



Health, Safety and Risk Assessment

The Old School Henstead

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Policy 9 – Health, Safety & RISK ASSESSMENT (inc. EYFS)

Policy Statement

The governing body notes the provisions of the Health and Safety at Work Act 1974 (sections 2(1) and 3 (1)) which state that an employer's duty is to ensure, so far as is reasonably practicable, the health, safety and welfare at work of employees and that persons not who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school-sponsored activities.

The school is the working environment for many groups of individuals and plays host to many others. It is important, therefore, that a safe environment is established in which children and adults can work together with confidence. It is the responsibility of the senior management team and governing body to ensure this is the case.

In order to promote this we must all take responsibility for being vigilant and be aware of possible risks. Children and adults should be encouraged to look out for themselves and one another and share any concerns they may have swiftly and appropriately. The school must also, however, be aware of the need to keep a balance between security and safety and the maintenance of a comfortable, welcoming learning

environment. This policy aims to address and provide guidance on this balance, identifying individual and group responsibilities.

The aims of the policy are:

- to provide a safe, secure and healthy working environment for staff and children
- to encourage everyone to take responsibility for being vigilant and to be aware of

possible risks, whilst also feeling confident and comfortable within their environment.

The objectives of the policy are to:

- be vigilant around the school premises for intruders, finding a balance between challenge and confrontational behaviour
- maintain electrical equipment to an appropriate standard
- administer appropriate procedures according to fire regulations
- have procedures in place for the safe administration of medicines and for dealing with accidents and illness
- have a procedure in place for reporting faulty equipment
- maintain regular checks of the building and safety and security
- be aware of the pressures on teaching staff and the possible effects that stress may have
- give guidance on lone working and personal safety
- give guidance on the use of ICT and images
- inform about what should be done in a case of emergency.

Procedure

Responsibilities of Individuals

Individuals have the following personal responsibilities:

- know the safety measures and arrangements to be adopted in their own working areas and ensure that they are applied
- observe standards of dress consistent with safety and/or hygiene
- keep good standards of hygiene and cleanliness
- know and apply the procedures in respect of emergencies
- co-operate with other employees and the safety representative in promoting health and safety measures
- report any hazard or breakage
- follow health and safety instructions and use appropriate safety equipment and protective clothing
- maintain safety tools and equipment
- report any incidents, assaults or "near misses"
- set a good example to the children in their care
- supervise pupils and ensure that they know about emergency procedures and safety measures
- ensure that pupils' bags, coats and belongings are safely stowed away
- include all relevant aspects of safety in the curriculum according to the science and PHSEE curriculum
- make parents/volunteers aware of safety procedures in the classroom/work area
- give clear instruction and warning as often as necessary.

Responsibilities of Post-holders

Those responsible for others should ensure that:

- members of their team are complying with health and safety regulations
- supply teachers, temporary staff and new members of permanent staff are made familiar with health and safety procedures
- the Headmaster or designated deputy is informed if any difficulties occur
- they set a good example to members of their team and children
- they keep an overview of the parts of the premises for which they are responsible
- they keep up-to-date with new pieces of advice relating to health and safety
- they keep an overview of equipment and substances kept in their areas
- all donated equipment is safe for use, if necessary seeking specialist advice
- to complete necessary risk assessments and check that members of their team complete them when necessary.

RISK ASSESSMENT (including EYFS)

INTRODUCTION

Health and safety legislation requires The Old School Henstead to carry out a "suitable and sufficient" risk assessment, but the way this is done must be appropriate and proportionate.

A risk assessment is nothing more than a careful examination of what could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. It should identify practical actions that protect people from harm and injury and for most school assessments short bullet points work well.

A documented risk assessment is not required for every activity, neither does the law require that we eliminate all risk but to protect people as far as is 'reasonably practicable'.

Therefore school arrangements for risk assessment should be proportionate to the level of risk involved with more consideration being given to significant risks (those with the potential to cause real harm) which need to be formally documented, rather than undertake excessive paper-based risk assessments of very low risk activities.

It is the responsibility of the Head to ensure risk assessments are conducted. The actual assessment process may be delegated to other members of staff and should be monitored by staff and governors to ensure that significant risks are being adequately controlled.

The Board of Governors maintains an oversight of risks which might affect the governance of the school.

FEATURES OF RISK ASSESSMENTS

Risk Assessments should identify the following:

- hazards
- the persons who might be affected
- the level of risk
- what effective control measures could be put into place

Risk assessments should be recorded and communicated to those who might be affected.

HOW TO DO A RISK ASSESSMENT

There are no fixed rules on how a risk assessment should be carried out, but there are a few general principles that should be followed.

Five steps to risk assessment can be followed to ensure that your risk assessment is carried out correctly, these five steps are:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on control measures
4. Record your findings and implement them

5. Review your assessment and update if necessary

Step 1: Identify the hazards

In order to identify hazards you need to understand the difference between a 'hazard' and 'risk'. A hazard is 'something with the potential to cause harm' and a risk is 'the likelihood of that potential harm being realised'.

Hazards can be identified by using a number of different techniques such as walking round the workplace, or asking colleagues.

Step 2: Decide who might be harmed and how

Once you have identified a number of hazards you need to understand who might be harmed and how, such as people working in the school, or members of the public.

Step 3: Evaluate the risks and decide on control measures

After 'identifying the hazards' and 'deciding who might be harmed and how' you are then required to protect the people from harm. The hazards can either be removed completely or the risks controlled so that the injury is unlikely.

Step 4: Record your findings

Your findings should be written down it's a legal requirement where there are 5 or more employees;; and by recording the findings it shows that you have identified the hazards, decided who could be harmed and how, and also shows how you plan to eliminate the risks and hazards.

Step 5: Review your assessment and update as and when necessary

You should never forget that few workplaces stay the same and as a result this risk assessment should be reviewed and updated when required.

POTENTIAL AREAS REQUIRING ASSESSMENTS

Whilst risk exists in all aspects of education certain activities require their risks to be assessed and identified controls to be recorded so that others are aware of these controls and able to follow and review these whilst undertaking the task.

A wide range of activities require their Health and safety risks to be assessed and where required recorded.

The school's Health and Safety Officer, the Headmaster, has the responsibility for ensuring specific Health and Safety assessments are undertaken as required.

Visits to external venues should be assessed in relation to the venue being visited, the activity being undertaken, the travel arrangements and those attending. Venues will be contacted to identify specific issues to ensure the visit lead can consider these as part of their assessment.

Children being taken on visits should be assessed for any risk issues they may individually bring to a visit, eg food allergy, physical ability, etc. Where such risks are identified the risk assessment should clearly identify the individual involved and the controls in place, eg EpiPen for allergy.

Sports activities. Specific risks arising from the conduct of curriculum sports should be identified along with the controls identified to mitigate the issues. As detailed in the Visits section, sports venues should be contacted to identify specific risks arising from their activities.

Sports risk assessments should also reflect those taking part in the sport and where adjustments are being introduced that these are recorded in the assessment.

Responsibilities of the Head and the Governing Body

The responsibilities of the Head and the governing body are:

- to regularly review the safety and security of the school building during the governors' site visits and board meetings

- to undertake risk assessments as and when required
- to put into practice the procedures described in associated policies, ie first aid, emergency, fire, reporting of defects
- to act upon referrals from employees, including reporting of any physical violence against a teacher to the head, and that the teacher in question is supported if he/she wishes the matter to be reported to the Police.
- to record and inform relevant external agencies as and when appropriate
- to ensure access to this policy and other health and safety information as legally required
- to ensure that appropriate logs and records of incidents are completed and acted upon
- to ensure safe movement of vehicles on and around the school site, including at times of heavy traffic volume, such as drop off and pick up, in poor weather, dusk darkness and at main school events.
- to ensure there are adequate first aid facilities
- to ensure adequate fire precautions and procedures in the event of a fire
- to ensure the risk assessment and management of asbestos in the school
- to ensure that hazardous substances are stored and assessed under COSHH arrangements.
- To ensure that contractors are selected and managed with regard to HSE regulation and Safeguarding procedures.
- to ensure policies and employees are updated as to new legislation and guidance.

Defects

The governing body and Head have agreed that the following procedures/Codes of Practice shall be followed within the school with regards to defects:

- any member of staff finding a defect in the building, furniture or equipment will take steps to remove the hazard or ensure that the risk is minimised and report the details immediately to the school secretary or Head
- the school secretary, in consultation with the Head will, if necessary, take steps to have the defect rectified,
- any member of staff discarding a faulty item or electrical item must also remove this item from the electrical appliance register.
- Health and Safety is a standing agenda item at all staff meetings and governors' meetings.

Electricity

The governing body and Head have agreed that the following procedures/codes of practice shall be followed within the school with regard to electricity.

PAT testing is carried out at least biannually. Registers are kept itemising each appliance and details of tests carried out. Electrical items received or purchased by the school are recorded in the register.

Staff should be vigilant for:

- damage to plugs and switches
- damage to leads
- correctly fitted connectors
- coloured insulation of the internal wires not showing at plug or appliance
- damage to outer case of equipment
- signs of overheating
- signs of liquid spillage or entry of foreign materials, ventilation ports not blocked
- the appliance being used for the purpose it was designed for.

Lone Working and Personal Security

The Old School as a responsible employer does not expect any employee to go into a dangerous situation for which he or she is not prepared. If you think you may be exposing yourself to danger in entering a building or site you should not do so. Staff will be trained in awareness of practical hazards such as manual handling, slips and trips and working at height (with particular regards to displays.)

First Aid & Storage & Administration of Medicines

See Policy Number 16 – *Administering Medicines* and Policy Number 7 - *First Aid Smoking*

To help ensure that we offer pupils, staff and visitors a safe, secure and healthy environment and to comply with No Smoking legislation our school has adopted a no smoking policy, which covers the school, playgrounds and playing fields.

Health and Safety During Science Experiments

The use of practical equipment during science lessons is encouraged. We recognise the benefits of children being given the opportunity to conduct experiments for themselves. Safety rules for conduct during these opportunities include:

- be sensible during the experiment
- follow instructions immediately
- only touch equipment when you are told to
- carry equipment with care and always walk
- make sure any equipment used is returned carefully
- inform your teacher of any breakages
- if you're not sure — ask!

All experiments should be carefully planned and prepared for. Preparation should include:

- consideration of staffing levels
- consideration of group mix and children with special needs
- room dynamics
- a risk assessment according to the materials and equipment to be used.

Where there are any concerns or queries the science coordinator should be consulted.

Photographs and Videos

Full details of policies and procedures involving the use of ICT, mobile technologies and social media are included in the school's E-safety Policy.

This policy has the intention of protecting children from the misuse of photographic images. It aims to enable safe practice to continue and allow for the use of pictures, both still and moving, where permission is given and there are educational or recreational benefits.

All parents will be asked for permission for the taking of photographs by the media. Parents will be reminded that assemblies and concerts may be photographed and videoed and as such any concerns they have should be

expressed to the concert organiser prior to the event. Parents will be asked to refrain from taking photographs or

videos where it is known that permission has not been given for one of the participating children. Parents will be reassured that videos and photographs taken within school by school staff will be used for educational purposes and that care will be taken that images respect the self-esteem of the children concerned and are not used to illustrate sensitive or negative issues.

On entry to our school parents will be informed of school policy and permission requested for use of pictures within the establishment. Should the situation arise parents will be asked prior to specific events if they are happy for their child's picture to be taken by the media for use as agreed between the newspaper and the school.

Early Years Health and Safety Policy

- It is our policy to provide a healthy and safe environment for staff and children
- There is a paediatric first aider on the premises at all times. Staff have up to date

basic first aid training.

- Emergency contact information is displayed in the Reception classroom and by the telephone in the office.

- Two smoke detectors are installed in the Reception area
- A multi-use fire extinguisher is kept in the Reception waiting area. Whole school

fire drills take place each term. Additional EYFS drills every half term.

- At all times we endeavour to ensure that the spread of infection throughout Early Years is prevented as much as possible by taking appropriate measures by

- Encouraging hand washing with liquid soaps after using the toilet, and before eating.
- Using paper towels in Reception cloakroom and toilet block
- Encouraging children to cover their mouth and nose when coughing and sneezing. Using tissues, disposing of them in the bin and washing hands.

- Cleaning of the environment – Yellow Cleaning Company Caretaker daily

Toilet/hand basin cleaned

Floor washed in toilet and classroom Carpet hoovered

2 bins emptied

- Carpet areas steam cleaned every regularly
- Cleaning of toys and equipment is carried out continuously on a rota system
- Desks and tables are cleaned with anti-bacterial spray before and after

lunch

- Desks are hoovered inside half termly

- Body Fluid Spillages

- All species of blood, faeces, saliva, vomit, nasal and eye discharges are

cleaned up immediately using appropriate PPE (Personal Protective Equipment). We use a product which combines both a detergent and disinfectant to clean if spillages occur and paper towels.

- Soiled children's clothing is doubled bagged to go home. • Sharp Injuries and bites

- If skin is broken, the wound is washed thoroughly with soap and water. Parents are contacted and advised to phone their own G.P. for further advice.

- We keep parents informed of any illnesses in the setting and advisable times to keep children with infectious illnesses at home (Guidance on *Infection control in schools and other childcare situations* from Public Health England September 2014, revised 2016 is displayed on the 'Information for Parents' notice boards).
- We have a no smoking policy which ensures that no one smokes in a room or outside play area when children are present or about to be present.
- Staff use of mobile phones is for emergency use only.

Sun Protection

- We want all children and staff to enjoy spending time outside safely without the risk of the harmful effects of the sun. We aim to do this by: Asking parents to provide labelled and named sun creams for the children. Asking parents to provide the correct summer uniform, footwear and sun hats.

- Activities set-up outside will be in the shade and children will be encouraged to use the shelter on the field.

- During extreme temperatures, children will remain indoors.