RYDES HILL PREPARATORY SCHOOL & NURSERY

P24 (ISI 16A) – RISK ASSESSMENT POLICY INCLUDING EYFS / EARLY YEARS CHILDREN

RYDES HILL
PREPARATORY SCHOOL & NURSERY

MISSION STATEMENT

- Rydes Hill Preparatory School and Nursery is a Catholic school where children learn how to live in loving relationship with God and each other.
- Christian virtues of love and justice, faith and courage, hope and perseverance are fostered.
- Pupils and staff comprise individuals of different faiths and beliefs but the Rydes Hill community aspires to unity within the life of the school on shared moral values.
- The importance placed on the development of individual talents is at the heart of what the school stands for and all are encouraged and challenged to be the best they can be.

Written By :	Alison Packman – Compliance Officer	7th February 2020
Reviewed By :	Sarah Norville – Headmistress	29th April 2021
Approved By :	SLT	4th May 2021
Governor Review By :	Health & Safety Committee	

Contents

Revision History

Revision	Paragraph Number	Revision
March 2016		Original Policy
March 2017		Updated
March 2018		Updated
March 2019		Updated
March 2020		Updated
April 2021		List of risk assessments updated to match the main index (including COVID19)

Abbreviations, Acronyms and Definitions

Abbreviation / Acronym	Definition
COSHH	Control of Substances Hazardous to Health Regulations 2002
H&S	Health & Safety
MHSWR	Management of Health and Safety at Work Regulations
RIDDOR	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Aim / Objective / Statement of Intent

The objective of this Policy is to ensure that all pupils, parents and visitors and contractors who are on site at Rydes Hill School are kept as safe as is reasonably possible whilst they are here. Under the Management of Health and Safety at Work Regulations 1999, the Health and Safety at Work Act 1974 and the Control of Substances Hazardous to Health Regulations 2002, the School is required to carry out a suitable and sufficient Risk Assessment programme for areas, activities and procedures where there is likely to be significant risk.

Risk Assessments will be carried out for all hazardous activities and locations where there is a risk of harm being caused. Risk Assessments must identify not only hazards and the risks arising from them, but also determine whether existing precautions are adequate or additional controls are required. All risk assessments are reviewed on a regular basis. In addition to the assessments completed by the School, there are a number of assessments carried out by external contractors, where specialist skills are needed. These include Fire Safety, Legionella Control, the Asbestos Register and Hazardous Substances. Staff receive guidance on risk assessment as part of their induction and have access to a number of risk assessments, such as Working at Height, Manual Working and Slips, Trips and Falls, whenever required.

Training

1. All staff will undertake a program of risk assessment training to improve and maintain their knowledge during their period of employment. This training will encompass both the methodology for carrying out a risk assessment and maintain awareness. Formal training will be provided every three years along with interim updates as and when required. The aim is to encourage a culture of awareness of the benefits of risk assessments, particularly in a school environment.

Scope of Risk Assessments

2. Risk Assessments are broadly grouped into 3 groups as follows:

    - Operational Health & Safety – reviewed according to scheduled cycle or whenever there is a change in methodology, personnel, equipment, incident etc.
    - Educational Visits & Activities – reviewed for each new venue, change in pupil cohort or staffing
    - Personal – created and reviewed whenever a potential risk can be foreseen for a member of staff, volunteer, pupil etc.

Guidance

3. The definition of **Risk Assessment** is the process of determining whether the control measures in place are sufficient to ensure that the residual risk posed by a particular hazard (ie: the degree of risk which remains once control measures have been taken) is

acceptable and compliant with legislation. A **hazard** is something which has potential to harm, and a **risk** is the likelihood of a hazard producing a harmful effect if control measures are not taken.

4. If you are unsure as to whether a risk assessment is required, considering the following question can be helpful :

   "Is an injury or loss foreseeable?"

   If the answer is yes, then a risk assessment must be carried out.

   On occasion it may be necessary to conduct Dynamic Risk Assessments. A Dynamic Risk Assessment is a split-second decision made by staff where they are taking into account the risks of acting versus not acting. For example, whether to restrain a pupil by the arm when they may be about to run into the path of a car. The staff member is weighing up the risk of minor injury to the pupil resulting from the staff member grabbing their arm versus the potentially serious injury to the pupil should they be hit by a moving car. Dynamic Risk Assessments do not need to be formally recorded however consideration should be given after any incident as to whether avoidance measures could be taken in future and the potential risk added to a formalised risk assessment.

5. The risk can be assessed based on the following calculation:-

   Severity of Occurrence * Likelihood of Occurrence

6. <u>Scales of Severity</u>

   Scales of Severity are measured as follows :

   5 = Fatality to Life / Cost of more than £500,000
   4 = Major Injury / Cost of more than £100,000
   3 = Moderate Injury / Cost of more than £10,000
   2 = Minor Injury / Cost of more than £1,000
   1 = Insignificant Injury / Cost of more than £100

7. <u>Scales of Likelihood</u>

   Scales of Likelihood are measured as follows :-

   5 = Almost certain
   4 = Very likely
   3 = Possible
   2 = Unlikely
   1 = Rare

8. <u>Residual Risk</u>

   Additional safety measures are then detailed and the residual risk (i.e. that remaining after these additional safety measures are applied) is calculated based on the formula above.

9. Residual risk can then be categorised as follows :

Residual Risk is 1 – 5 – GREEN
No additional controls required, monitor the activity / location to ensure that the additional safety measures are maintained.

Residual Risk 6 – 10 – GREEN
Monitoring is required to ensure that the safety control measures are maintained. Consideration may be given to further control measures that are cost effective or o additional cost burden.

Residual Risk 11 – 15 - AMBER
Efforts should be made to reduce the risk rating further, however the costs of prevention should be carefully measured and justified.

Residual Risk 16 – 20 - RED
Activities should **not be started or continued** until the risk has been reduced to a level that is as low as reasonably practicable. Seek competent advice.

Residual Risk 21 – 25 – RED
Work should **not be started or continued** until the risk has been reduced. Immediately seek competent advice.

10. Details of additional measures required will be added to the Risk Assessment Action Sheet so that they can be easily monitored and tracked. The Risk Assessment Action Sheet will be formally reviewed at least annually during the Health & Safety Committee Meeting and reviewed by the Bursar and Compliance Officer termly.

Hierarchy of Control Measurements

11. When reviewing residual risks it can be helpful to consider the hierarch of control measurements :

    E - Eliminate (Is it possible to eliminate the event that is creating the risk?)
    S – Substitute (Can part of the process be substituted?)
    C – Contain (Can the harmful element be contained?)
    A – Alleviate (Can the degree of harm be alleviated?)
    P – Personal Protective Equipment (Can items be used to reduce level of harm?)
    E – Educate (Can training be implemented?)

12. We can consider the above in the following theoretical scenario:

    The school has some very unwieldy items that it uses for the Christmas and Summer Production and this is stored in the roof space when not in use. This necessitates it being manually put into the roof space through a loft hatch in some large heavy boxes. This has previously been achieved by the person balancing the boxes on their chest as they climb up a step ladder.

13. By applying the Hierarchy of Control Measurements, we could consider the following actions:

    E – Do we need to store these items in the roof space? Is there somewhere at ground level they could be stored so that the risk is eliminated entirely?

    S – If the roof space is the only storage area available, is there another way of getting them into the loft?

    C – Can someone assist in the operation by handing up items to a person already in the roof space?

    A – Can the items be broken down into smaller, lighter and therefore more manageable pieces and then stored?

    P – Could wearing additional personal protective equipment help? Are steel toe-capped shoes/boots being worn? Would gloves be of benefit?

    E – Review Manual Handling and Working at Height pamphlets

    By using the "ESCAPE" hierarchy above we are able to dramatically reduce the risks involved in this operation.

14. When considering Risk Assessments for Educational Trips, visits or activities, it can be helpful to consider the following:

    - S – Staffing – who is needed/available? The plan must work within the limits of available numbers, abilities and experience.
    - A – Activities to be undertaken – what do you want the group to do and what is possible?
    - G – Group characteristics – prior experience, abilities, behaviour and maturity, gender, any specific medical or dietary needs?
    - E – Environment – indoors or out; a public space or restricted access; urban, rural or remote; quiet or crowded; within the establishment grounds, close to the establishment or at a distance; ease of communications between the group and base. Do not overlook environments to be passed through between venues. For residential visits, consider the accommodation and surrounding area. For outdoor environments, consider remoteness, the impact of weather, water levels and ground conditions.

15. All Risk Assessments for Educational Trips must be saved under the Shared Folder path General\Teachers General\Educational Visits\. Further helpful information can be found at www.oeapng.info

16. Any risk assessments related to individuals will be only be shared with relevant individuals. For example, where a member of staff in Nursery has sustained an injury,

the risk assessment will be shared with the Nursery team and the Senior Leadership Team. Where it is necessary to create a risk assessment relating to a particular pupil, this risk assessment will always be shared with the pupil's parent/carer.

Legislation

17. Whilst there is no legislation as to how long a risk assessment is valid before a review is necessary, it is best practice that this should not be more than two years or so (and annually in the case of severe risks), and this is the guidance used by Rydes Hill School. In addition to this, a risk might also be assessed when legislation changes, new equipment introduced, alterations made to procedures, or after a near miss or accident, particularly if the accident is RIDDOR based (relations to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). This latter category refers to injuries of a very serious or fatal nature.

18. The initial assessment and the review should always be done, where possible, by the main person responsible for the risk, along with a 'Competent Person', i.e. someone with a knowledge of health and safety. For example, any risk in the Science Department should be carried out by the Head of Science.

19. The Bursar is responsible for the 'support' risk assessments and the Deputy Head (Pastoral) for those involving curriculum activities and School trips. Rydes Hill currently has over 50 School Facilities/Site Risk Assessments in place and Educational Visit/Offsite Risk assessments for every school trip.

20. Template risk assessments can be found at Appendices A and B.

21. In accordance with latest recommendations, Risk Assessment should be retained until the pupils covered under them reach the age of 21. To simplify this, all risk assessments for educational visits should be retained for 20 years from the date of completion.

22. A list of areas (non-exhaustive) which require risk assessment is located below:

Educational Risk Assessments

Science Department

General Classroom
Netball / Hockey / Tennis Courts
Forest School
Swimming

School Trips and Out of School Activities (incl Away fixtures)
Nursery
Main Hall – PE Activities (Gymnastics, Dance, Health Related Exercise, Fundamental Motor Skills and Ballet)
Grass Areas (Cricket, Rounders, Athletics, and Football)

Support Risk Assessments

Allergies
Asbestos Containing Materials
Covid-19
Dogs in School
Electrical Installation & Appliances
Entry into confined spaces
Exposed Heating Pipes
Fire Safety
Floors
Food Safety
Gardens & Grounds
Glass in Doors
Hazardous Substances
Laundering
Legionella
Letting of School Premises
Maintenance of gas installation
New & Expectant Mothers
Offices, Paper, Costume & Hat Store
Pedestrian / Traffic Management
Playgrounds inc adventure playground
Routine maintenance operations
School Mini-bus Pick-up run
Security and visitors to the School
Stress
Toddler time
Toilets & Washrooms
Trees & Poisonous Plants / Berries
Use of Display Screen Equipment
Working at Height
Working Hours

Responsibility for Implementation of the Policy

23. The Governing Body has overall responsibility for implementation of this Policy, but the School Bursar has day-to-day responsibility for delivering it to a satisfactory standard. The Bursar is supported in this role by a Health & Safety Committee, who meet termly and keep Minutes of Meetings.

List of Appendices

Appendix A – Excerpt of completed Risk Assessment for School Facilities/Site
Appendix B – Excerpt of completed Risk Assessment for Off-site Educational Visits

Appendix A – Excerpt of completed Risk Assessment for School Facilities/Site

Risk Assessment Number : **26**
Risk Assessment Title : **Growth of Legionella Bacteria**

RYDES HILL
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Date Risk Assessment carried out: **January 2019**
Date of Next Review : **January 2020**

Hazard (Who, What, How)	Safety control measures	Severity of occurence (with current control measures)	Likelihood of occurrence (with current control measures)	Risk Rating (Severity x Likelihood)	Additional safety control measures to reduce risk rating lower if required	New risk rating (severity x Likelihood)	Residual Risk classification after additional measures
Proliferation of legionella bacteria in water stored between 20 – 50 degrees centigrade where there is a means of creating breathable droplets e.g. showers and taps. If inhaled there is a risk of a pupil, member of staff or visitor contracting to legionnaires disease resulting in	Specialist evaluation of water supply by professional external Contractor, Eaton Environmental Services who undertakes chlorinating, cleaning, descaling and checking of the water systems within the School for Legionellosis. Water temperatures taken monthly on all sentinel tap outlets and chlorifiers by the School Maintenance Team, and records kept in order to maintain cold water levels at less than 20 degrees centigrade and hot water at 50 degrees centigrade. Thermostatically controlled valves have been fitted to reduce hot water at tap outlets from 60 degrees to between 30 and 35 degrees centigrade. All remedial works emanating from last legionella inspections have been carried out. Site Management Team attended legionella course in 2017.	5	2	10			GREEN

Risk Assessment Number : **26**
Risk Assessment Title : **Growth of Legionella Bacteria**

RYDES HILL
PREPARATORY SCHOOL & NURSERY

Date Risk Assessment carried out: **January 2019**
Date of Next Review : **January 2020**

Risk Assessment reviews:		
Written by: Alison Packman		
Reviewed by: Kathryn Pillar		

Risk rating outcomes:

Severity of occurence	
Fatality / £500,000+	5
Major / £100,000+	4
Moderate / £10,000+	3
Minor / £1,000+	2
Insignificant / £100+	1

Likelihood of occurrence	
Almost certain	5
Very likely	4
Possible	3
Unlikely	2
Rare	1

1 – 5	No additional controls required, monitor the activity/location to ensure that the safety control measures are maintained
6 – 10	Monitoring is required to ensure that the safety control measures are maintained. Consideration may be given to any further control measures that are cost effective or no additional cost burden.
11 – 15	Efforts should be made to reduce the risk rating further, however the costs of prevention should be carefully measured and justified
16 – 20	Activities should **not be started or continued** until the risk has been reduced to a level that is as low as is reasonably practicable, seek further competent advice.
20 - 25	**Work should not be started or continued until the risk has been reduced, seek competent advice IMMEDIATELY.**

RISK RATING	**Likelihood**				
Severity of occurence	**5**	**4**	**3**	**2**	**1**
5	25	20	15	10	5
4	20	16	12	8	4
3	15	12	9	6	3
2	10	8	6	4	2
1	5	4	3	2	1

Appendix B – Excerpt of completed Risk Assessment for Educational Visits

RYDES HILL PREPARATORY SCHOOL & NURSERY

Rydes Hill Preparatory School

Class/Group:	Risk Assessment Title :
Location:	Mode of Transport:
Leader of trip:	
No. of Adults:	Date of Trip:
Timings of trip:	No. of Pupils:
Alternative plan: **Return to School**	Emergency Tel. no.: **01483 563160 (Rydes Hill)**

Hazard (Who, What, How)	**Safety control measures**	**Severity of occurrence** (with current control measures)	**Likelihood of occurrence** (with current control measures)	**Risk Rating** (Severity x Likelihood)	**Additional safety control measures to reduce risk rating lower if required**	**New risk rating** (severity x Likelihood)	**Residual Risk classification after additional measures**
Lost child	Pupil to adult ratio has been checked. Pupils are to be counted leaving the school; counted on the mini-bus/coach; counted off the mini-bus/coach. They will also be counted on the return journey getting onto the mini-bus/coach; getting off and on their return to the school building/classroom. Pupils are supervised at all times. Pupils are taken to the bathroom or sent in 2s. If a child is identified as lost, follow procedure set out in P14 'Lost Child'	1	2	2	All adult supervisors on the trip are given the names of the pupils they are responsible for prior to the trip.	1x1=1	GREEN
Traffic accident	Remain calm. Ensure all pupils and adults are safe (remove from vehicle if possible). Call emergency services if required. Call School office to notify and follow procedure in P35 'Major Incidents'. Treat minor injuries	3	2	6	Minibuses travel in convoy along with additional members of staff available for supervision.	2x2=4	GREEN
Accident at site	Adults are in charge of each year group. Pupils know who to turn to if they are in need of assistance. First Aid kit is carried by staff members. Inhalers and epipens are kept with adults supervising the pupils in need of them. Accidents to be recorded in the School Accident Book.	2	2	4	Ask the sight / institute for their RA if any accidents occur. Follow their procedures.	1x2=2	GREEN

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Rydes Hill Preparatory School

Class/Group:	Risk Assessment Title :
Location:	Mode of Transport:
Leader of trip:	
No. of Adults:	Date of Trip:
Timings of trip:	No. of Pupils:
Alternative plan: **Return to School**	Emergency Tel. no.: **01483 563160 (Rydes Hill)**

Sun burn	Clarion all parents of pupils attending the trip advising them to apply sun cream to their child in the morning. Pupils may bring their own sun cream and apply it themselves.	1	2	2	Ask all pupils to bring their RH caps to the trip to prevent sun stroke and protect face from sun.	1x1=1	GREEN

Written by: Name of teacher in charge of trip:	**Signed:**	**Date:**
Reviewed by: Vanessa Wood, Educational Visits Coordinator:	**Signed:**	**Date:**
Reviewed by: Sarah Norville, Head Teacher:	**Signed:**	**Date:**

Risk rating outcomes:

Severity of occurrence	
Fatality / £500,000+	5
Major / £100,000+	4
Moderate / £10,000+	3
Minor / £1,000+	2
Insignificant / £100+	1

Likelihood of occurrence	
Almost certain	5
Very likely	4
Possible	3
Unlikely	2
Rare	1

1 – 5	No additional controls required, monitor the activity/location to ensure that the safety control measures are maintained
6 – 10	Monitoring is required to ensure that the safety control measures are maintained. Consideration may be given to any further control measures that are cost effective or no additional cost burden.
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Rydes Hill Preparatory School

Class/Group:	Risk Assessment Title :
Location:	Mode of Transport:
Leader of trip:	
No. of Adults:	Date of Trip:
Timings of trip:	No. of Pupils:
Alternative plan: **Return to School**	Emergency Tel. no.: **01483 563160 (Rydes Hill)**

RISK RATING	**Likelihood**				
Severity of occurrence	**5**	**4**	**3**	**2**	**1**
5	25	20	15	10	5
4	20	16	12	8	4
3	15	12	9	6	3
2	10	8	6	4	2
1	5	4	3	2	1

On-going Risk Assessment Notes whilst on trip:

Staff to be aware of:

Evaluation of Trip:

Signed: ..... Name: ..... Date: ...../...../.....