



# Newland House School

## Risk Assessment **Policy**

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Updated by	Deputy Head (Prep) Deputy Head (Pre-Prep)
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This Policy applies to all sections of the school, including the Early Years Foundation Stage

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## 1. General statement

- 1.1 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.
- 1.2 Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (child protection issues) and environmental (asbestos, legionella).
- 1.3 Risk assessment is about deciding who might be harmed and then judging how likely it is that something will go wrong, and how serious the consequences could be. Once the risks have been worked out and there is an understanding of how significant they are we can then focus on either cutting them out or at least controlling them.

## 2. Definitions

- A hazard is something with the potential to cause harm
- A hazardous event takes place when someone or something interacts with the hazard which results in harm.
- Likelihood is a measure of the chance that the hazardous event will occur.
- The consequence is the outcome of the hazardous event. Consequence can also be referred to as severity.
- A risk is the combination of the likelihood of a hazardous event occurring and the consequence of the event. Risk = Likelihood x consequence
- 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, preliminary visits, warning signs, barriers and insurance).

## 3. Areas of risk

- 3.1 There are numerous activities carried out in Newland House School, each of which requires its own separate risk assessment. The most important of these cover:
  - Fire safety, procedures and risk assessments
  - Educational visits and trips
  - EYFS settings
- 3.2 Separate model policies cover each of the three areas mentioned above. However, risk assessments are also needed for many other areas.
  - Educational
  - Science experiments

- Design and Technology
- Each sport and PE activity

At Newland House School we use of model or generic risk assessments, for our educational activities and visits. Please see A10 – Educational Visits policy for the Prep School and E3 – Educational Visits policy for the Pre-Prep.

### Pastoral

The focus of our pastoral policy is to ensure that every pupil leaves as a confident, articulate young adult capable of keeping him/herself safe on the streets, in the home and in all situations. Our PSHE programmes and Assemblies are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken. Our science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

### Medical and first aid

The accident forms are maintained by the office and the Reception Manager is responsible for ensuring that accident reports are passed to the Health and Safety Committee. The School's first aid policy explains the procedures that we would follow in the event of a medical emergency.

### Child Protection

Our Child Protection 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. By extending this regime to Governors, volunteers and the adult members of the families of staff who are accommodated on site, and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

### 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.

Caretaking and Security: risk assessments cover every room, laboratory, stairs, corridor and emergency exit in the entire school. Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.

Maintenance: risk assessments and training are required for equipment, as well as 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). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.

Grounds: risk assessments and training are required for machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction and refresher training covers risk assessments, protective equipment and safety notices.

Office staff: risk assessments are available 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.

### Access by Pupils

Risk assessments of all areas of the school reinforce the policy of ensuring that our pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories, and the design technology suite. Doors to these areas are kept locked when not in use. Pupils are only allowed access when accompanied by a member of staff. Pupils do not have access to the grounds, maintenance, catering and caretaking working areas in the school.

## 4. Conducting a risk assessment

- 4.1 All Group leaders at Newland House School will conduct risk assessments on the potential hazards involved in a visit, trip or activity that they are planning.
- 4.2 Professionally operated licensed activity centres and tour operators specialising in school visits will conduct their own risk assessments. The Group Leader should ask for copies at the planning stage. Provided that the EVC is satisfied, it will meet the requirements of Newland House School for the activity part of the visit.
- 4.3 Additional risk assessments will be needed to ensure complete coverage of all aspects of the visit. Risk assessments carried out by the school for previous visits can generally be updated and used as a guide, unless there has been a change of circumstances.
- 4.4 The risk assessment model that we use at Newland House School, is known as the "Traffic Lights Model" which gives a red, amber or green rating on each proposed activity. To produce a risk assessment, we firstly identify any risk that may be involved in any proposed activity and note the procedures in place to minimise this risk. See below example:

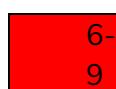
LOCATION/ACTIVITY	RISK	PROCEDURE	RATING
for example, Coach Journey	Road accident Travel sickness	Head count to be taken before journey. Pupils to be briefed on wearing seat belts on each journey first aid kit mobile phone clean up kit. care taken walking from coach to main entrance of ... Professional qualified driver	

4.5 We then need to work out a rating for the risk to see if the activity can go ahead or if further safety procedures need to be put in place. To get this rating we use the traffic light matrix. This model asks you to grade the likelihood and consequence of each potential risk, then using the grid matrix below work out the rating.

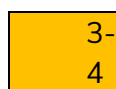
- 1 = low
- 2 = medium
- 3 = high

<b>CONSEQUENCE</b>	3	3	6	9
	2	2	4	6
	1	1	2	3
		1	2	3

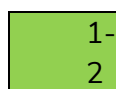
**LIKELIHOOD**



**Unacceptable**  
Refer to Head



**Tolerable**  
Ensure adequate control measures in place



**Acceptable**  
Ensure controls are maintained

### Specialist Risk Assessments and High Risk Activities

We will always employ specialists to carry out high risk tasks at the school. The Bursar arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella

- Gas safety
- Electrical safety of buildings
- Work at high levels
- Work with lead

## 5. Review of risk assessments

- 5.1 All risk assessments should be regularly reviewed; but the EYFS Statutory Framework requires schools which provide for this group to review and update their risk assessments annually. It also specifically requires providers to have risk assessments in place covering their indoor and outdoor spaces, furniture, equipment and toys and to keep records of these checks.
- 5.2 Risk assessments should also be reviewed (and recorded), when major structural work is planned, or in the event of an accident. The school's arrangements for the management of health and safety should describe the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for auditing the catering and cleaning functions and for water sampling.
- 5.3 At Newland House School, we maintain a "library" of risk assessments on our staff intranet for staff to refer to and adapt for their own use.

## 6. Responsibilities of all staff

- 6.1 All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety (which is recorded). 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 Head, the Bursar and other members of the Senior Leadership Team (SLT) in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar.

## 7. Accident reporting

- 7.1 The Bursar is responsible for reporting and recording 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). All notifiable accidents and near misses are reviewed by the school's Health and Safety Committee with a view to assessing whether any measures need to be taken to prevent recurrence.

## 8. Audit compliance statements

8.1 An annual compliance risk assessment is presented by the Head and the Bursar to the Governors to approve as Trustees of the Charity at the same time that they review the audited accounts. This report analyses:

- The financial procedures and controls
- The major risks to the school, including:
  - Strategic risk
  - Loss of fee income
  - Damage to reputation
  - Failure to teach the correct syllabus
  - Risk of a child protection issue
  - Gaps in Governor skills
  - Conflicts of interest
  - Employment disputes
  - Major health and safety issues
  - Possible data loss
  - Risk of fire, flood and land slip
  - Poor cash flow management
  - Fraud
  - Loss through inappropriate investments
  - Areas of potential risk

8.2 The measures taken to protect the school against such risks, including:

- Safer recruitment of staff, Governors and volunteers
- Measures to ensure the selection, training and appraisal of appropriately qualified staff and Governors
- Insurance
- Strong financial controls that are regularly reviewed
- Financial reserves policy
- Use of professional advice from lawyers, accountants, architects, etc. as needed
- Formal review of compliance with the school's charitable objectives
- Governors are invited to approve the compliance risk assessment annually and to endorse the insertion of a statement along the following lines (or a more detailed version thereof) in the school's annual accounts:
  - "The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the Trust, and are satisfied that systems are in place to manage our exposure to the major risks".

## 9. Further information

9.1 This policy will be reviewed every academic year or sooner if changes to legislation, compliance requirements or good practice dictate.