
	Chemicals safely stored				
	No other hazards				
<b>Biology Prep Room</b>	Tidiness				
	Cleanliness				
	Apparatus Safely Stored				
	Fridge Temp				
	No other hazards				
<b>Biology Lab</b>	Cables Tidy				
	Window Restrictors				
	Apparatus Safely stored				
	Daily logs completed				
	No other hazards				

Classrooms on Top Floor:

Room	Item Check	Tick or Cross	Comments	Action Points	Signed - Initials
<b>Room 3A</b>	Cables Tidy				
	Window Restrictors				
	No items stored above head height				
	No other hazards				

Classrooms on Top Floor Cont'd.....:

Room	Item Check	Tick or Cross	Comments	Action Points	Signed - Initials
<b>Room 3B</b>	Cables Tidy				
	Window Restrictors				
	No items stored above head height				
	No other hazards				
<b>Director of Studies Room</b>	Cables Tidy				
	Window Restrictors				
	No other hazards				
<b>Corridor</b>	Cleanliness				
	Tidiness				
	No items stored above head height				
	No other hazards				

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