

## St Bede's School

# Health, Safety and Welfare (including risk assessment)

### 1 Introduction

- 1.1 This policy sets out our responsibility for the health, safety and welfare of the school's pupils, staff, visitors and contractors – including the Early Years Foundation Stage (EYFS).
- 1.2 The policy has regard to the DfE non statutory guidance - *Health and Safety advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2013)*.
- 1.2 It is the policy of St Bede's School to:
- maintain a health and safety framework which guides and supports everyone in fulfilling their responsibilities for meeting fire precautions and health and safety requirements
  - maintain a record of the school's responsibilities and arrangements for complying with the school's fire precautions and health and safety requirements
  - endeavour to comply with the relevant legal duties in relation to fire precautions and health and safety requirements including the ban on smoking in schools
  - identify and prioritise areas of risk, and plan for their effective management take competent professional advice, guidance and support
  - undertake regular reviews of performance of all operational areas in relation to fire precautions and health and safety requirements
  - consult with pupils and staff on matters affecting their health, safety and welfare, and encourage all members of the school community to take responsibility for maintaining a safe environment and to be proactive in submitting to the Headmaster comments and suggestions relating to ways of improving health and safety performance within school
  - engage staff, volunteers and third parties who are suitable and competent to fulfil their responsibilities in relation to fire precautions and health and safety requirements
  - provide information, instruction and training which enable pupils, staff, visitors and contractors to undertake their tasks safely
  - provide adequate levels of supervision which allow for the effective management of fire precautions and health and safety requirements
  - provide sufficient resources to enable the standards outlined in this policy to be met learn from accidents and incidents
  - review and update this policy annually or when significant changes occur

### 2 Organisational Structure

- 2.1 Proprietors/Directors
- The Proprietors/Directors have the overall financial responsibility across the school for setting the framework, monitoring its implementation and supporting the staff in achieving realistic health and safety solutions. They have the specific responsibility for overseeing the implementation of the school's health and safety policy.
- 2.2 The Headmaster
- The Headmaster oversees observation of the school's responsibilities in relation to fire precautions and health and safety, and has responsibility for all matters concerning the fire precautions and its health and safety arrangements, including risk assessment

- He is responsible for ensuring that suitable management arrangements are implemented and maintained to meet the requirements of the health and safety policy, and for ensuring that all members of the school community are aware of the school's health and safety policy and procedures and their responsibilities for implementation
- He ensures the school staff receives information, instruction, training and supervision to enable activities to be conducted safely - training also covers risk assessment
- He ensures that all visitors, contractors and members of the public are made aware of any risks which might affect them and any necessary preventative action required
- He consults regularly with external professional health and safety advisers in order to maintain, review and update fire precautions and health and safety arrangements as determined by the needs of the school and its legal duties
- He ensures that an accident book is kept and carefully maintained, and has responsibility for ensuring that any reportable accident is duly reported to the appropriate body (including those reportable under RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) and will immediately conduct an accident investigation upon the occurrence of a serious accident
  - RIDDOR incidents include deaths and injuries caused by workplace accidents, occupational diseases, carcinogens/mutagens/biological agents, gas incidents
  - Specific information can be found at <http://www.hse.gov.uk/riddor>

### 2.3 Staff leading Educational Visits

- Ensure educational visits meet the school's requirements
- Support the Headmaster with approval and other decisions
- Assess competence of additional staff
- Ensure risk assessments meet requirements
- Ensure communication with parents
- Organise emergency arrangements
- Keep records of visits, accident or incident reports
- Review systems and monitor practice
- Keep up to date with current requirements on the types of visits and trips undertaken

### 2.4 Pupils

- Children are required to comply at all times with the rules and procedures provided to protect their health, safety and welfare.
- Pupils are required to report at the earliest opportunity to an appropriate member of staff any matters which they consider to be unsafe or unhealthy.

### 2.5 Boarding Staff

- Boarding Staff are responsible for the successful management of health and safety arrangements within their respective areas of authority
- They are expected to set a positive example and aim to ensure that staff and other workers are competent and supported to maintain good standards in the fulfilment of responsibilities concerning fire precautions and health and safety requirements
- They have responsibility for checking that sufficient supervision and resources are made available to enable them to fulfil this requirement
- They are required to implement the school's fire precautions and health and safety policies as they affect the relevant area of operation and to advise the Headmaster of any health and safety issues or concerns:
  - identify and report hazards associated with department's work/ buildings/activities
  - try to remove these hazards where possible
  - implement safety precautions to reduce potential harm of any hazards
  - inform, instruct and train pupils and third parties with regard to safety precautions
  - ensure that remedial action is taken where necessary
  - review risk assessments periodically and in response to an incident

- 2.6 Staff with any Supervisory Responsibilities
- Each member of staff with supervisory responsibility is required to set a positive example and provide support and guidance for the people under his/her control to enable them to maintain good standards in the fulfilment of responsibilities concerning fire precautions and health and safety requirements.
  - Each member of staff with supervisory responsibility is required to undertake this responsibility as required. In particular, the member of staff with supervisory responsibility should endeavour to ensure that staff and others under his/her control are instructed on, and follow, relevant fire precautions and health and safety requirements. He/she is also required to take immediate preventative action in the event of a hazardous situation, and to report to the SMT any problems.

- 2.7 All Staff
- Everyone working within school has a health and safety responsibility and is required to:
    - co-operate concerning fire precautions and health and safety requirements
    - undertake duties with regard for the health and safety of other people
    - take care of their own health and safety
    - report concerns as soon as possible
    - comply with the school's policies and procedures applicable to their work
    - not misuse equipment provided, nor interfere with arrangements made in the interests of fire precautions and health and safety requirements.

- 2.8 First Aiders
- First Aiders enable appropriate medical care and attention to be available as needed. They ensure pupils are made aware of procedures for reporting their sickness and injury.
  - A major Accident and Emergency (A&E) unit is available nearby at Stafford and Burton, and pupils are taken to A&E, as needed, or the ambulance service summoned, should it be not appropriate or not possible for the patient to be otherwise moved.

### **3 Health and Safety Requirements**

- 3.1 Introduction
- In common with all other members of staff, you are required to work safely and be aware that failure to comply with these requirements may jeopardise the safety of pupils, staff and visitors to the school, and may thus lead to disciplinary action. It is the duty of all members of staff to speak to the SMT if they do not understand what is expected of them, or if they are unsure about any aspect of these requirements.

- 3.2 General requirements
- Staff have a duty to follow our fire precautions and health and safety requirements.
  - Staff must not misuse equipment provided, nor interfere with arrangements made in accordance with fire precautions and health and safety requirements.
  - It is the duty of all members of staff to report any visible or foreseeable dangerous situation and, where possible, take immediate action to prevent injury.

- 3.3 Accidents and work-related illness
- All injuries, accidents and work-related illnesses must be reported and investigated.
  - The Headmaster should be informed of any medical condition, medication or other factors, such as fatigue, which could affect your ability safely to undertake your duties.
  - You must not take any substance which could compromise your ability to work safely.

- 3.4 Electrical safety
- Visually check electrical equipment for any defects or signs of damage prior to use.
  - Check prior to use that portable electrical appliances are marked as safe to use.
  - Do not use electrical equipment in wet, damp or potentially explosive atmospheres, unless the equipment is specifically designed for use in these areas.

- Do not overload electrical sockets.
  - Switch off electrical appliances when not in use.
  - Do not carry out repairs on electrical equipment unless you are competent to do so.
- 3.5 Fire safety
- Always follow the evacuation procedure when the fire alarm is raised.
  - Make sure you understand the evacuation procedure for your area.
  - Do not prop open fire doors.
  - Do not damage or misuse fire-fighting equipment.
  - Do not obstruct walkways and exit routes.
  - Ensure that fire exit doors can be opened.
- 3.6 Harmful substances
- Make sure you know how to safely handle substances marked as hazardous or harmful.
  - Never keep or transfer a harmful substance into a container if it is not correctly labelled.
  - Always return harmful substances to their designated storage area.
- 3.7 Information, instruction and training
- Always follow the safety instructions you have been given, either verbally or in writing.
  - Follow the safety requirements given in handbooks, risk assessments, policies, procedures and information provided with equipment and chemical substances.
  - Observe the safety signs and notices displayed in school.
  - Speak to your line manager if you do not understand any safety information, instruction or training given to you.
  - Do not deface or remove any safety sign or information displayed in school.
- 3.8 Lone working
- Never work alone on tasks identified by risk assessment as requiring more than one person to be present.
  - Ensure that someone knows where you are when you are working alone.
  - Concerns about lone working situations must be raised with the SMT.
- 3.9 Machinery and equipment safety
- Follow specific operating guidelines/instructions for use of machinery and equipment.
  - Do not undertake repairs and maintenance on machinery and equipment unless you are competent and authorised to do so.
  - Do not use machinery or equipment that is damaged, nor allow others to do so.
- 3.10 Moving and handling
- Do not underestimate the risk of injury from moving and handling tasks.
  - Never lift, move or carry, unless you are confident you can do so safely.
  - Make sure you know how to lift, move and carry correctly and that you are physically able to take the weight.
  - Always seek assistance when you can.
  - Use lifting aids provided.
  - Reduce the weight of the load to be carried whenever possible.
- 3.11 Occupational health
- Immediately inform the SMT if you suffering from any aches or pains as result of any repetitive tasks that you are required to carry out.
  - Report any medical condition that you may have, to the SMT if it is likely to be made worse by the repetitive nature of the tasks that you carry out. Co-operate with the SMT on occupational health surveillance programme put in place for your health and safety.
- 3.12 Protective clothing and equipment
- Protective clothing and equipment provided for your safety must be used
  - Keep your protective clothing and equipment in good condition
  - Report immediately any unsuitable, defective or lost item.

### 3.13 Slips, trips and falls

- Keep your work area clear from obstructions and “slipping and tripping” hazards.
- Never allow cables trailing across floors to be a tripping hazard.
- Do not take short cuts across unmade or slippery surfaces and keep to the paths, corridors and walkways provided.
- Do not run, unless it is a requirement of the activity.
- Use handrails on flights of steps and staircases.
- Clean up any spillage immediately or, if you are unable to do so, place a warning sign in the area and report the hazard.
- Wear suitable footwear.
- Do not stand on chairs, desks or tables; use a ‘hop-up’ or a stepladder or ladder.
- Only undertake work at height if it has been risk assessed and it is safe to do so.

### 3.14 Swimming pool

- Be aware of and follow our safe operating procedures and risk assessments.
- Follow our pool safety rules.
- A minimum of three persons must be present at all times
- Never swim after consuming alcohol
- Do not eat or drink in the pool area
- Do not allow any unauthorised people to use the pool.
- Ensure that the pool is left secure when you are the last person to leave.

### 3.15 Transport and work-related road safety

- Never operate a vehicle if you are not authorised or do not hold the appropriate licence
- Inform the Headmaster of any changes to your health, medication or driving licence that affect your ability to drive whilst on school business
- Always check the vehicle for safety prior to use.
- Give yourself sufficient time for the journey to include rest breaks.
- Observe the Highway Code and drive defensively.
- Never carry any unauthorised passengers.
- Never use a mobile telephone when driving.

### 3.16 Visitors

- Ensure that visitors, where appropriate, sign in and out and carry identification badges if appropriate, issued on signing in and returned on signing out.

## **4 Our Policies for Health and Safety**

### 4.1 Introduction

- The following sections outline policies for meeting the specific legal requirements of the school in relation to fire precautions and health and safety requirements.
- The school keeps all policies and procedures carefully under review, making adjustments as necessary in the light of experience and in relation to legal requirements and examples of good practice.
- Members of staff are required to implement the fire precautions and health and safety arrangements which are relevant to their particular areas of responsibility.

### 4.2 Asbestos

- The location of all asbestos or suspected asbestos is identified and recorded.
- A plan is in place to manage the potential risks from any asbestos or suspected asbestos.
- The location of any known asbestos is identified by signage.
- All persons, including staff and contractors, who are likely to work on or near the location of the asbestos, are informed of its location.

- 4.3 Contractors
- Any contractors used are assessed as competent and capable of carrying out tasks required of them. No work is begun until agreement is reached on safety, taking into account magnitude of risks of job and use of the area(s) where the work will be done.
  - Contract terms and insurances adequately protect the interests of the organisation.
  - Any work authorisation procedures, for example hot-work permits, are implemented where necessary for the safety of people and premises.
- 4.4 Control of Substances Hazardous to Health
- Risks to health from exposure to hazardous substances are risk-assessed.
  - Those responsible for managing work, including lessons likely to result in exposure to hazardous substances, are trained and competent.
  - Equipment provided to control exposure to hazardous substances is maintained in effective working order and inspected in accordance with statutory requirements.
- 4.5 Computer users
- As defined under current legislation, in general 'users' are staff who use computer equipment for at least an hour or more at a time on a daily basis.
  - A specific risk assessment is conducted for each work station, taking into account the computer equipment, the furniture, the working environment and the 'user'.
  - 'Users' are informed of the assessments for their particular work stations.
- 4.6 Crisis Management
- The school identifies potential critical incidents as part of its risk assessment process, by considering what might happen on-site and off-site, who might be harmed and how, and by checking plans for managing these incidents.
  - Effective plans are put into place to mitigate the effects of an unforeseen crisis.
  - Plans are rehearsed periodically and refined as necessary.
  - Key staff are trained in their duties
  - 'Users' are advised to plan work to intersperse otherwise continuous display screen work with non-display screen work for at least five minutes in every hour.
  - The software in use is suitable for the task.
  - Work stations for pupils and staff are regularly checked, and all computer users have responsibility for checking that electrical cables and telephone wires are not situated so as to cause a trip hazard and that electrical sockets are not overloaded.
- 4.7 Drug use and misuse
- Pupil medication is only given with the written consent of a parent/carer.
  - Written records are kept of pupil medication administered.
  - All staff responsible for the administration of medication are trained.
  - The misuse of drugs and the use of illegal substances is forbidden to all pupils, employees and sub-contractors of the school.
  - Alcohol may not be consumed during working hours by employees who are required to drive, operate machinery or supervise children
  - Personnel who have been prescribed drugs or who have a medical condition which may affect their ability to work safely must inform the SMT
  - Members of staff found to be under the influence of illegal substances or alcohol when responsible for pupils will be removed from premises and will face disciplinary action.
- 4.8 Educational visits and activities
- All trips/activities are authorised, planned and assessed for risk in advance.
  - Supervisory ratios and competence of supervision are determined by risk assessment.
  - Visits and activities support the ethos and the educational identity of the school.

- 4.9 Electrical Safety
- Electrical installations and portable electrical appliances are inspected and maintained for safety by a competent person, and all appliances have passed inspection and are marked to indicate that they are safe to use.
  - Any unsafe electrical equipment is removed from use as soon as it is discovered.
  - No unauthorised electrical equipment is allowed within the school.
- 4.10 Events
- Events are planned, managed and risk-assessed by people who are competent.
  - The EVC establishes the necessary fire safety and general health and safety controls.
  - A post-event analysis is carried out to learn any lessons and to inform risk assessment.
- 4.11 Expectant and new mothers
- A detailed risk assessment is carried out with the member of staff who informs the SMT that she is an expectant mother
  - The precautions put into place for the expectant or new mother are suitable in the context of any medical conditions of which she has made the Headmaster aware.
  - The risk assessment is reviewed periodically with the expectant or new mother to ensure that it takes account of any changing needs.
- 4.12 External areas
- The outdoor space is safely accessible for staff, pupils and visitors.
  - All paths, steps and any ramps are maintained in good condition.
  - Adequate separation is maintained between pedestrians and vehicles wherever possible and where this is assessed as a significant risk
  - External areas where people walk are well lit during the hours of darkness
  - External features like trees, walls and storage areas are checked for safety.
- 4.13 Fire safety
- A fire risk assessment is in place and any remedial measures identified are implemented.
  - The assessment is reviewed annually and whenever there are significant changes.
  - A fire emergency action plan is in place.
  - Termly fire evacuation drills are carried out.
  - Staff are trained in the emergency action plan.
  - Fire doors, fire alarms, emergency lighting, smoke detectors and fire extinguishers are checked and maintained.
  - Regular checks of fire escape routes are undertaken in order to ensure that they remain free of obstruction.
- 4.14 First Aid
- Provision of First Aid assistance is determined by risk assessment and ensures that sufficient cover is provided during the main school day, extra-curricular activities, school events and out-of-school visits, and at all times for the boarding community.
  - First Aid kits are checked and replenished regularly.
- 4.15 Accident Reporting
- Accident records are kept in compliance with the Data Protection Act.
  - Accidents are reported, investigated and documented taking into account the severity and loss potential of the incident, as well as the regulatory and insurance requirements.
  - Lessons learned are shared with staff and inform risk assessment.
- 4.16 Food safety
- Food safety procedures are in line with current Food Standards Agency guidelines.
  - Hygiene audits are carried out at regular intervals.
  - Food contact surfaces are in sound condition, clean and easy to disinfect.
  - All kitchen equipment and machinery is robust and in a good state of repair.

- 4.17 General building and equipment maintenance
- The buildings, their fittings and decorations are maintained in a safe condition.
  - Equipment is maintained and serviced to ensure that it remains in a safe condition.
  - Statutory safety inspections on equipment are carried out by competent engineers, in line with the required schemes of inspection.
  - Work at height is only undertaken when no other method is available, and when it is safe to do so following completion of a risk assessment.
- 4.18 General premises safety
- In relation to fire precautions and health and safety requirements, premises inspections are made regularly.
  - A procedure is in place for reporting damage or deficiencies to premises and facilities.
  - Any area found to be unsafe will be taken out of use until safe again.
  - Boiler houses, plant rooms and store rooms are secure and locked.
  - Services (gas, water, and electricity) isolation systems are clearly marked, and are kept free of obstruction
  - Portable residual current devices (RCD's) are provided where necessary (eg for use by visiting artists or for use of electrical equipment outside).
  - Glazing throughout the premises is of a suitable safety standard or is safe by position.
  - All opening windows in pupil access areas above the ground floor have safety restraining catches where risk assessed as necessary.
- 4.19 Health and safety in the curriculum
- Pupils are taught about hazards and risk control as part of the curriculum.
  - Pupils are included in the risk assessment process.
  - Lesson plans include reference to health and safety requirements if appropriate.
- 4.20 Lone working
- Risk assessments are carried out on lone working activities
  - Lone workers are involved in the risk assessment process
  - We inform staff on tasks that cannot be done whilst working alone, for example,
  - lifting heavy or awkward loads, working at height, intruder alarm callouts
  - Lone worker controls may include the use of a 'Buddy' system and remote supervision
- 4.21 Moving and handling of pupils and equipment
- Detailed risk assessments are done on tasks that require the moving and handling of people and equipment where there is a significant risk of injury.
  - Moving and handling of pupils or of heavy or awkward loads is never done by lone workers unless aided by the use of lifting and handling equipment.
  - All staff are shown correct methods of the moving and handling aspects of their work.
- 4.22 Occupational health
- Staff in certain posts are required to pass a fitness-to-work medical prior to starting or resuming employment.
  - The results of health surveillance are suitably recorded and the records are kept readily available for inspection by any person who has a right to see them
  - The school treats an individual's health surveillance records as confidential information.
  - Staff diagnosed with a medical condition caused by their work, will be referred to a General Practitioner or other specialist clinician as necessary.
- 4.23 Personal protective equipment
- Appropriate personal protective equipment is provided wherever there is a risk to health and safety that cannot be adequately controlled by other means
  - Information, instruction and training on the use and care of personal protective equipment are provided.
  - Sufficient supplies of personal protective equipment are kept available.

- 4.24 Physical education equipment
- Equipment is installed and used in accordance with the suppliers' recommendations.
  - Equipment is checked and maintained regularly
  - Recreational surfaces are to the correct safety standard for the equipment and activities for which they are used.
- 4.25 Play equipment
- Play equipment is designed, installed and used in accordance with requirements.
  - Equipment is checked and maintained regularly.
  - Play surfaces are to the correct safety standard for the equipment.
- 4.26 Safety awareness, induction and information
- Induction training is provided for staff and ongoing safety information, instruction and training are provided for all staff
  - Information required by law to be displayed or through discussion at meetings.
- 4.27 Security
- Staff appointments are subject to rigorous reference and clearance checks.
  - Internet use and digital photograph protocols are in place and monitored.
  - Visitors are required to sign in at the School Office and are not permitted to walk around the school unless accompanied.
- 4.28 Buildings
- Building, layout, lighting levels and the securing of areas are checked to ensure that personal safety risks are eliminated or reduced
  - Planning of buildings, events and activities takes account of pupil and staff safety.
- 4.29 Science and Art areas
- Risk assessments are carried out to ensure that the appropriate controls are in place for Science and Art activities
  - Emergency isolation valves are provided for gas and electrical supplies
  - Equipment and substances used are suitable and are checked for safety.
  - Premises, equipment and class size are suitable for activities.
- 4.30 Sports and after-school activities
- Risk assessments are undertaken for sports and activities after-school.
  - Coaching level of competence is considered as part of the risk-assessment process.
  - Pupil skill and physique are considered as part of the risk-assessment process.
  - Coaches and instructors who are not members of the school teaching staff are subject to competency and Child Protection checks prior to appointment.
  - Premises, equipment and class size are suitable for activities.
- 4.31 Stress
- The school's approach to stress management is guided by the Health and Safety Executive's Stress Management Standards
  - Any claims of ill health due to workplace stress are documented and investigated.
  - Members of staff are encouraged to report any stress-related concerns to the SMT or to seek advice from a colleague.
- 4.32 Supervision
- Staff who supervise pupil activities are competent.
  - Staff who supervise break-time activities are vigilant and can contact another member of staff quickly in an emergency
  - Senior management periodically audit the efficacy of supervision arrangements.
- 4.33 Swimming pool
- Responsibility for the management of the swimming pool is allocated to a member of staff who has sufficient knowledge, skill and understanding of the health and safety requirements for the safe operation of the pool and associated equipment.

- Written operating procedures are kept up to date and include emergency procedures.
  - Poolside emergency equipment is provided, and staff are shown how to use it.
  - Specific risk assessments for the use of the pool are made.
  - Staff who supervise swimming sessions are competent.
  - Staff who maintain the pool are competent.
  - The pool is kept secure from unauthorised use.
- 4.34 Teaching and office areas
- Accommodation is provided with suitable lighting, ventilation, heating and space.
  - Classroom layout provides staff with adequate sight-lines for safe supervision.
  - Any cables or other trailing leads are managed to prevent tripping hazards.
  - Shelving is strong and secure and suitable for purpose.
  - Filing cabinets are fitted with anti-tilt mechanisms or secure to prevent tipping over.
  - Steps, hop-ups or stepladders are provided to gain access to high level storage.
- 4.35 Transport and work related road safety
- Transport provided by the school is routinely serviced, regularly maintained and suitable for the task, driver and passengers.
  - Contracted transport providers are vetted on a regular basis.
  - Checks are carried out on the suitability of drivers and vehicles used when driving on behalf of the school.
  - Minibus drivers are trained, accredited and authorised.
- 4.36 Pupil violence to staff
- The school adopts a 'no tolerance' approach to violence or challenging behaviour towards staff.
  - Staff who may be exposed to challenging behaviour situations are trained in how to manage the situation.
  - Any counselling or post-incident assistance required will be provided by the school.
- 4.37 Work equipment
- Work equipment provided is suitable and safe for the tasks intended.
  - Work equipment is maintained, inspected and tested as required for safety.
  - The use of work equipment is restricted to authorised people and where specific hazards have been identified.
- 4.38 Work at height
- Work at height is only undertaken when no other method is available and it is safe to do so following completion of a risk assessment.
  - Findings of risk assessments are communicated to those who are affected.
  - Suitable training and equipment is provided where work at height is unavoidable.
  - Where possible, work at height is carried out using scaffolds or elevated work platform.
  - All access equipment is installed by trained personnel. Suitable exclusion zones are erected around the base of any platforms, scaffolds or ladders etc, to prevent persons from walking directly under an area where work is being carried out.
  - All ladders and stepladders are inspected on a regular basis and a record is kept.
- 4.39 Health and Safety of Boarders
- Further to other matters to which reference is made in this document, several additional issues are noted with specific regard for boarders.
  - Boarders are supervised during all high-risk activities, both on and off site, including for most sports sessions, use of the Swimming Pool and activities in the kitchen.
  - Access to these spaces is prohibited for pupils, other than when supervised by staff.
  - Boarders may use the school bicycles, and off site with parental consent
  - Boarders are made aware of out-of-bound areas, in particular the pond, maintenance sheds and science laboratories

- Boarders are also made aware that they should not climb trees and nor should they climb in or out of windows or onto flat roofs, other than in an emergency.
- Boarders may use art rooms following specific guidelines
- Staff on duty patrol the school site and buildings when pupils are making use of facilities.

#### 4.40 Monitoring the Implementation of Health and Safety Requirements

- A number of different checks are made of the school's buildings and equipment to ensure the health and safety of pupils, staff, and visitors
- In addition the school also monitors the arrangements for fire precautions and health and safety requirements:
  - undertaking spot inspections, audits and benchmarking
  - reviews risk assessments
  - investigates fire and health and safety issues or hazards brought to attention
  - keeps up to date with information on fire precautions and health and safety requirements
  - investigates accidents and near misses
  - reviews arrangements for fire precautions and health and safety requirements as part of the school's formal risk management process
  - The school will, at all times, have a valid Employer's Liability Insurance Policy. HM Inspectors of Health and Safety may visit the school at reasonable times to ensure that standards of safety are satisfactory, and the school will, at all times, co-operate with the Enforcing Authorities.

#### 4.41 Risk assessments

- The welfare of pupils is safeguarded and promoted by effective risk assessment, and appropriate action is taken to reduce risks that are identified.
- Please see sections contained within this policy regarding the key risk areas of supervision of pupils and educational visits.
- Please see sections contained within this policy regarding times when risk assessments should be completed, who is responsible for drawing up and checking specific risk assessments, and appropriate training for staff.
- Risk assessments are undertaken prior to the start of any activity which is particularly harmful to health or safety.
- Staff who undertake risk assessments are competent in experience and knowledge.
- Risk assessments are undertaken to identify significant risks associated with the school's buildings, activities and people.
- The risk assessment findings are recorded, communicated and acted upon.
- Risk assessments are reviewed regularly and also following any significant accident, change in the law or change in key personnel.
- A 'hazard' is seen to be something that has the potential to cause harm such as water, steps, surfaces, cluttered walkways, plants, weather, electrical items, sharp tools, broken resources.
- 'Risk' is the potential of the hazard to cause harm, the level of risk being dependent on the circumstances.
- Staff must acknowledge the fact that we have a legal requirement to manage risk as part of our duty of care and due diligence, enabling children to access opportunities safely.
- Assessing and managing risk will involve identification of the hazard, determining the level of risk, management of the risk by putting and monitoring controls in place.
- The assessment of risk will be an ongoing process, with regular review of the process and, if applicable, appropriate Risk Assessment paperwork completed (see Appendix)
- All staff will be involved in and be responsible for managing and controlling risk whilst indoors and outdoors.

- If any member of staff sees a hazard either remove it immediately or make the area safe again as soon as possible.
- All staff will:
  - remind children and demonstrate how to use tools and equipment safely
  - remind children not to put things in mouths, ears and up noses
  - remind children and demonstrate how to use any water play safely
  - remind children and demonstrate how to move around school safely
  - ensure that extreme weather clothing, footwear, hats, and sun-cream is attended to when necessary
- EYFS specific arrangements for risk assessment:
  - This policy reflects how we will manage both indoor and outdoor learning environments with the Early Years Foundation Stage
  - Risk assessments will be shared with all EYFS staff during staff briefings
  - All EYFS staff will have the opportunity to contribute and be in agreement with risk assessments regarding the EYFS environments
  - Staffing levels, training, general school protocols, space and resources will always be taken into consideration when assessing risk
  - Daily considerations include:
    - Wear and tear; space and resources
    - Organisation, setting up and storage
    - Effects of changes to provision/routines/staffing
    - Agreed procedures for adults and children
    - Clear policy with regard to first aid/emergency
    - Agreed response to weather changes
  - At the start of each session we will conduct a brief informal risk assessment of the EYFS classrooms and outside
  - As well as general risk assessments for our own EYFS environments, we will have a risk assessment in place for all visits and journeys out of school
  - Hot drinks will not be consumed in any of the classrooms or outdoors whilst working with the children
  - EYFS environments and activities will be constantly reviewed to ensure safety at all times
  - The Headmaster will carry out monitoring on the EYFS as part of the whole school monitoring system

Headmaster  
February 2016

Director of Studies  
February 2016

**Appendix: ST BEDE'S SCHOOL - RISK ASSESSMENT FORM (Revised 2016)**

What is the significant hazard?	Who might be harmed?	What is the risk factor?	How is the risk controlled?	What further action is necessary to control the risk?
<b>Signature:</b>		<b>Position:</b>		<b>Date:</b>

PROBABILTY	
Inevitable	9
Certain	8
Uncertain	7
Likely	6
Probable	5
Possible	4
Unlikely	3
Improbable	2
Almost impossible	1

SEVERITY	
Fatal	9
Permanent total disability	8
Permanent partial disability	7
Temporary disability	6
More than 3 weeks	5
Less than 3 weeks	4
More than 3 days	3
Less than 3 days	2
Minor	1

RISK FACTOR = PROBABILITY × SEVERITY
<b>HIGH risk</b> 30 to 81 - immediate action required
<b>MEDIUM risk</b> 10 to 29 - begin to plan action directly
<b>LOW risk</b> 1 to 9 - reduce if possible

×	PROBABLITY								
<b>SEVERITY</b>	9	18	27	36	45	54	63	72	81
	8	16	24	32	40	48	56	64	72
	7	14	21	28	35	42	49	56	63
	6	12	18	24	30	36	42	48	54
	5	10	15	20	25	30	35	40	45
	4	8	12	16	20	24	28	32	36
	3	6	9	12	15	18	21	24	27
	2	4	6	8	10	12	14	16	18
	1	2	3	4	5	6	7	8	9