



PREP  
SCHOOLS  
TRUST



**Policy 6.11**

**Kitebrook Preparatory School Risk Assessment Policy**  
**(to include boarding, day and EYFS pupils)**

<b>Updated:</b>	26.08.23
<b>Author:</b>	BRS
<b>Next Review date:</b>	01.09.24

## 1. Aims of the Kitebrook school with regard to risk assessments:

1.1 The Management of Health and Safety at Work Regulations 1999 requires every employer to:

- Make effective plans for monitoring, reviewing and controlling risks
- Appoint “competent persons” to assist in complying with relevant statutory provisions
- Establish emergency procedures
- Provide employees with comprehensible and relevant information on risks to health and safety, protective and preventive measures and emergency procedures
- Maintain records as set out in the full policy

1.2 The Trustees of Kitebrook are fully committed to promoting the safety and welfare of all in our community. The highest priority lies in ensuring that all operations within the school environment are delivered in a safe manner that complies fully with not just with the law; but with best practice.

## 2. CONTENTS INDEX:

2.1

CONTENTS INDEX:	Page
What is a risk assessment?	3
What areas require a risk assessment?	3
Conducting a risk assessment	5
Specialist risk assessments	5
Reviews	6
Responsibilities of staff	6
Audit compliance statements	6

## 3. What is a Risk Assessment?

3.1 A risk assessment is a tool for conducting a formal examination of the harm or hazard that could result from a particular activity or situation.

3.2 A hazard is something with the potential to cause harm (e.g. fire).

3.3 A “risk” is the likelihood of harm being caused by a particular hazard. The extent of the risk should take into account the severity of the consequences, and the number of people who may be affected.

3.4 A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).

3.5 Risk control measures are the procedures put in place in order to minimise the consequences (e.g. staff training, heat detectors, fire alarms, gas and electrical shut down points and insurance).

3.6 Risk assessments are reviewed and updated annually, and staff receive refresher training. A “library” of risk assessments is maintained by the Head, Kitebrook Risk Assessment TEAM and available on the school Google Drive for staff to refer to.

#### **4. What areas require Risk Assessments?**

4.1 When assessing risks, staff should always take a common sense and proportionate approach, remembering that in schools risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place.

4.2 Some activities, especially those happening away from school, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment must be carried out.

4.3 However, staff need not carry out a risk assessment every time they undertake an activity that usually forms part of the school day, for example, taking pupils to a local venue which it frequently visits, such as a swimming pool, park, or place of worship.

#### **5. Pastoral**

5.1 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 in all situations. Our RHC programmes and Prayers are directed towards promoting an increasing understanding of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken.

5.2 Our Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials. Please refer also to the school’s RHC and Safeguarding policies.

#### **6. Medical and First Aid**

6.1 The Medical Room has procedures for first aid and all other treatments. Accident forms are maintained in the Medical Room and the First Aider is responsible for ensuring that major accident reports are passed to the Head and the Prep Schools Trust.

6.2 Please refer also to the school’s Administration of Medicine policy and First Aid policy.

6.3 The School’s separate Emergency Plan policy explains the procedures that we would follow in the event of a severe medical emergency. The Trust is responsible for reporting 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).

#### **7. Unsupervised access by pupils**

7.1 We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the science laboratories, the design technology rooms etc. All flammables are kept securely

locked. Pupils do not have access to the Maintenance, Catering and Caretaking areas of the school. Please refer also to the school's Health and Safety policy.

## **8. Child Protection**

8.1 Our Safeguarding policy 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 Trustees, volunteers and the adult members of the households of staff who are accommodated on site, and by ensuring that everyone in our community receives regular safeguarding training, we manage this risk. Risk assessments, where appropriate, are in place for the protection of children.

## **9. Support Areas**

9.1 Catering and Cleaning: COSHH reports and training is provided for items of catering and cleaning equipment, as well as for manual handling, slips and trips. Induction and refresher training covers risk assessments, protective equipment and safety notices.

9.2 Caretaking and Security: risk assessments cover every room, laboratory, stairs, corridor in the entire school, including boarding. 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.

9.3 Maintenance: training is required for tools and items of equipment, as well as for manual handling, fire safety, 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.

9.4 Grounds: risk assessments and training is required for tools and pieces of 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.

9.5 Office staff: risk assessments are required 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.

## **10. Conducting a Risk Assessment**

10.1 At Kitebrook, we use our own form in which each risk is assessed based on a numeric scale taking into account consequence and likelihood. Activities involving pupils are normally low risk. Pupils are always given a safety briefing before participating in these activities, and are expected to wear protective equipment, such as mouth-guards, and to follow instructions.

10.2 We will always employ specialists to high risk tasks. Support staff may only carry out medium rated activities if they have been properly trained and work in pairs. All members of staff and pupils are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

## **11. Specialist Risk Assessments**

11.1 The The Prep Schools Trust Health and Safety Officer arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety
- Playground equipment

## **12. Reviews**

12.1 All risk assessments are reviewed (and recorded) when major structural work is planned, or in the event of an accident. Separate management of health and safety by The Prep Schools Trust arranges for regular health and safety audits of the fabric of the school, its machinery and equipment, together with its arrangements for catering and cleaning and for water sampling.

## **13. Responsibilities of Staff**

13.1 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.

13.2 Risk Assessments are drawn up by staff for their individual areas, tasks, events and lessons using the Risk Assessment template provided by the Risk Assessment Coordinator. A copy of all completed Risk Assessments are given to the Head who will review these with the Leadership Team.

13.3 Teachers are responsible for cooperating with the Head and other members of the Leadership Team in order to enable the Trustees to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects directly to the Head.

13.4 Staff have responsibility to:

- Read risk assessments that have been recorded and are considered by the management as relevant to their areas of work.
- Measures designed to control risks have to be followed and undertaken by staff in their areas of work.
- All staff have responsibility to report back information to the management when the measures which are adopted to control risks do not appear to be effective.
- If staff become aware of hazards or risks to the health and safety of themselves or others they have a duty to report this information to their line manager who will in turn report this risk immediately to the Head.

13.5 Please refer also to the school's Health and Safety policy.

## **14. Audit Compliance Statements**

14.1 An annual compliance risk assessment is presented by the Health and Safety Officer to the Trustees 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 Trustee skills
  - Conflicts of interest
  - Employment disputes
  - Major health and safety issues
  - Possible data loss
  - Risk of fire, flood and landslip
  - Poor cash flow management
  - Fraud
  - Loss through inappropriate investments
  - Areas of potential risk
- The measures taken to protect the school against such risks, including:
  - Safer recruitment of staff, Trustees and volunteers
  - Measures to ensure the selection, training and appraisal of appropriately qualified staff and Trustees
  - Insurance
  - Strong financial controls
  - Use of professional advice from lawyers, accountants, architects, etc as needed

14.2 Trustees 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.

14.3 "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."

14.4 The Trust is to review this Policy annually and as required.