



Longacre School Risk Assessment Policy

This policy includes the Early Years Foundation Stage

Policy Written: February 2020

Policy to be reviewed: February 2021

1. Rationale:

Longacre School places the Health and Safety and Welfare of staff, children and adults as its highest priority. At Longacre School we aim to keep children and adults safe by undertaking rigorous and thorough risk assessment on all aspects of the school's work.

Longacre School has written this policy to ensure that best practice and procedures are carried out at the school. This policy complies with principles and requirements of the Early Years Foundation Framework.

2. Aims:

This policy is based on the following legislation, ISI regulations and Department for Education (DfE) guidance:

- Paragraph 16 of part 3 of The Education (*Independent School Standards*) Regulations 2014 which requires proprietors to have a written risk assessment policy
- Regulations 3 and 16 of *The Management of Health and Safety at Work Regulations 1999* require employers to assess risks to the health and safety of their employees, including new and expectant mothers
- Regulation 4 of *The Control of Asbestos Regulations 2012* requires that employers carry out an asbestos risk assessment
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of *The Control of Substances Hazardous to Health Regulations 2002*
- Under regulation 2 of *The Health and Safety (Display Screen Equipment) Regulations 1992*, employers must assess the health and safety risks that display screen equipment pose to staff
- Regulation 9 of *The Regulatory Reform (Fire Safety) Order 2005* says that fire risks must be assessed
- Regulation 4 of *The Manual Handling Operations Regulations 1992* requires employers to conduct a risk assessment for manual handling operations
- *The Work at Height Regulations 2005* say that employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely
- *DfE guidance on first aid in schools* says schools must carry out a risk assessment to determine what first aid provision is needed
- *DfE guidance on the prevent duty* states that schools are expected to assess the risk of pupils being drawn into terrorism

- Longacre School will ensure that it carries out its duties, as outlined in the Management of Health and Safety Regulations, (by undertaking regular risk assessments in the school);
- Longacre School will ensure that any necessary action arising from the risk assessments is carried out as quickly as possible;
- Longacre School will regularly review risk assessments to ascertain whether they are still relevant and if any further action is required to lower the potential risk of harm;
- Longacre School will ensure that reviews of risk assessments will take place annually or more frequently if significant change has occurred which means the risk assessment is no longer relevant.

3. Implementation of Policy:

The risk assessment has four purposes:

- To identify all things and activities which may cause harm;
- To consider the chance of that harm actually befalling anyone in the circumstances identified, and the possible consequences which could arise from it (the risks);
- To enable there to be plans for the introduction and monitoring of preventive measures to ensure that the risks are adequately controlled at all times;
- To identify the specific vulnerability of Early Years pupils.

a) Definitions:

Hazard: Is something with the potential to cause harm, damage or injury.

Risk: The chance of harm resulting from the identified hazard and the severity of harm which may result from the hazard.

Longacre School will undertake various types of Risk Assessments to ensure that it reduces potential risks to all staff and school users who could be at risk of harm from the services and activities it provides as follows:

- **Generic Risk Assessments:**
These will be carried out for all areas and rooms in the school to identify potential hazards. Actions and precautions will be identified and implemented to eliminate or reduce the potential risks;
- **Statutory Risk Assessments:**
Statutory risk assessments, which are:
 - Workers under the age of 18
 - Asbestos
 - Substances hazardous to health
 - Display screen equipment
 - Fire
 - First aid
 - Manual handling
 - Working at height
 - Children being drawn into terrorism

must be completed as part of the Health and Safety regulations. Statutory risk assessments will be carried out at Longacre School to cover areas such as fire safety, lone working and manual handling and may be carried out by an external advisor and specialist;

- **Activity and Service Risk Assessments:**

Risk assessments will be undertaken to identify potential hazards associated with specific activities and services offered at the school.

Copies of Risk Assessment will be kept electronically on teacher share and can be viewed by parents and other adults at the request of the Head.

4. Risk Assessments:

At Longacre School risk assessments will be completed on the standard school template which is available from the Deputy Head.

The risk assessments completed at Longacre School will contain the following information:

- Area or activity being assessed;
- Date of assessment and assessor;
- Potential hazards which may have been identified;
- Action taken;
- Any further action required;
- Where appropriate, the estimated level of risk;
- Completion date and date of next review.

A risk assessment register is recorded which outlines the location/activities and the responsibility for completing the risk assessments for the activities listed, and where the assessments may be found.

Risk assessments are reviewed and updated on an annual basis, in consultation with the individuals who use that specific area or are involved in that particular activity. Key areas of risk will be reviewed and adjusted where necessary.

5. Recording and Reporting of Accidents and Incidents:

At Longacre School any accidents or incidents for staff, parents, contractors and visitors must be reported in the Incident Record Folder on report forms available from the School Office and are stored in the Medical Room. Any accidents or incidents for pupils are recorded on Return2Play.

Pupil

Any accident or injury must be recorded by the member of staff first on the scene even if further treatment is then given by the First Aid Coordinator. All accidents are recorded on "Return to Play" app.

- All accident details are recorded on Return to Play.
- Parents are notified of all recorded incidents and accidents by the Return to Play app.

The record completed must include:

The date, time and place of incident

The name of the injured person

Details of their injury/illness and what First Aid was given

What happened to the pupil immediately afterwards

and the name of the first aider or person dealing with the incident.

Staff, Parents, Contractors or Visitors

Any accident or injury involving an adult on the school premises must be recorded in a special Accident Book which conforms with the GDPR Regulations 2018. This book is kept in the medical room.

Particulars, which must be recorded, are:

- Full name, address and occupation of injured person
- Date and time of accident
- Place where accident happened
- Cause and nature of injury and what First Aid was given
- Name and address of person giving notice, if other than injured person

The accident form needs to be copied and a copy should be given to Deputy Head/Health & Safety Officer and the original kept on the file of the person involved in the accident.

Any accidents or injuries will be analysed as part of the risk assessment process to assist with the identification of potential hazards and risks to school users.

6. Roles and Responsibilities:

- The Head has overall responsibility for ensuring that risk assessments are undertaken for all services and activities offered by the school;
- The Governors' Welfare Committee meet on a termly basis to oversee all Health and Safety matters pertaining to the school;
- This is delegated to the Health & Safety Officer on a day-to-day basis;
- The Health and Safety Committee meet on a half termly basis to review any incidents during this period and decide on any necessary actions;
- Longacre School is responsible for ensuring that members of staff receive training to provide them with the necessary skills and knowledge to undertake risk assessments;
- The Health & Safety Officer is responsible for sharing risk assessments with relevant staff, professional and adults in school;
- The Health & Safety Officer will ensure that members of staff adhere to the actions outlined in the risk assessments;
- The Health & Safety Officer is responsible for ensuring that risk assessments are reviewed annually or sooner if significant change occurs before the review date;
- The HR & Compliance Officer in conjunction with the Health & Safety Officer is responsible for making amendments to the school's policies or procedures in the light of potential hazards or risks identified;
- The Health & Safety Officer is responsible for ensuring that immediate action is taken to reduce the risk of any potential hazard.
- Staff members who identify any potential hazards must notify the Health & Safety Officer and ensure that a record is made on the Incident/Accident report sheet;
- Risk assessments and reviewed will be monitored by the Governing Body.

7. Data Protection Impact Assessment (DPIA)

- A Data Protection Impact Assessment (DPIA) is a process to help identify and minimise the data protection risks of a project.

- You must do a DPIA for processing that is **likely to result in a high risk** to individuals. This includes some specified types of processing. Screening checklists are available on the ICO website to help decide when to do a DPIA.
- It is also good practice to do a DPIA for any other major project which requires the processing of personal data.
- Your DPIA must:
 - describe the nature, scope, context and purposes of the processing;
 - assess necessity, proportionality and compliance measures;
 - identify and assess risks to individuals; and
 - identify any additional measures to mitigate those risks.
- To assess the level of risk, you must consider both the likelihood and the severity of any impact on individuals. High risk could result from either a high probability of some harm, or a lower possibility of serious harm.
- You should consult your data protection officer (if you have one) and, where appropriate, individuals and relevant experts. Any processors may also need to assist you.
- If you identify a high risk that you cannot mitigate, you must consult the ICO before starting the processing.
- The ICO will give written advice within eight weeks, or 14 weeks in complex cases. If appropriate, we may issue a formal warning not to process the data, or ban the processing altogether.