



Saint Felix School

SOUTHWOLD

Risk Assessment Policy

School Proprietor	Mr A Mehta
Date	Spring Term 2025
Review Date	Spring Term 2026
Review Period	Annually
Custodian	Area Health and Safety Officer

Risk Assessment Policy

1. Purpose

- a. The purpose of this policy is to outline how we use risk assessments in order to
 - (a) promote the health and safety of pupils, staff, parents, and visitors and
 - (b) safeguard the welfare and pastoral care of all pupils.
- b. Not only is it a legal requirement for schools to conduct risk assessments, but we believe that the effective use of risk assessments is the best way to identify and minimise risks and prevent harm. They can cover our pupils, our buildings, our grounds, our staff, visitors, and parents, as well as our daily routines and all school events and visits offsite.
- c. Saint Felix School is fully committed to promoting the welfare, health and safety of all those in our community so that high quality education can take place. Our highest priority lies in ensuring that everything within the school environment is delivered in a safe manner that complies both with the law and with best practice.
- d. A risk assessment is a formal examination of the factors which may cause harm to people. It involves setting out the ways in which these factors can be minimised and managed and assessing the adequacy of current procedures.

2. The school's duties

- a. The school is under a duty to safeguard and promote the welfare and health and safety of all children and young people in the school. Its main obligations in this regard are set out in Part 3 of the Education (Independent School Standards) Regulations and in Keeping Children Safe in Education (September 2020 as amended) and associated Department for Education guidance. The school's duties include providing a safe and healthy environment and managing welfare concerns effectively.
- b. The school is also under a duty to look after the health and safety of its staff, parents, and visitors. Its main obligations in this regard are set out in the Health and Safety at Work Act 1974, associated statutory instruments, and Health and Safety Executive guidance.
- c. This policy also covers the school's duties set out in the Statutory Framework for the Early Years Foundation Stage (April 2017, as amended).
- d. This policy is drawn up and implemented in accordance with the above regulations and the Management of Health and Safety at Work Regulations 1999 which requires schools to conduct suitable and sufficient assessments of all the significant risks to employees.

3. Policy

- a. What is a risk assessment and why do we need one?
 - 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 assessment looks at both the **likelihood** of a risk occurring, and the **seriousness** of the outcome should the risk occur (e.g., loss of life, destruction of property).
- b. 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. Risk assessments are a fundamental part of any school's procedures – they make good sense, and they enable schools to focus on prevention rather than reacting when things go wrong. In many cases risk assessments enable us to implement simple measures which are easy to implement, and which are very effective.
- c. Our risk assessments are reviewed and updated regularly.
- d. All staff and pupils receive training to ensure they are competent and confident in assessing and managing risk appropriate to their needs.
- e. Risk assessments will cover all matters considered of risk to the school community. Examples of these are set out below. 4.0 Procedure and responsibilities.
- f. Health & Safety Issues, concerns and 'Near Miss Alerts' can be reported to the ILG Arwea Health and Safety Officer via email or in person at any time. These records may be used to trigger a risk assessment.

4. Procedures and Responsibilities

- a. There are numerous activities conducted in our school, each of which requires a separate risk assessment. The most important aspect of this cover:
 - Health and safety (premises, equipment, grounds).
 - Lessons and educational (science, technology, recreation, sport, activities).
 - Fire Prevention
 - Early years.
 - Educational visits (see separate policy).
- b. We subscribe to the CLEAPSS Advisory Service, which provides model risk assessments for our lessons in science and design technology, as well as providing professional training courses for both teachers and technicians who work in science and design technology.
- c. All staff receive regular induction and refresher training in both general risk assessments and in those risk assessments tailored to their specific areas. Induction and refresher training also covers safe working practices, communication, accidents at work, emergency evacuation, lone working, and protective equipment.
- d. We aim to provide a positive, supportive, and secure environment in which children and young people can learn, develop, and become equipped with the skills to enable them to protect their own welfare and that of others. Further information in relation to this is captured in our Safeguarding Policy.
- e. **First aid and medical incidents:**
 - The school has a separate Policy for First Aid and risk assessments for first aid.
 - Accident forms are maintained, and accident reports are passed to the Area Health and Safety Officer. Accident records are stored confidentially by the Area Health and Safety Officer with access for SLT-selected staff.
 - The school has a separate policy that explains the procedures that we would follow in the event of a medical emergency.
 - We ensure that children do not have unsupervised access to potentially dangerous areas such as science laboratories, workshops, the art room, etc. Doors to these areas are kept always locked when not in use. All flammables are kept securely locked. Pupils do not have unsupervised access to the grounds, maintenance, catering, and cleaners' storage areas of the school.
- f. Subject-specific lessons will be used alongside form periods to teach pupils to understand and manage risks.
- g. 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).
- h. Induction and refresher training covers risk assessments, protective equipment, and safety notices.
- i. Security: The site security risk assessment covers all areas of the school.
- j. Maintenance: risk assessments and training arrangements are in place for work equipment as required by the school site and maintenance team, as well as for manual handling, working at height, asbestos, control of contractors on site, electricity, gas, water and the control of substances hazardous to health (COSHH).
- k. Head of Estates have a risk assessment book should a task that have not been risk assessed already be conducted, a risk assessment can be completed before the task take place.
- l. Working practices: risk assessments are required for working at height and lone working.
- m. Office staff: risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

5. Activities

- a. We conduct a range of activities and all hazards are assessed, and suitable control measures put in place. Children and young people are always given a safety briefing before participating in risky activities and are expected to wear appropriate protective equipment (where required) and to follow instructions.
- b. Specialist areas: the ILG Area Health and Safety Officer arranges with the Estates Manager to conduct risk assessment in relation to:
 - Fire safety.
 - Asbestos; and
 - Legionella.

And for specialist support where necessary.

- c. Any children and young people who are considered vulnerable or at risk will have a risk assessment management plan, subject to regular review with the relevant external support agencies.

6. Responsibilities

- a. As proprietors, the governors have overall responsibility for ensuring the health and safety of staff, pupils, parents, and visitors.
- b. At an operational level, the Headteacher will:
 - Ensure that all staff are aware of, and adhere to, the school's policies and procedures on pupil health, safety, and welfare.
 - Ensure that key staff have clearly established roles and responsibilities.
 - Ensure that staff is appropriately trained to effectively conduct risk assessments.
 - Ensure that where concerns about a pupil's welfare are identified, the risks are appropriately managed.
 - Ensure that staff, pupils, parents, and others are consulted, where appropriate, to find practical solutions to welfare issues, health and safety; and
 - Ensure that standards of pupil welfare and health and safety at the school are regularly monitored, both at an individual level and globally to identify trends and issues of concern and to improve systems to manage these.
- c. This policy must be read and followed by all members of staff and particularly those with a specialist compliance role, such as the Compliance, Health and Safety Officer and Designated Safeguarding Lead(s) and staff who work in high-risk areas.
- d. All staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors.
- e. All members of staff are responsible for reporting any facilities risks or defects to the Area Operations Manager.
- f. ILG Area Health and Safety Officer is responsible for assessing the major risks to which the school is exposed, evaluating, and reviewing the systems in place for managing exposure to major risks.

7. Review of the risk assessments and record keeping

- a. All risk assessments are reviewed and recorded annually, if major structural work is planned or in the event of an accident or incident.
- b. 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.
- c. Risk assessments in relation to trips will be maintained and approved by the Area Health and Safety Officer.
- d. All other risk assessments will be held by the Arwa Health and Safety Officer and can be found on the shared drive in the Risk Assessment folder.
- e. Blank forms for risk assessments are kept on the shared drive.