



# CROSFIELDS SCHOOL

## Risk Assessment Policy

**Policy Owner:** Bursar

**Review date:** October 2022

**Next review due:** September 2023

This policy applies to the whole school, including the EYFS.

## **INTRODUCTION**

To effectively manage health and safety and in accordance with the Management of Health and Safety at Work Regulations 1999, Crosfields School maintains a set of risk assessments for activities and locations that may have the potential to cause harm, these may be at school or off site. The school aims to assess all reasonably foreseeable risks, and others which are identified by specific health and safety regulations. Each risk assessment takes into account risks that could be posed by everyone within and visiting the school environment, and in particular pupils and staff.

The Governing Body is fully committed to promoting the safety and welfare of everyone in the school community so that effective education can take place. The highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that comply fully, not just with the law; but with best practice. The policy at Crosfields School is not to carry out any unacceptably high risk activity. However, risks are inherent in everyday life, and even in a low risk environment there is a need to identify and manage risks with a view to preventing accidents from occurring. The school endeavours to educate its pupils in how to cope safely with risk, and to provide staff with appropriate training to enable them to manage risk.

## **LEGISLATION AND GUIDANCE**

This policy has due regard to statutory legislation and guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Counter-Terrorism and Security Act 2015
- Education Act 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- DfE (2022) 'Keeping children safe in education'

## **GENERAL RISK ASSESSMENTS**

### **What is a risk assessment?**

A risk assessment is a tool for conducting a formal examination of what could cause harm to people, and ensuring enough precautions are in place to prevent such harm. It should be completed with due reference to the environment in which the activity is to take place

and the people involved. A template for risk assessments can be found T:\Health & Safety\Risk Assessments.

### **How to complete a Risk Assessment?**

While using a template as a starting point is useful, risk assessment needs to be a deliberate action not a tick box exercise. Risk assessments do not have to be written down but it is worthwhile being able to evidence that it has been done. The following steps are to be taken:

- Identify possible hazards and risks.
- Identify who may be at risk eg members of staff (especially inexperienced staff), pupils (especially SEND needs or those with particular pastoral needs), lone workers, pregnant women, visitors and contractors.
- Consider what needs to be done to minimise hazards and risks or if any hazards or risks are too great, what modifications need to be undertaken to the planned activity.
- Define the risk control measures, i.e. the measures and procedures that are put in place in order to minimise the consequences of the risk.
- Identify people to be responsible for their actions.
- Set a time frame for completion.
- Implement the actions arising from the risk assessment.
- Monitor completion of the actions prior to the activity taking place.
- Review the risk assessment after the activity has been completed to evaluate its effectiveness.

### **How should a hazard or risk be identified?**

- A **hazard** is something with the potential to cause harm.
- **Harm** includes death, bodily injury or damage to physical or mental health.
- A **risk** is the chance or possibility of injury, loss or danger to people, property or buildings.
- A **risk assessment** is the resulting assessment of the severity of the outcome.
- **Risk/safety control measures** are the measures and procedures that are put in place in order to minimise the consequences of the risk.

### **What needs to be considered when completing a Risk Assessment?**

When considering risks, it is necessary to think about how serious an injury could be and the likelihood of it occurring. Before assessing the risks always obtain all the information about:

- the environment that activities will take place in;
- the qualifications and experience of those leading and accompanying them;

- the suitability of equipment, and the age, ability, aptitude and experience of the pupils and others participating.

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Having assessed the risks it is important to manage the identified risks in such a way as to do what is reasonably practicable to minimise their effect. Details of risk/safety control measures to be implemented are to be listed on the risk assessment. Where the residual risk is very high, then consideration must be given as to whether to avoid them in their entirety.

### What is the degree of risk?

Severity	Catastrophic (5)	5	10	15	20	25
	Major (4)	4	8	12	16	20
	Serious (3)	3	6	9	12	15
	Significant (2)	2	4	6	8	10
	Minor (1)	1	2	3	4	5
		Remote (1)	Improbable (2)	Occasional (3)	Probable (4)	Frequent (5)
		Likelihood				

	Residual risk is low
	Residual risk is medium and normal risk and safety control measures should be in place
	Residual risk is high but with prudent risk and safety control measures in place, the activity could be undertaken
	Residual risk is very high and even with prudent risk and safety measures in place, there is an unacceptable level of risk attached to the activity

### When is a Risk Assessment required?

The School's Policies cover routine activities in School and broad generic risk assessments are completed for typical hazards e.g. trips, slips and falls, security.

Specific risk assessments must be undertaken for certain subjects and areas of higher risk in school on an annual basis. This will include but is not exclusively:

- Art and Pottery
- Asbestos
- COSHH

- D&T (Design & Technology)
- Drama
- EYFS incl Nursery
- Fire Safety
- First Aid
- Food Technology
- Forest School
- Grounds Maintenance
- Manual Handling
- Minibus
- PE & Games: Rugby, Football, Hockey, Lacrosse, Cross Country, Tennis, Cricket & Athletics
- Play Equipment
- Recruitment of staff where a DBS certificate has not been received
- Safeguarding
- Science
- Security and Lone Working
- Slips and Trips
- Sports Camps and holiday activities organised by the School
- Swimming including Galas
- Theatre
- Trips and Visits – see *Trips and Visits Policy*
- Vehicle Movements
- Working at Height

The risk assessment must differentiate between activities for the Junior School and those for the Senior School where this is appropriate and necessary. In some circumstances, separate risk assessments may be required.

Risk assessments must always be carried out prior to an activity taking place, and on-going (Sometimes Called Continuing or Dynamic) risk assessments will take place as an activity is on-going and circumstances change.

### **Who should complete a Risk Assessment?**

Anyone can complete a risk assessment, and does so as they go about their daily life without even realising. The co-ordinator of a specific activity, or person responsible (usually Head of Department or Line Manager) for a physical area or duty will be responsible for completing the risk assessment. The Bursar, as the School's Safety Representative, Assistant Bursar, the Estates Manager and School Nurse are available to consult with when completing a risk assessment. Please see Risk Assessment Tracker document – Sharepoint\Allstaff\Health & Safety\Risk Assessments.

Risk assessment training is available as part of general Health & Safety Training to staff

either online through EduCare, an external educational training service, or informally with the Bursar.

## **Responsibilities**

The governing board is responsible for:

- The overall responsibility of risk management at the school.
- Overseeing the management of risk and health and safety to the Health and Safety Committee and Building and Estates Committee.
- Delegating strategic decisions for operational management of risk and health and safety to the Head.
- Recording and reporting serious incidents involving:
  - Injuries and ill health of employees
  - Injuries involving pupils and other people not employed by the school
  - Dangerous occurrences

The Head delegates responsibility to the Bursar for:

- Ensuring potential hazards are identified and risk assessments are carried out as appropriate.
- Ensuring day-to-day risks are managed effectively, including health and safety matters.
- Ensuring that any individual tasked to carry out a risk assessment is suitably trained to do so.
- Allocating resources in response to risk assessments and determining a course of action, if it has been identified that a risk cannot be suitably controlled so far as is reasonably practicable.
- Implementing frameworks for decision-making and corporate strategies, which consider risk assessment principles.
- Implementing appropriate mechanisms to communicate safe systems of work identified as part of the risk assessment process.
- Communicating elements of risk and health and safety management to the H&S Committee.
- Developing a Health and Safety Policy, that should be subject to reviews based on thorough risk assessment to reflect on and reduce occurrences of newly established risks.
- Recording any significant findings from risk assessments.

Staff members are responsible for:

- Taking reasonable care of their own safety, as well as that of pupils, visitors and other staff members.
- Being aware of any established risks and understanding the measures the school has put in place to manage these.

- Undertaking their work in accordance with training and instructions including the wearing of personal protective equipment (PPE) where required.
- Cooperating with the school on health and safety matters.
- Carrying out assigned risk assessments effectively, ensuring all risks are identified as well as suitable control measures.
- Reporting any risks or defects to the Bursar in order to create new, or update, risk assessments.
- Participating in risk management training delivered by the school.

A teacher has a common law duty of care for young people under their supervision. The duty of care expected is that of a reasonable, prudent and careful parent applying his/her mind to the school situation. The duty is continuous and cannot be delegated to anyone else.

Staff are responsible for reporting any concerns, risks or defects through the e email address - [faults@crofields.com](mailto:faults@crofields.com) for action and tracking by the Estates Manager, Maintenance Supervisor and Bursar.

Day-to-day responsibility for ensuring that risk assessments are carried out, records kept and reviewed rests with the Bursar, but Heads of Department are tasked with ensuring that their own departments follow endorsed school policies and procedures. Local management arrangements/guidelines are to be included in Departmental Handbooks or other local documentation such that another member of staff providing cover could understand fully how compliance is achieved within that Department.

The School has employed the services of Assurity Consulting to support Health & Safety provision in school. A Safe School Assessment was carried out in June 2021 and will be refreshed every 2-3 years. Ongoing support from Assurity Consulting includes reviewing sample risk assessments and a review of policies and procedures.

## **MONITORING AND EVALUATING EFFECTIVENESS**

The full risk assessment documentation is available Sharepoint:\Health & Safety\Risk Assessments

Incident Reports are completed after any accident involving a member of staff, contractor or visitor, or a significant injury to a pupil or a 'near-miss incident. The report is reviewed by the respective Head of Department, a member of the SLT and the Bursar or Estates Manager to identify any lessons or necessary changes to policy, practice or risk assessment.

The Compliance and Governance Co-ordinator will be responsible for the administration of the risk assessment review process. Risk assessments should be reviewed and revised at regular intervals by a designated member of staff. All risk assessments should be signed off by the Estates Manager, member of the SLT or other competent member of staff as appropriate to the activity. Risk assessment is an on-going process. Risk assessments are not definitive and are therefore reviewed (and amended if necessary) on a regular basis in accordance with best practice. Risk assessments should also be reviewed when there has been an incident, accident or near miss; where the procedure for undertaking a task has changed; where the people at risk has changed significantly or where different equipment

is being used. The risk assessments will help in determining such things as training requirements and/or the need to convey information to employees. As a minimum risk assessments will be reviewed every 3 years.

## **AREAS OF RISK ASSESSMENT**

### **Activities**

- **Break-times** – At Crosfields the pupils are segregated into age groups at break-time to ensure their safety and ensure adequate staff supervision. The Junior School and Senior School breaks are at different times. Nursery, Reception and Year 1&2 have designated play areas. Older pupils can choose to play on the ATP, field or playgrounds.
- **Extra-Curricular Activities** – Head of Enrichment is responsible for completing risk assessments or checking the risk assessments of those delivering activities both on and off-site. Activities run during school holidays, e.g. Activities Weeks and Sports Academies, must have a risk assessment completed for each period of activity in line with the Holiday Activities Policy.
- **Forest School** – A suite of risk assessments has been undertaken to cover planned Forest School activities.
- **PE & Games** – Risk assessments for sports are undertaken at the beginning of the season/term by the Director of Sport. Risk assessments are also undertaken by PE staff when going to away fixtures, with any concerns brought to the attention of the Director of Sport.
- **Early Years Foundation Stage (EYFS)** – In accordance with requirements, the School's own EYFS Risk Assessments are reviewed annually.

### **Asbestos**

Crosfields complies with the Control of Asbestos at Work Regulations 2012 and other related Health & Safety at Work legislation with regard to asbestos. Asbestos is present externally in Goodrest, Newton Lodge, Nursery and Oakleaves. It is subject to an Asbestos Management Plan.

### **Car Parks and Vehicle Movements**

Vehicle movements are generally restricted to the car park areas of the school other than maintenance and grounds vehicles. Pre-Prep playgrounds are also used for parking at the start and close of the day. Children are not permitted to be in these areas without adult supervision at these times. Safe walking zones are marked and barriers in place. When it is necessary to park vehicles on the school fields for large events and matches, it will be managed and supervised by members of the Estates team.

Deliveries are made to the Senior School Building where vehicles may use the turning circle



to manoeuvre. Large vehicle movements must have a banksman in place especially if reversing. A risk assessment is in place and is regularly reviewed.

### **Contractors**

Contractors are expected to have their own Health & Safety Policy, risk assessments and Method Statements, together with evidence of their current liability insurance, all of which should be shown to the Estates Manager prior to commencement of work.

Catering and IT support are operated under contract and their risk assessments are presented to the school on an annual basis for review.

Approved contractors are also checked through the safeguarding procedures for unaccompanied access. Other contractors are not permitted open unaccompanied access during term time and a risk assessment should be carried out to ensure measures have been put in place to prevent risks to staff and pupils.

All Contractors are required to be given a SAFESTART briefing prior to starting work on site.

### **Control of Substances Hazardous to Health (COSHH)**

The Control of Substances Hazardous to Health Regulations 2002 ("COSHH") require the school to have in place appropriate measures to ensure that the risks to the health and safety of pupils / students (as well as staff) from exposure to hazardous substances are minimised. Hazardous substances can definitely be found in Science, Art, DT, Cleaning, Catering, Estates, Grounds and Swimming Pool but may also be held elsewhere on an occasional basis. Heads of Department must ensure that risk assessments are compiled for all hazardous substances and appropriate measures are put in place to prevent, reduce and /or adequately control exposure to these hazards.

### **Covid/Infectious Diseases**

A distinct risk assessment will be undertaken for school operations under Covid or other infectious diseases . . This will be updated regularly on guidance from DfE and Government directives. The school will recognise that it is unable to completely eliminate the risk , however, it will ensure the risk assessment thoroughly reflects the DfE's system of controls so that the risk is minimised as far as possible. All other risk assessments should reflect Covid/other infectious disease control measures where appropriate.

### **Educational Visits**

Risk assessments are carried out for every stage of a school trip or educational visit, when pupils are deemed to be 'off-site'. Risk assessments are reviewed after each trip. For further information on this process, please see the *Educational Visits Policy*.

### **Equality Act 2010**

Crosfields School maintains SENDA accessibility plans. For further information, please see

the *SEN Policy* and the *SENDA Accessibility Plan*. Where required a risk assessment is completed for any person with a disability which could cause them harm while working in or getting in/out of buildings and appropriate evacuation procedures written.

## **Estates**

The Estates Manager conducts risk assessments for common estates activities including agricultural vehicles and driving, working at height, confined spaces, roofs and cleaning operations. He also arranges for specialists to carry out risk assessments for Legionella, Gas Safety, and Electrical Safety. Records of these risk assessments are retained by the Estates Manager.

## **Events**

Significant School events will require a bespoke risk assessment. This must be carried out by the coordinating member of staff prior to the event or activity, made available to all members of staff participating and checked that appropriate safety control measures are put in place. Significant School events include activities that involve the whole school (or substantial parts of it) outside of the normal setting or involve activities that are not routine. Participation by pupils from other schools, a large number of parents or member of the public would constitute a significant school event. These events might be organised by the CPA. For example:

- Primary School events
- Sports Days
- School Productions and Concerts
- Market Place
- Leavers Programme
- Carol Service
- CPA Events

## **Fire Safety**

Crosfields School has a fire risk assessment carried out by a BFC audited company which is updated every 3 years and reviewed annually by the Estates Manager. Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended, rebuilt, when new buildings are constructed or when changes are made to the way the school operates. A copy of Crosfields School fire risk assessments are available from the Bursary.

## **First Aid**

In accordance with the Health & Safety Policy and the First Aid Regulations, Crosfields has produced a First Aid Policy which sets out the policies, procedures and arrangements which are used in the School. This includes ensuring that the School has adequate and appropriate equipment and facilities, and suitably qualified medical staff. In addition, the School has a generic First Aid Risk Assessment covering general related hazards.

## **Hirings**

The Enterprise Manager will review the risk assessments for external agencies hiring the School's facilities and make them aware of any pertinent issues from our own Risk Assessments. Where appropriate, their risk assessments will be reviewed prior to the first letting.

Hirers are only permitted to use the agreed facilities and car parks (normally at the south entrance) but not the school grounds in general.

## **New and expectant mothers**

Crosfields School aim to protect the health and safety of every expectant mother whilst they are working and once they return to work as a new mother, and endeavours to ensure that they are not exposed to uncontrolled risk. The school has a generic risk assessment to identify hazards in the workplace that could present a risk to any expectant mother or new mother. In addition, the school will carry out a specific risk assessment when notified of an expectant mother and review this when there is a change in circumstances of the pregnancy or a change in duties and on return to work. Specific risk assessments are confidential and will be kept in the staff member's personnel file. The risk assessments are carried out by the staff member's Line Manager under guidance from the HR Manager and Estate Manager.

## **Public Rights of Way**

Crosfields School is a private site and there are no public rights of way through the premises of the School. Residents of Crosfields Close have access via the main entrance and car park to Crosfields Close (private road) but they should not use any other area of the school at any other time.

## **Pupil welfare**

Where the Pastoral Team become aware of a pupil at risk of the following, a risk assessment should be undertaken by the Head of House involving appropriate members of staff

- A pupil with a tendency towards behavioural, social and emotional difficulties, e.g. a pupil with an autistic spectrum disorder, eating disorders, self-harming or other mental health issue
- A pupil who has been the victim of peer on peer abuse
- A pupil either returning to the school after a bereavement, long term illness, fixed-term exclusion or joining from another school other than at the usual entry time or after a permanent exclusion
- A pupil with either a tendency or historical tendency towards behavioural, social or emotional difficulties who is participating in any off-site educational visits

All risk assessments regarding pupils' welfare will take into account previous behaviour, and outline specific measures, including both punitive sanctions and pastoral support, to ensure the risk of behaviour being repeated is minimised and managed. Care will be taken to ensure that pupils with SEND are not excluded from school activities as a result of

behavioural difficulties, unless it is sufficiently severe as to directly interfere with the education of other pupils.

Depending upon the age of the child, it may be appropriate to involve them in the preparation of the risk assessment.

## **Safeguarding**

In accordance with 'Keeping children safe in education' (KCSIE), the school recognises its specific safeguarding duties with regards to risk assessments.

- **Allegations against staff** – where an allegation is made against a member of staff, the Head is to carry out a risk assessment to determine what measures are required while the matter is being investigated.
- **Bullying** - Bullying, harassment, victimisation and discrimination are not tolerated at Crosfields. A variety of forums are in place in order to monitor pupil behaviour and incidents, including weekly pastoral meetings, School Council meetings and iSAMS all of which are forums for discussion on preventing and tackling bullying. In addition, staff receive training on safeguarding and awareness of the signs of bullying. See the School's *Anti-Bullying Policy* for further information. The Deputy Heads (Pastoral) are required to undertake a generic risk assessment and should be prepared to undertake an individual risk assessment for any pupil that is considered at risk of bullying.
- **Child Protection** – Crosfields School Safeguarding & *Child Protection Policy* and training for all staff form the core of the school's child protection risk management. The three Designated Safeguarding Leads (DSL) are supported by 10 Deputy DSLs at Crosfields who oversee Child Protection for their area of the school. The DSL is required to undertake an individual risk assessment for any pupil that is considered at risk. See the School's *Child Protection Policy* for further information.

- **Prevent**

All staff have undertaken online training on "The Prevent Duty". In addition, a "Prevent Duty – Visitor Form" is completed by coordinating staff members when individuals/groups are invited in to speak to the pupils so that we can ensure that our pupils are not at risk of being influenced and potentially drawn into terrorism.

The DSL is required to undertake a generic risk assessment to determine the appropriateness of any filters and monitoring systems needed to address the risk of pupils being drawn into terrorism.

The DSL should be prepared to undertake an individual risk assessment for any pupil that is considered at risk of being influenced and potentially drawn into terrorism

## **Sexual violence and sexual harassment**

Where there is an allegation of sexual violence or sexual harassment, one of the DSLs will undertake a risk assessment to address the following:

- The victim – particularly their protection and support
- The alleged perpetrator
- All other pupils (and adult students or staff if appropriate) at the school, especially any actions required to protect them.

Any risk assessments conducted by other professional authorities, e.g. social services, following an incident will be used by the DSL to inform the school's risk assessment. The school's risk assessment will not act as a replacement to risk assessments conducted by other professional authorities.

Where a pupil is convicted or receives a caution for a sexual offence, the DSL will update the relevant risk assessment to ensure relevant protections are in place for all pupils at the school and consider any suitable action in light of the school's Behavioural Policy.

The DSL will engage with children's social care services and specialist services as required. In cases of reports of sexual violence, it is likely that professional risk assessments by social workers or sexual violence specialists will be required. Any such assessments will be used to inform the school's approach to supporting and protecting pupils and updating risk assessments.

The school will not wait for the outcome of investigations by children's social care services or the police before taking steps to protect the victim, alleged perpetrator and other pupils, as outlined within risk assessments.

## **Recruitment**

Crosfields complies with the Independent School Standards Regulations and Part 3 of KCSIE in carrying out safer recruitment procedures on all teaching and non-teaching staff at the School, including part-time and temporary staff, Governors, volunteers, contract staff and visiting staff such as musicians and sports coaches, who are all subject to the various levels of child protection screening before starting work.

The HR Manager will undertake a risk assessment when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity. These procedures will minimise the risk of the School employing, or knowingly allowing on site, any individual who is barred from working with children either directly or by association, disqualified from teaching at or managing an educational setting, or prevent an individual who may pose a risk from coming into contact with our pupils.

When conducting pre-appointment checks on staff who have lived or worked outside the UK, the school will consider conducting a risk assessment to inform the decision-making process, where necessary, e.g. where the school cannot obtain all suitable evidence as is detailed in the school's Child Protection and Safeguarding Policy.

Where the DBS certificate has not been received but all other checks are completed satisfactorily, a risk assessment is to be carried out by the Line Manager and HR Manager. This must be signed off by the Head, or Bursar in the Head's absence, and shared with the individual prior to start work. The Risk Assessment will be reviewed every other week. See the School's *Recruitment Policy & Procedure* for further details regarding safer employment practices at Crosfields.

## **Security**

A site security risk assessment will be carried out on a regular basis by the Bursar and Second Master. It needs to be reviewed in light of any incident on site or potential incident because of external threats. Advice should be sought from agencies such as Thames Valley Police.

Further information is found in the *Security Policy*.

## **Supervision**

Supervision is taking responsibility for children during school hours but also outside of lesson times. At Crosfields it is part of every teacher's professional practice and is shared by all members of staff. The School has a duty to ensure that there are adequate staff to pupil ratios at all times for the safety of all. See the School's *Supervision Policy* for further information.

## **Unsupervised access by pupils**

The school ensures that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the pottery room, the Food Tech room and the D&T room. Doors to these areas are kept locked at all times when not in use. Roof voids are kept secure and there is no direct access on to any roofs. Windows on the first floor and above have restrictors fitted.

All flammables are kept securely locked in appropriate storage facilities. Pupils do not have access to the school kitchens, or the grounds and maintenance, catering or cleaning storage areas of the school.

Access to the Senior School construction site is secure and clearly demarcated so that pupils, members of staff and visitors cannot gain unauthorised or unaccompanied access. Other areas where building or maintenance work is being undertaken are protected to the best of our ability and are not left unsecured or unsupervised when children are on site.