

IMAM ZAKARIYA ACADEMY

## **HEALTH & SAFETY RISK ASSESMENT POLICY**

**Date reviewed: 19<sup>th</sup> June 2018**  
**Reviewed : 12<sup>th</sup> November 2018**  
**Next review date:12<sup>th</sup> November 2019**

## **This policy was drawn up with reference to the Health and Safety at Work document**

### **Introduction**

Health and Safety is of prime importance to Imam Zakariya Academy we will seek to conduct our school in such a way as to avoid harm to our pupils, employees and all others who may be affected directly or indirectly by our activities.

This policy outlines the responsibilities and arrangements for ensuring your Health and Safety. It is therefore important that you read this policy before starting work at our school or when it has been updated (messages will be sent to staff)

### **Aim and objectives:**

The aim of our school is to create a safe environment, for all users of the school, pupils, school staff, parents and the community.

This includes:

- The ability of each individual to protect him/herself
- Concern and consideration for the safety of others
- Knowledge of what to do in certain situations or seeking expert help where the necessary skills are not available.
- Alertness and control
- Cultivation of good habits

### **Learning to be safe**

We believe that pupils learn best through practical experiences and active involvement in all areas of the curriculum. Pupils are taught to have care and consideration for themselves and others:

- In the classroom
- When using equipment e.g. scissors, PE apparatus
- When moving around school
- When carrying out investigations e.g. a pond ( life cycle of different animals), pollination, and etc
- When on educational visits e.g. House of Parliament, Mayor's Office, Science Museum, Parks, places of Worship and etc
- Safe places to play (stranger danger etc)
- Healthy eating habits, snack time in school at breaks
- Wearing the right clothing for P.E/after school club
- We have a number of school rules, which are for safety reasons, such as walking round school, playing in sight of an adult on duty, care of property etc.
- Educational visits are carefully planned in advance, and teacher in charge does a pre-visit prior to taking pupils.

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## **Roles and responsibilities**

Imam Zakariya Academy (IZA) has the following people in charge of Health and Safety (H & S)

- Mr. M. Tufeal Deputy Head teacher1
- Mr. S. Ahmed Deputy Principal
- Mr. K Ullah Caretaker & H&S Co-od
- Mr. A.Shakor Caretaker & H&S Co-od
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### **Head teacher**

- to pursue objectives in respect of H&S policy
- to be available to any member of staff to discuss and seek to resolve health and safety problems
- to report to the senior management team
- to inform staff of any changes/hazards etc
- to ensure that all areas of the school are inspected regularly
- to ensure that a system is established for reporting, recording and investigation of accidents and that all reasonable steps are taken to prevent recurrences
- to ensure that all visitors, including maintenances contractor are informed of any hazards on site of which they may be unaware
- to ensure that consideration is given to the possibilities of maintenance work affecting pupils and staff
- to ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or emergency and that fire fighting equipment is available and maintained

### **Health and Safety coordinator**

- To ensure that employees are:-
  - aware of their responsibilities under the Health and Safety at Work Act
- -Familiar with the requirements of the school's safety policy
  - made aware of the hazards in their area of activity
  - familiar with safe methods of work
  - aware of the action to be taken in an emergency
  - aware of the first aid facilities available
- to ensure that safety rules and safe methods of work are observed, and that protective equipment is utilized where appropriate
- to inform the above responsible people of all accidents and incidents and assist in the investigation
- to initiate or recommend any necessary repairs or maintenance work
- to maintain a high standard of a safe working environment at all times
- to participate in consultation with above named people and employees in promoting progression improvements in the safety of activities

### **All staff including Ancillary**

- to co-operate with safety representatives in the fulfilment of the objectives of the school's H&S policies and their responsibilities under the Health and Safety at Work Act
- to comply with safety rules and procedures laid down in their area of activity
- to take reasonable care to avoid injury to themselves and others by act or omission whilst at work
- to use such protective clothing or equipment as may be provided
- to report all sickness, accidents and dangerous occurrences promptly
- Report and record any H&S issues in the yellow folder kept in reception (H&S team look at this folder daily and ensure jobs/ issues raised are fixed dated and signed off, member of SLT will then check the job and counter sign)

### **Roles and responsibilities**

#### **Governors/Senior Managing Body (SMB)**

Under the Health and Safety at Work Act 1974, the employer in a school must take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off school premises. Regulations made under the Health and Safety at Work etc. Act 1974 set out in more detail what actions employers are required to take.

For example, the Management of Health and Safety at Work Regulations 1999 require employers to:

- assess the risks to staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment;
- introduce measures to manage those risks (risk management);
- tell their employees about the risks and measures to be taken to manage the risks; and
- ensure that adequate training is given to employees on health and safety matters. Schools must set out health and safety arrangements in a written health and safety policy. The HSE's website contains useful information and a simple two-page template that any employer can use to create a health and safety policy.

Imam Zakariya Academy recognise and discharge all of the responsibilities indicated above.

Although Imam Zakariya Academy retains responsibility for health and safety, they delegate tasks to the above named people with the assistance of SLT and other school staff. Imam Zakariya Academy considers in it's the size of the school and the risks associated with its activities.

### **Specific responsibilities of the SMB**

**The Governor/SMB are specifically responsible for:**

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- Ensuring the safety of the students in Imam Zakariya Academy primary at all times through receiving details of reports (accident/incident/issues) during termly meetings from the Health, Safety co-ordinator. In addition, related monthly meetings take place between them, Head teacher and the Health, Safety co-ordinators
- Ensuring that all agreed corrective action to address issues is effective and timely through rigorous monitoring and follow up reports from the Head teacher and the Health, Safety co-ordinators
- Visiting the school regularly to check on each schools general performance and also welfare, health and safety provisions
- Liaising with the Head teacher and the Health, Safety and co-ordinators throughout the year to discuss processes, make changes and improvements wherever appropriate and ultimately lead to the highest standards in Health and Safety.  
Monitor the H & S (yellow folder) of issues raised have been dealt with in a timely manner and signed off.

Imam Zakariya Academy expects all staff to receive the following training:

- Student Sexual Exploitation under Safeguarding
- E-Safety
- Paediatric First Aid
- Handling and Administration of Medicines
- Health and Safety
- Induction (includes Positive Behaviour Management, First Aid Awareness, Health and Safety, Diversity and Equality, Moving and Handling ,Safe Administration of Medicines, Fire Training, Safeguarding, Ant bullying)
- Extremism and Radicalisation
- Safeguarding Level 2
- Female Genital Mutilation
- Amongst others

### **Arrangement for ensuring Health and Safety**

Every person entering the premises will be made aware of the emergency procedures

The staff members in charge of health and safety of the school will issue, as necessary, policy curriculums and/or guidance notes through the head and will be a circulated to appropriate staff. A full record of guidance will be kept in a file in the office. It is the responsibility of members of staff to refer to these documents as the need arises.

New employees will, as part of normal induction process, be given health and safety information relevant to their work. Including fire warning procedures and first aid facilitation etc.

All staff members can record any H&S issues they may see or have in a H&S log folder kept in reception area. This is reviewed by H&S team and SLT weekly. As to ensure all the raised issues are solved in a timely manner and for monitoring purposes. If the job raised requires school contractor, H&S team will contact the contractor and arrange a suitable time for the job to be carried out.

### **Protective Clothing**

Where appropriate, suitable and adequate protective equipment/clothing will be made available to employees engaged in hazardous activities.

### **Consultation**

Any employee who has a problem relating to health and safety at work must raise the matter with the staff members who are in charge of H&S who will take appropriate action.

Proposals for introducing new Machinery, substances or processes will be subject to consultation with relevant employees and appropriate instruction, training and information will be provided where necessary.

### **Competency and Training**

The progression of adequate training is vital to health and safety of all members of staff. The head teacher supported by staff will identify needs and secure appropriate training.

The HSE states that “for a person to be competent, they need qualifications, experience, and qualities appropriate to their duties.” In reality, only an assessment of the individual can demonstrate competence. Competent employees are expected to act in manner that is reasonable depending on their levels of knowledge, skills and training.

Do not operate machinery or attempt anything that you do not have the competence, skills or abilities to do or if you have not been trained.

### **Visitors and Visiting staff**

Any employee who during the course of his or her work, as required to visit premises other than their normal place of work must comply with the health and safety instructions relating to those premises. Those persons inviting visitors into premises are responsible for ensuring that they are made aware of safety rules and procedures sufficient to ensure their safety.

All visitors must sign the visitor’s book in the school office.

### **Smoking**

It is the policy of the senior management Team that IZA is a no-smoking school

Smoking including the use of e-cigarettes is not permitted in any area of the school by staff, parents or visitors to the school.

### **Monitoring the policy**

A yearly review of all procedures and risk assessment will be carried out by staff and amended as necessary. Ongoing monitoring will be under taken by all staff, teaching and non-teaching. The head and SLT will monitor the implementations of the H&S policy and advise the staff members in charge H&S of any issues arising from the monitoring.

The policy will be reviewed annually by the senior management Board (SMB) and the staff in charge of H&S

## **Evacuation Procedures**

IZA has set procedures in case of an emergency in school, such as a fire or bomb alert when the building needs to be evacuated. These drills are carried out at least once a term. All staff and pupils are familiar with these procedures, and know their own exit route, place of assembly and roll call procedure. The Health and Safety staff members will test fire alarms on weekly bases and record it in the fire drill book.

As soon as the fire alarm sounds all pupils and adults must stop what they are doing and walk out of the building through the nearest exit, to assembly point.

## **HOW TO EXIT THE SCHOOL**

**Please see Appendix 1 for exit routes**

Fire Marshall have been appointed and trained. The teacher in charge of the pupils at the time of the alarm will ask the Fire Marshall to report to senior Fire Marshall (Mr.Tufayel) and account for all pupils. Nobody is to go back into school. If a pupil is missing it must be reported immediately.

When the building is reported to be safe and Ms. Faiza / Mr. Shuib authorise, staff and pupils to return to the building.

Staff should ensure that their pupils walk in and out of school sensibly, and line up quietly.

If their normal exit is blocked for any reason, then staff and pupils should use the nearest available exit

## **Lunchtime Fire Procedure**

- All lunchtime staff on duty in the playground shall on hearing the fire alarm gather all pupils together towards the nearest fire exits and away from the building and ensure no pupil re-enters the building
- Lunchtime staff on duty in the eating area shall evacuate all pupils from the building.
- Staff members in classrooms where pupils are engaged in lunchtime extracurricular activities(in any) or eating sandwiches shall evacuate all pupils from the building and ensure
- on the way out that any toilets are vacated
- Staff members on the premises should assist the lunchtime supervisors
- Pupils to line up in form groups.

## **Emergency Evacuation during exams (SATs)**

Prior to the exam period and at the beginning of each exam, the candidates will be informed of the emergency evacuation procedures which are different to the normal evacuation procedures;

- Candidates must remain under controlled exam conditions.
- Candidates are evacuated leaving all exam materials on their benches
- Candidates are evacuated to the fire assembly point, away from the rest of the school.
- Candidates will be supervised as to ensure there is no communication between them



## **Bomb Alerts**

In the event of bomb alert the Head teacher or school senior administrator must:

- Ring the fire alarm to activate the evacuation of the premises of all adults and pupils (**see fire drill procedure**)
- Phone 999 for the Fire Brigade and Police
- Check that the evacuation procedure has been followed
- Remain at the front of the school to meet the Fire Brigade/Police and direct them to the incident. All pupils and adults must remain outside and away from the school building
- Only when the all clear has been given will pupils and adults be allowed to re-enter the premises

## **Manual Handling**

Manual handling operations means any transporting or supporting of a load ( including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force.

Make proper use of equipment provided for your safety. Inform the H&S Co if you identify any hazardous handling activities. Ensure that any lifting activities you get involved in do not put others at risk.

Manual Handling injuries are the single most common cause of workplace injury.

There are four things you should consider when assessing risks of Manual Handling (**TILE**)

- **TASK** – look at the job you are doing, for example twisting or reaching
- **INDIVIDUAL** – what is it about the person that makes the job safe, example have they had the correct training? Do they have back problems?
- **LOAD** - Could the weight, size and shape of the load increase the risk of injury?
- **ENVIRONMENT** – look at the surroundings where the job is taking place, for example is there something in the way or is there an uneven surface?

## **Pupils moving equipment**

In the normal day to day running of the school, there are certain situations where pupils will need to move equipment or items of furniture. For example:

- class benches - benches should be moved one at a time (by selected pupils), all pupils must be shown how to carry them correctly. They may carry single benches on their (depending on size of bench) own. If a large number of benches are needed then the Caretaker will deal with them.
- Sports equipment when - using large apparatus, pupils must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many pupils are needed for moving each piece of equipment (this should include how to bend), for example (foldable) football posts - one child at each end.
- Small items of equipment can be moved by the pupils when instructed.
- Always make sure when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

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Pupils must *always* be supervised when moving any equipment or item of furniture. Some items they will need to move may be heavy or awkward to handle. Pupils need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

### **Items Pupils Should Not Move**

- Computers - monitors can easily fall off tables, or wires get caught
- Paper cutters - sharp blade

### **Security of the Premises**

Designated members of staff, under the direction of the Headteacher, are responsible for ensuring that the building provides a safe and healthy environment for the pupils. The caretakers under the direction of the Headteacher maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the caretaker or through the use of contractor engaged by the Headteacher in consultation with the SMT. Any equipment/hazardous substance are kept locked away from the pupils. All equipment is to British Standards and is maintained regularly. The SLT and Caretakers are the designated key holders and are responsible for the security of the building.

Keys are also issued to certain non-school persons such as organisations (after school madrassa & weekend) using the school regularly. They are responsible for leaving the building secure.

### ***Class teachers***

It is the responsibility of the class teacher to make sure that their classroom is safe and equipment switched off before leaving the premises.

### ***Senior Caretaker and Fire marshals***

It is the responsibility of the caretaker to check weekly that:

- All locks and catches are in working order
- The emergency lighting is working
- The fire alarm has no faults
- The security system is working properly
- Before leaving the premises, to check:-
  - All the windows are closed
  - The doors are locked and secure
  - The security alarm is set if he is the last person to leave

### ***Head teacher***

It is the responsibility of the Head teacher and or the last person to leave, to perform the above functions in the absence of the Caretaker.

In addition, the Head teacher is responsible for the security of the premises during the school day.

All staff and visitors are required to report to the reception office and sign the staff or visitor's book. Any parent or visitor is met at the door (once buzzed in) by a staff member, and is escorted to the office and asked who they are visiting, he/ she is asked to read (short statement) and sign in the visitors book, they are informed of our school's fire drill procedure and fire exists. The staff member is then called to reception to meet the visitor or office staff will escort the visitor to the staff member who is being visited. Visitors to school will be requested to wear a visitor badge at all times whilst in the school premises. The Headteacher will update staff on any changes to the policy.

**Contractors on Site (Our school has its own contractor who does all the building work)  
FOR ANY WORK THAT THE SCHOOL WISHES TO BE CARRIED OUT BY A CONTRACTOR A RISK ASSESSMENT  
MUST FIRST BE DONE BY A MEMBER OF THE H&S team.**

Contractor have to follow and therefore must be made aware of the School's rules.

- Contractor is encouraged to telephone and make appropriate arrangements prior to visiting the school. He must contact either the school office. The School expects to be informed of the number of workers who will be on site (after school hours- weekends, school holidays, or after school day).
- He/she must report to the reception office. Senior Caretaker will then be informed of their arrival if necessary
- He is obliged to wear necessary protective equipment for the job in hand. It is assumed that he has their own safety equipment but must inform the School at the time of the quote if he wish the School to provide it. If such equipment is not available then they will not be allowed to work.
- Any equipment that he bring into school must have been tested for safety and be stored in a safe place away from corridors, classrooms, or any areas used by adults or pupils.
- No repairs or maintenance can be carried out in areas which pupils or adults are occupying; this includes classrooms and toilet areas.
- If he is working near the pupils' play areas, then all equipment and machinery must be cleared away during play time, and the contractors must leave the area clean, tidy and safe
- He needs to be advised of the Asbestos Plan if he is not aware of it already.
- The School must keep a record of any accidents or near misses.
- All work will be monitored by the Senior Caretaker and any concerns reported to the Headteacher, and the contractor concerned.

**Guidance for Contractors on Site**

**The Contractor on site should ensure they have been given a clearance note by the caretaker; the area is safe to work.**

We have been recommended by the Health and Safety Inspector to ask you to refrain from:

- Smoking in the building or in the grounds as we are a no-smoking school
- Talking to the pupils (our pupils are asked not to talk to strangers)

- Moving machinery when pupils are at play
- Working on or near the playgrounds when the pupils are at play
- Leaving equipment around
- Playing music during school hours if you have any problems, please see the Head teacher or Caretaker.

### **Control of Hazardous Substances in School**

All substances including cleaning materials, which may be hazardous, are kept in a locked store, either in the caretaker's room.

Under The Health and Safety (Display Screen Equipment) Regulations 1992. The School has a duty of care to staff and pupils. The following standards should apply in school:

#### **The VDU Screen must be:**

- easily readable with a stable and clear image
- capable of swivel and tilt movements, enabling comfortable head position and good posture
- The screen should be at eye level, they should not have to look down.

**The Workstation** must allow comfortable and easy use of the equipment.

#### **The Keyboard must:**

- be separate from the screen and capable of tilting
- be positioned to enable support for the wrists and hands
- have a matt surface and clearly legible symbols
- Staff using laptops should be given a separate keyboard.

#### **The Desk must**

- have a surface of low-reflectance
- permit flexible arrangement of the equipment and comfortable work-position

#### **The Chair must**

Chairs should be of a height that a workers arm is flat on the surface from elbow to wrist and feet are flat on the floor or a surface such as a small stool

#### **Software must**

- be suitable for the tasks required
- be adaptable to the level of knowledge and needs of the user
- display easily understandable information

- If you use display screen equipment for long periods of time, you are entitled to undergo an eye test which must be paid for by school.

### **Women at Work**

- The School will endeavour to provide
- Adequate and suitable sanitary facilities for the number of staff and pupils
- Flexibility in working patterns to overcome an individual problem in the case of expectant mothers

### **New or expectant mothers**

Once the school has been informed in writing that an employee is a new or expectant mother then the school will endeavour to provide a safe working environment. The School has the right to request confirmation of the pregnancy by means of a certificate from a registered medical practitioner or midwife in writing. If this certificate has not been produced within a reasonable period of time, the employer is not bound to maintain changes to working hours or conditions or to maintain paid leave. Staff who have had their pregnancy confirmed will meet with the H&S Co to discuss specific needs and obtain a personalized risk assessment.

The school will ensure that the working area is well ventilated. There should be good lighting and seating to avoid unnecessary strain.

Although all employees/pupils should be protected from hazards the school accepts recent COSHH regulations – reinforced by the Pregnant Workers Directive, there are some substances used in schools that are hazardous to the reproductive processes. Pregnant women would not be expected to handle these.

Pregnant women will not be expected to lift heavy objects.

The effects of rubella on pregnant women are well known and constitute a hazard. All staff will be informed of any case of rubella in the workplace.

The school will endeavour to ensure that the employee will be given time off to attend anti-natal appointments.

Further guidance can be obtained for the EC Directive on Pregnant Workers (92/85/EEC) and the DTI booklet PL958 Maternity Rights.

<https://www.gov.uk/working-when-pregnant-your-rights>

### **Accidents**

#### **Recording**

All accidents must be recorded in the Log/Accident Book. All details need to be filled in, including any treatment given.

If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed straight away, and if necessary, an ambulance sent for. A member of staff will collect information and accompany pupil. If Parents are uncontactable the Head Teacher must be informed and the school will take responsibility locus parentis.

Accidents fall into four categories:

**Category 1 Fatal**

**Category 2 Major injury**

**Accidents in these two categories should be reported immediately to:**

The accident should be reported by telephone immediately, and then confirmed in writing. If the accident is major for child or adult, please report it immediately to the Head teacher who will send for an ambulance if needed and contact parents.

When in doubt, contact parents/guardians.

**Major Injuries are**

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm other than a bone in the wrist or hand
- Fracture of any bone in the leg other than a bone in the ankle or foot
- Amputation of a hand or foot
- The loss of sight of an eye
- Any other injury which results in the person injured being admitted to hospital as an inpatient for more than 24 hours, unless that person is detained only for observation

It might be that the extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not immediately be admitted to hospital. Once the injuries are confirmed, or the person has spent more than 24 hours in hospital, then the accident must be reported as a major injury.

**Category 3**

Accidents to employees resulting in more than three days consecutive absence

**Category 4 Other accidents**

These are the accidents, which more commonly occur in school (not minor cuts and grazes). This is kept in the Reception Office.

If a child has a bump on the head you must ring home and contact the parent/guardian.

Fill in the School Accident Book if the parent/guardian has to be sent for to take the child to the family doctor or to hospital for further treatment. An accident slip is given to parent detailing the injury and treatment given to the pupil.

Always fill in the School Accident Book for minor injuries (including all bumps on the head)

**Reporting School Accidents**

Certain accidents arising out of or in connection with work are reportable to the Health and Safety Executive under the requirements of the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1985. The following gives practical advice to schools on compliance with this duty.

It is not a complete statement of the duty.

**Employee Accidents**

(This applies to all School employees and self-employed persons on school premises). Any accident to an employee resulting in a fatal or major injury must be reported to the HSE immediately by telephone. The details must be confirmed on Form F2508 within 7 days. If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than three days (excluding the day of the accident) there is no need to telephone, but Form 2508 must be completed and sent to the HSE within seven days of the accident.

### ***Student Accidents (Including accidents to any visitors not at work)***

Fatal and major injuries to pupils on school premises during school hours must be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to:

- The condition of the premises (for example, potholes, ice, damaged or worn steps)
- If the accident does not result in a fatal or major injury, but the employee is incapacitated from their normal work for more than three days (excluding the day of the accident) there is no need to telephone, but Form 2508 must be completed and sent to the HSE within seven days of the accident.
- The lack of proper supervision

Fatal and major injuries to school pupils occurring on school sponsored or controlled activities off the school site (such as field trips, sporting events or holidays in the UK) must be reported if the accident arose out of or in connection with these activities, by phoning the following number 0845 3009923 (RIDDOR).

### ***Student Accidents (Including accidents to any visitors not at work)***

Fatal and major injuries to pupils on school premises during school hours must be reported in the same way as those to employees. However, injuries during play activities in playgrounds arising from collisions, slips and falls are not reportable unless they are attributable to:

- The condition of the premises (for example, potholes, ice, damaged or worn steps etc.)
- Plant or equipment on the school premises

### **Near misses**

Part of ensuring the premises are a safe environment is to ensure that potential accidents do not occur. An accident is defined as an unplanned, unexpected and undesired event which occurs suddenly and causes injury or loss. A near miss is an unplanned event that has the potential to cause injury or loss.

- Ensure you understand Imam Zakariya Primary School's policies and objectives
- Know the emergency arrangements of Imam Zakariya Primary School's
- Ensure you understand the control measures, specified in the school's procedures and risk assessments.
- Ensure you have received suitable information, instruction and training in the task you are carrying out.

- Ensure you wear all personal protective equipment that is specified for the task you are to carry out.
- Staff are required to log any near misses in the incident book.

### **Monitoring the Accident/Incident book**

The Health and Safety team or the Head teacher will analyse and report on the accident/incident book on a termly basis. And use this information to implement changes to the policy, or make adaptations. This information is shared with staff, parents, pupils, school management body (SMB), website and community via newsletters, School's main notice board, head teacher meeting with parents, and etc.

## **EDUCATIONAL VISITS POLICY AND GUIDELINES**

### **PLANNING THE VISIT**

What is needed for planning a trip:

Discussion in the Senior Leadership Team about the aims and objectives of the trip.

Go through the Health and Safety Issues; decide on the Student to Staff Supervision Ratio

Suggested KS1: 1:5, and KS2: 1:6/7

Do a Risk Assessment – see Trips Risk assessment form

Decide upon who is going to organise the trip

This includes the venue, coach, informing staff/parents who you want to accompany you, booking travel or entrance tickets.

Sending Health and Safety form to the venue and seeking approval and parental consent Seek permission from the Head Teacher – At least 10 working days before trip.

### **HEALTH AND SAFETY INFORMATION FROM VENUE**

Organising teacher/s need to visit the venue 'Prior visit'

See attached Risk Assessment for Trips

The school will send home letters and text messages to parents containing information about the venue and the expected behaviour of their child/children. This is a recommended for trips like theme parks when poor behaviour might result in accidents.

On the day of the trip, the teacher will brief pupils on expected behaviour and any Health and Safety Issues.

All serious accidents should be reported as soon as possible to the Head teacher who will contact the relevant parents as soon as possible



## **EDUCATIONAL VISITS POLICY AND GUIDELINES RISK ASSESSMENT**

### **STEPS TO BE TAKEN WHEN ASSESSING RISKS**

#### **1. PLACE TO BE VISITED E.G. Museums**

Potential hazards:

\*walking in the city streets \*travelling by tube

\* Pupil fainting/ falling

#### **2. LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE SIGNIFICANT HAZARDS TO YOU IDENTIFIED:**

\*pupils \*non-teaching staff

\*pupils \*teachers

\*group leader

#### **3. LIST EXISTING CONTROLS OR NOTE WHERE INFORMATION MAY BE FOUND:**

\*ensure sufficient supervision \*know details

\*clear guidance to pupils \*pre visit

## **ELECTRICITY**

The main type of harm from electricity is electric shock, caused by coming into direct contact with an electrical conductor, such as the bare wires of an appliance while it's live.

## **Risk Assessment Policy**

### **1. Introduction**

Risk assessment is a way of measuring the hazards posed to staff, pupils and visitors to the school. Then ensuring all the above are able to work in safety. Risk assessment is also a legal requirement under the Management of Health and Safety at Work Regulations. In addition, topic specific risk assessments are required by associated legislation for: fire, manual handling, computer use, substances hazardous to health, noise, young persons, new and expectant mothers, provision and use of work equipment and asbestos.

In determining whether a hazard poses a high, medium or low risk the assessor will need to take into account a number of factors:

- The nature of the activity being undertaken. Some activities are inherently more hazardous than others.
- The nature of the people undertaking the activity. An activity perfectly safe for an adult might be unacceptably hazardous for a young student.
- The worst result that the hazard could cause. Is it a broken toe, someone suffering long term illness, or even someone killed?
- The frequency with which the hazard is likely to cause harm. How often does the activity take place? How close do people get to it? How likely is it that something will go wrong?
- The number of people who could be affected by the hazard. A loose floor tile in a storage cupboard might be considered a fairly low risk; a loose tile on a busy corridor would be high risk.

### **2. Responsibilities**

In an ideal situation the risk assessor should be a qualified person. However if there is no qualified person available ( expertise could be bought in), then the SLT and the H&S team should carry out a risk assessment for their department on a yearly basis at the end of the academic year.

#### **Employees are responsible for:**

- Assisting with and participating in the process of risk assessment

### SLT are responsible for::

- Ensuring risk assessments for activities are undertaken, control measures identified and implemented, and the outcomes communicated to employees and others, as appropriate
- Ensuring that those that are tasked with completing risk assessments within departments are suitable trained to do so
- Ensuring that a suitable mechanism exists to communicate the safe systems of work consequence

**Control Measures:** Method used to reduce or control risks arising from identified hazards

**Residual Risk:** The level of risk remaining once control measures have been applied to reduce risks so far as is reasonably practicable

## 4. Hazard identification



\*\*\*SLTs are responsible for making themselves aware of all routine and non-routine work activities (including any foreseeable emergencies) undertaken in their areas of responsibility.

Whenever possible line managers should adopt a team approach to risk assessment and involve employees who have practical experience of the activity being assessed, as they often have the best awareness and understanding of the hazards involved with the activity and know how the activity is actually carried out



All hazards associated with each activity and all groups of persons which may be exposed to those hazards must be identified. Hazards can arise from the use of materials, substances, equipment and the location that the activity is carried out in

**To assist in hazard identification:**

- Observe the task to be assessed and the environment that it is to be carried out in to identify what actually occurs
- Speak to and involve the employees who undertake the task
- Refer to any existing risk assessments
- Review incident and ill-health records relevant to the activity
- Refer to legislation, supporting approved codes of practice and Health and Safety Executive (HSE) guidance documents

Groups of persons which may be exposed to the hazards can include employees, members of the public, visitors, passers-by, caretakers etc. any groups that may possibly be more vulnerable, such as people with disabilities, existing medical considerations, new or expectant mothers should be highlighted as they require individual assessment

It is particularly relevant within a school environment to consider pupils as part of the risk assessment process, the potential impact of activities upon with a view to the supervision arrangements which are in place to ensure their health and safety

The risk associated with hazards such as 'inadequate supervision' and/or 'lone working' should also be closely considered as part of the risk assessment for employees

Each area of the school needs to be assessed individually, ie Year 6. This is to be carried out by the main user of the area, i.e. playground would be assessed by senior caretaker. This will give an indication of the level of risk and control measures in place.

The following are some of the risk we have identified

<b>Risk</b>	<b>Safety approach</b>
Pupils/ staff going up and down the stairs	Pupils and staff are advised and reminded to use the bannisters when using the stairs.
Electrical plug	All our plugs that are not in use have a safety covers on them as to deter pupils touching them
Windows	All our windows have safety larches on them

Doors suddenly closing	All our doors have the delay door closer as to prevent pupils, staff and other users fingers getting caught
Chemicals – cleaning	All cleaning chemicals are kept in locked cupboard away from pupils

### Risk evaluation and estimation

Once hazards associated with activities have been identified, it becomes necessary to establish what the potential hazardous outcomes or events could be associated with the hazard

When identifying who could be harmed, identify how they could be harmed

The next stage is to examine **the likelihood** of a hazardous event occurring. Infrequently occurring hazards, present less risk than frequently occurring hazards

Once likelihood has been determined the probable **consequence** of the hazardous event, should be considered. Consequences can be considered in terms of severity of potential injury (is it probable that a person would die or sustain minor injuries) but consequence also can be considered in broader terms, including reputational consequences

For the purpose of illustration a five point model is suggested below:

#### Likelihood

- 5 – Very Likely
- 4 – Likely
- 3 – Fairly Likely
- 2 – Unlikely
- 1 – Very Unlikely

#### Consequence

- 5 – Catastrophic
- 4 – Major
- 3 – Moderate
- 2 – Minor
- 1 - Insignificant

The risk estimation process helps to determine the significance of the risks associated with the hazards.

The number of people who may be affected is a relevant consideration during risk estimation

The matrix shown here illustrates how risks can be evaluated using the five point model

Likelihood	Consequences				
	Insignificant (Minor problem easily handled by normal day to day processes )	Minor (Some disruption possible, e.g. damage equal to \$500k )	Moderate (Significant time/resources required, e.g. damage equal to \$1million)	Major (Operations severely damaged, e.g. damage equal to \$10 million )	Catastrophic (Business survival is at risk damage equal to \$25 Million)
Almost certain (e.g. >90% chance)	High	High	Extreme	Extreme	Extreme
Likely (e.g. between 50% and 90% chance)	Moderate	High	High	Extreme	Extreme
Moderate (e.g. between 10% and 50% chance)	Low	Moderate	High	Extreme	Extreme
Unlikely (e.g. between 3% and 10% chance)	Low	Low	Moderate	High	Extreme
Rare (e.g. <3% chance)	Low	Low	Moderate	High	High

Risk assessment is the overall judgement of the level of risk arising from the hazard, based upon the **likelihood** of the hazard occurring and the potential severity of the **consequence**, taking into account existing risk control measures that are already established to be place to reduce/control the risk. Using the risk matrix as a guide, the level of risk should be assessed to identify the **risk rating**

**Likelihood**

**Very Likely**

**Likely**

**Possible**

**Unlikely**

**Very Unlikely**

**Consequence**

**Catastrophic**

**Major**

**Description**

Expected to occur in most circumstances

Will probably occur in most circumstances

Might occur at some time

Not expected but conceivable, could occur sometime

Not expected and would only occur in exceptional circumstances

**Description**

Fatality or multiple fatalities due to injuries. Severe illness which may prove fatal

Probable major injury as defined in the Reporting of Injuries Diseased and

<b>Moderate</b>	Dangerous Occurrences Regulations 1995 (RIDDOR) May affect more than one person, could have significant reputational implications An >5 day injury, dangerous occurrence or reportable disease as defined in RIDDOR. Likely to be productivity issues and costs associated with down time
<b>Minor</b>	Injury resulting in an absence from work or being unable to undertake normal duties for >1 but <5 days
<b>Insignificant</b>	Injury resulting in no absence from work or being unable to undertake normal duties for <1 day

Once the matrix has been used to determine the tick rating it is then possible to use the following table to establish the appropriate actions required:

	Descriptor	Acceptable?	Actions
<b>Risk Rating 16-25</b>	Prohibited	Unacceptable	Work should not be started or continued until the risk has been reduced. Additional risk control measures required
<b>12-15</b>	High	Likely to be unacceptable	Often high risks can be reduced by improving controls. High risks may be acceptable in situations where
<b>6-10</b>	Medium	Could be acceptable	consequences are potentially high but the likelihood of incidence has been reduced significantly Medium level risks are likely to be acceptable, if

suitable controls  
are in place

1-5

Low

Likely to be  
acceptable

Low risks are  
acceptable unless  
there are low cost  
solutions which  
removes the risk  
and improves the  
working  
environment.

### **Risk Control**

The assessor will need to identify what precautions have already been put in place to protect staff, pupils and visitors against the identified risks. The Health and Safety at Work Act 1974 requires employers to do whatever is reasonably practicable to keep the workplace safe and healthy. The objective is to achieve continuous reduction in the level of risk by improving existing precautionary measures.

- All staff have a duty:
- to co-operate with safety representatives in the fulfilment of the objectives of the H &S



- school's H&S policies and their responsibilities under the Health and Safety at Work Act
- to comply with safety rules and procedures laid down in their area of activity
- to take reasonable care to avoid injury to themselves and others by act or omission whilst at work
- to use such protective clothing or equipment as may be provided
- to report all dangerous occurrences promptly

Suitable and sufficient risk control measures will be identified and implemented to ensure that all risks are appropriately controlled and meet legal requirements as a minimum. All risk control measures will follow the hierarchy of risk control stated in this procedure

Risk control measures are methods used which reduce/control risks arising from the hazard. Control measures must take into account any relevant legal requirements which establish the minimum levels of risk control. Where additional control measures are required to reduce the risk, they should be considered according to the order in the following hierarchy of risk control which, as well as being in order of effectiveness to control risks, is also in order of the minimum amount of managerial effort required to maintain them

<b>Hierarchy of risk control Eliminate the risk</b>	Avoid the risk altogether by removing the hazard or no longer undertaking the activity
<b>Substitute the risk</b>	Reduce the risk by replacing the hazard or activity with one which entails a lower risk
<b>Control the risk (physical)</b>	Control the risk by physical isolation or separation of people from the hazard
<b>Control the risk (procedural)</b>	Control the risk by procedural methods which are understood and effectively implemented; safe systems of work, information, training, instruction, supervision etc
<b>Protect the individual</b>	Protect the individual by the provision of personal protective equipment

### **Further sources of Information**

- The Management of Health and Safety Regulations 1999

- The Adventure Activities Licensing Regulations 2004
- Health & Safety Executive, Information about reporting injuries Health and Safety Executive, information on a range of health and safety issues
- CLEAPSS
- Advice on science safety Association for Science Education, for advice on science safety Association for PE, for advice on safety in PE and school sports
- Council for Learning outside the Classroom, information on 'school trips' including accreditation

### **Related Policies/Documents**

- Fire Policy
- Safeguarding
- Repairs and maintenance

This policy will be reviewed annually or when any changes come in as to be in line with regulations.

Signature of H&S Co-od: .....

Signature of Head teacher: .....

Signature of Chair of SMB: .....

'EVERY CHILD IS AN AMANAH'