



## **RISK ASSESSMENT POLICY**

### ***This Policy includes the Nursery & Early Years Foundation Stage***

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Definition: 'Hazelwood' means Hazelwood School and The Larks at Laverock Ltd (trading as Hazelwood Nursery and Early Years).

"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

Hazelwood 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. The Bursar is responsible for keeping records of staff fire training. Risk assessments for main site are kept within the Risk Assessment Register within the Bursar's office and on the Nursery and Early Years site are stored centrally on 'Larks General Admin' server and a hard copy is available in the Nursery Manager's office. The Estates Manager holds COSHH records across estates, housekeeping and curriculum areas.

#### **Risk assessments for Trips and Visits**

The school's arrangements for risk assessments on off-site visits are as follows:

- For the peace of mind of all staff involved, and that of the school management, trips and visits will only be approved after an assessment of the risks involved has been carried out. The Educational visits form must be completed and approved by the Head before any visit takes place.

- Risk assessment applies to the normal day to day activities which we undertake without conscious effort, such as crossing roads, driving etc. When responsible for a group of children, the care and attention given to their safety requires focus and review. The group leader will complete a risk assessment (Event Specific Plan) for individual visits and activities.
- Risk assessments for trips and visits are stored on the Nursery and Early Years site in the risk assessment file and on main site within the termly folders in the Bursar's office.

### **WHAT AREAS REQUIRE RISK ASSESSMENTS?**

There are numerous activities carried out in Hazelwood School, 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
- All classrooms
- Play areas
- Science labs
- Each sport and PE activity and area (hall, courts etc)
- Art room
- Technology Workshop
- Music and drama room
- Staff e.g. pregnancy, return under 'fit for work' limitations issued by GP
- Staff or pupils impaired by injury or disability.

### **Medical and First Aid**

The school's Welfare Officer is consulted in drawing up policies and procedures relating to administration of medicines/treatments eg epipen and diabetes. She maintains care plans of all pupils with a condition which may pose a significant risk to the child's well-being. She is consulted by staff when planning trips and activities to ensure that the child is provided for and all accompanying staff are aware of the risks.

Accident forms are maintained and the Welfare Officer on main site or Assistant Head (Early Years) is responsible for ensuring that notices of significant or recurring accidents are passed to the Bursar.

The Head is responsible for ensuring that the Bursar reports any notifiable accident that occurs on school premises to a pupil, 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/Parents**

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

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

### **Safeguarding**

Our Safeguarding Policies and training for all staff form the core of our safeguarding 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 who are not allowed to work in the UK.

### **Support Areas**

Catering (contracted to Holroyd Howe) 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 security, manual handling, working at height, lone working, asbestos, control of contractors on site 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 Hazelwood School 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
- Children receive instructions on safety and behaviour prior to the activity
- Children are appropriately equipped for the activity, including any necessary protective equipment for tasks identified as requiring its usage

### **Specialist Risk Assessments**

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

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

### **EYFS**

The school has arrangements in place to carry out a daily check of the indoor and outdoor areas used by Early Years pupils. An example of the checklist used is included in Appendix 1.

### **Reviews**

All risk assessments are reviewed and recorded by activity or when major structural work is planned or in the event of an accident. A separate Health and Safety Policy describes the arrangements for regular health and safety audits of the fabric of Hazelwood School, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for water sampling.

### **Responsibilities of all Staff**

All members of staff are given an induction into the school's arrangements for risk assessments and health and safety. A refresher is included within the annual INSET H&S training given to all staff by the Bursar.

Specialist training can be 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 Head, Bursar, Assistant Head (Early Years) SLT and appointed governors with responsibility for health and safety.

Finally, all members of staff are responsible for reporting any risks or defects to the Bursar or Assistant Head (Early Years).

## Appendix 1

### Oak Classroom Safety Checks



Week beginning \_\_\_\_\_

Area/ equipment to be checked	M	T	W	Th	F
Chairs and tables in good repair					
Lights working					
Toys in good repair and stored safely					
Toilets free of hazards (wet floors etc)					
Furniture safe and in good repair					
Windows					
Electric outlets capped with safety plugs					
Electrical cords secure and out of the reach of children					
Room temperature					
Hazardous substances all put away					
Entries and exits are clear and exit doors are able to be opened easily by adults					
Rubbish bins are empty and clean					
Floors are clean an dry					
<b>End of day</b>					
Doors locked					
Windows shut					
Lights turned off					
Computers turned off					

**Maintenance request** urgent/non urgent

**Example of a completed Risk Assessment:**



Hazelwood School

**Risk Assessment Overview**

Details	
<b>School:</b> Hazelwood School	<b>Department:</b> Hazelwood Parents' Association

Risk Assessment Title:
<b>HPA Summer Fair 2016</b>

Who is at Risk?	
<b>People at Direct Risk:</b> Visitors to the Summer Fair (adults and children)	<b>Other People Who Could be Affected:</b> Volunteer helpers Stall holders

Summary of Risk			
<b>What is your assessment of the risk <u>before</u> the ACTION PLAN is completed?:</b>	<input type="checkbox"/> High risk	x <input type="checkbox"/> Medium risk	<input type="checkbox"/> Low risk
<b>What will the level of risk be <u>after</u> the ACTION PLAN is completed?:</b>	<input type="checkbox"/> High risk	<input type="checkbox"/> Medium risk	x <input type="checkbox"/> Low risk

*Note : if the risk is still classified as 'High', even if you were to complete the action plan, then the hazard should be neutralised immediately (e.g. by stopping the activity or making the area safe) and the school safety co-ordinator and the relevant manager should be informed.*



## Assessment and Action Plan

What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Trip Hazards around site	Minor/medium injury resulting from falling down or being hit by falling materials	Stall holders to be encouraged to keep stall sites, and areas around them, tidy and clear of clutter All public areas to be kept clear and to be monitored throughout the course of the Fair. People to be encouraged not to run around the site so that tripping becomes less of a risk. Any steps to be signposted with Mind the Step signage. Any exposed wires etc to covered with a mat or wire cover/protector. St John's Ambulance on site to attend. First Aid kits readily accessible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Unaccompanied children running wild	Trips/minor injuries	Parents encouraged to supervise young children.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Need to discuss if this is feasible.	
People wandering off and hurting themselves on school grounds/property	Some people may wander away from the fair site to the rest of the school grounds including the tree house	Individuals seen/found roaming school site, away from Fair, will be challenged and redirected to Pavilion Field. PA announcements if necessary to remind visitors to stay in the main fair arena.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Possible jostling in queues for stalls	Crush and stampede	Volunteers will monitor their individual stalls.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Bottlenecks of queuing visitors	Jostling, stampede, trips	Entertainment will be spread evenly throughout the fair. A PA system will be in place to guide people appropriately and safely if needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		



What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Congestion and over filling venue	Overcrowding leading to panic, fainting	Fair is being held outdoors and being staged over two hour time slot to avoid heavy congestion at any one time. Plenty of gazebos and the pavilion for shade if needed.	x				
Nuts in refreshments	Allergic reaction	All foods to be nut free. Stall holders and caterers to be certain of nut free produce. St John's Ambulance on site to attend.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SCHOOL IS NUT FREE ENVIRONMENT	
Burns from hot drinks	Burns and minor injuries	All cups will be fit for purpose to prevent scalding. No hot drink stall will be left unattended at any time during the fair. If using disposable cups they will have lids for extra protection. St John's Ambulance on site to attend.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Fire	Stall catches fire or electrical fire.	No naked flames are allowed at the Fair to prevent the starting of fire. Suitable fire fighting equipment readily available. Eg fire extinguisher in the Pavilion Fire assembly points easily accessible from site of Summer Fair.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Not knowing where to assemble in case of a fire/emergency	Panic in an emergency	Route to assembly point is wide and clear. HPA volunteers to be wearing high visibility jackets to be instantly visible if needed. Use of PA to direct people to fire assembly area away from the stalls area	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Emergency evacuation due to fire hazard	People might get crushed or hurt in the confusion	HPA volunteers to be wearing high visibility vests and will act as fire marshals where needed. Signs to be placed directing people to fire assembly area (middle courts).	x				



What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Lack of public information	Panic and lack of knowledge leading to disorientation	Loud speaker system to be in place for making public announcements. HPA volunteers to be easily identified in high visibility vests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lost child	Distress by child and parent	Meeting place identified as the pavilion. PA system for making of announcements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Car Parking	Visitors may have a road traffic accident involving another car or visitor	Car Park is a wide open space with good visibility. Parents are used to parking in this area. Where possible, marshals will help direct the traffic. Speed to be kept to a minimum and due care and caution has been requested on entering and leaving the car park.					
Theft from a car whilst the Fair	Visitor's valuables are stolen	All visitors are advised to keep car seats clear of anything which may prompt a burglary.					
Bodily harm from Bouncy Castle or inflatable gladiator podium	Children hurt or suffocated on bouncy castle.	ALL INFLATABLE ACTIVITIES ARE BEING RUN BY A REPUTABLE COMPANY WITH APPROPRIATE PUBLIC LIABILITY IN PLACE. The school equally has Public Liability insurance in place for such a school event. Children to be under the supervision of a responsible adult at all times. Safety Rules to be posted at entrance. St John's Ambulance on site. First aid kit and first aiders next to the inflatables. Children (or adults) disobeying the rules will be removed from the inflatables. There will be a maximum allowed number of people allowed on at one time. Volunteers will supervise this. Shoes will be removed before using the inflatables.					



What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Bodily harm from falling over/colliding on the inflatables	Cuts/ bruises/ broken bones/ sprains	Children to be under the supervision of a responsible adult at all times. Inflatable Safety Rules to be posted at entrance. St John's Ambulance on site. First aid kit and first aiders near the inflatables. Those disobeying the rules will be removed from the inflatables.					
Inflatables flying away in strong wind causing harm	Serious injury, broken bones, death	Multiple 1ft helix grooved spikes used as moorings. Ground checked by company supplying inflatables that it is suitable for securing points accordingly. Company has 100% safety record. In case of very bad weather, inflatables will not be used.					
Eating/drinking/talking on phone whilst on inflatables causes a collision	Person distracted on inflatables becomes a potential hazard.	No eating, drinking, mobile phones, horseplay, carrying people whilst on the inflatables.					
Throwing hazards	Items being thrown (willies, balls for coconut shy and smash the crockery) may be misaimed and hit someone or something causing injury and/or damage.	Back tarpaulin or sheet used to control flying balls. Welly wanging area to be roped or measured off with safe distances from other attractions and allowing for margins of error.	X				
Flying shards of broken crockery	Cuts, injuries	Tarpaulin or sheets to be used as a back drop to catch any flying debris. Set safe distance for throwing. One or two people only at a time throwing balls monitored by volunteers. No glass.	X				



What are the hazards	What might happen?	Controls	Control in Place?			ACTION PLAN	
			Yes	No	N/A	If 'No' - give details as to how and when the measure will be implemented and by whom	Complete?
Contractors earth/rubble pile in car parking field	Children climbing over it might sink into it or hurt themselves on sharp pieces	School and Contractors to make sure the area is fenced off. Signs to be put up warning of dangers and that playing in or near is strictly prohibited.	X				
Throwing hazard (welly wanging stall)	Welly being thrown goes awry and hits someone	Stall will be positioned away from main site and measured out according to discus and javelin throwing measurements so as to minimise risk of injury. Volunteers will monitor that people are standing in safe areas and at safe distances.	X				



Hazelwood School

### Sign Off Sheet

Assessor Details:		
Assessor(s) name:  LIZZIE STEPHENSON, HPA & EVENT ORGANISER	Assessor(s) signature:	Date:

School safety co-ordinator to sign below to accept the assessment		
School safety co-ordinator's name:  NICK TAPPIN, BURSAR	School safety co-ordinator's signature:  	Date:  8 <sup>TH</sup> June 2016

A review of this risk assessment is to be undertaken annually or else if any changes occur that affect the facts given above		
Date of review:	Reviewed by (Name):	Comments: