



# Gosfield School

## Risk Assessment Policy

Whole School, including EYFS

The Governors of Gosfield School are fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully, not just with the law, but with best practice. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated in how to cope safely with risk.

### What is a Risk Assessment?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

### Definitions

A **hazard** is something with the potential to cause harm (eg fire).

A **risk** is an evaluation of the probability (or likelihood) of the hazard occurring (eg a chip pan will catch fire if left unattended).

A **Risk Assessment** is the resulting assessment of the severity of the outcome (eg loss of life, destruction of property).

**Risk control measures** are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (eg staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong. In many cases simple measures are very effective and not costly.

Risk assessments need reviewing and updating regularly. At Gosfield School we are aware that all staff and pupils need to receive training. A library of risk assessments is maintained by the Health and Safety Co-ordinator for staff to refer to and use for themselves. The Operations manager is responsible for keeping records of staff training.

### What areas require Risk Assessments?

There are numerous activities carried out in Gosfield School, each of which requires a separate risk assessment. The most important of these cover fire safety and procedures, educational visits and trips, Science experiments and sports and PE activities. Specific areas that require individual risk assessments include:

- Food Technology
- Art
- Music

- Drama

To help us carry out effective risk assessments, and assess all risks adequately, we make use of model or generic risk assessments for our educational activities and visits. All teaching staff and technicians receive induction and refresher training in risk assessments tailored to their specific areas.

### **Pastoral**

The focus of our pastoral care is to ensure that all pupils leave as a confident, articulate young adults who are capable of keeping themselves safe on the streets, in the home, online, and in all situations. Should a child have mental health needs the DSL or pastoral staff may put a risk assessment in place to support them, this would reference a go to person and a safe place to report to if they are feeling overwhelmed, it would also identify potential risk, supervision in unstructured times and de-escalation plans. Our PSHEE programmes and assemblies are directed towards promoting an increasing understanding of the risks that exist in both the real and the electronic worlds, and of sensible precautions that should be taken. Our Science lessons encourage pupils to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

### **Medical and First Aid**

The medical room has risk assessments for first aid and all other treatments and procedures. The accident forms are maintained on medi tracker and the Principal First Aider is responsible for maintaining them.

### **Safeguarding**

Our Safeguarding policies 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 Governors and volunteers, and by ensuring that everyone in our community receives regular safeguarding training, we manage this risk to an acceptable level.

Student safety and welfare is paramount in all that we do, the pastoral team and the DSL are committed to providing a safe environment for all and have effective reporting systems in place.

Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed, appropriate action will be taken to reduce the risks identified, which will be recorded and then regularly monitored and reviewed. This will be recorded as a Welfare Risk Assessment, it may include Safeguarding, Pastoral, SEND needs or other, this will be reviewed by the pastoral team and the DSL where appropriate.

The information obtained through this process and the action agreed will then be shared, as appropriate, with other staff, parents and third parties in order to safeguard and promote the welfare of a particular pupil or of pupils generally.

Risk assessments should be electronic and will be held on their pupil records and electronically on [MIS System].

### **Support Areas**

- **Catering and Cleaning:** risk assessments and training are required for every item of catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.



- **Caretaking and Security:** risk assessments cover every room, laboratory, stairs, corridor and emergency exit in the entire school. 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.
- **Maintenance:** risk assessments and training is required for every tool and item of equipment, as well as for manual handling, 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.
- **Grounds:** risk assessments and training is required for every tool and piece 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.
- **Office staff:** risk assessments are required for the display screen equipment and cables used by those staff who spend the majority of their working day in front of a screen.

### **Access by Pupils**

Risk assessments of all areas of the school reinforce the policy of ensuring that our pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories and the Food Technology room. Doors to these areas are only accessed via the fob system. Pupils are only allowed access when accompanied by a member of staff. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking working areas in the school.

### **Specialist Risk Assessments**

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

Fire safety  
Asbestos  
Legionella  
Trees

### **Conducting a Risk Assessment**

Our policy at Gosfield School is not to carry out any high risk activity. 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.

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

### **Review of Risk Assessments**

A whole school risk assessment is carried out and is reviewed each year by the Health and Safety Officer. All other risk assessments are reviewed and recorded annually or when major structural work is planned or in the event of an accident. A separate policy on the management of health and safety describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for water sampling.

### **Responsibilities of All Staff**

All members of staff are given an induction into the school's arrangements for risk assessments and health and safety. Specialist health and safety 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. They are responsible for cooperating with the Principal and Health and Safety Officer in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Health and Safety Officer.

### Accident Reporting

The Health and Safety Officer 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). All notifiable accidents and near misses are reviewed by the school's Health and Safety Officer with a view to assessing whether any measures need to be taken to prevent recurrence.

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**Ratified by the Governing Council of Gosfield School**

Signed K. Marcano (Chairman of Governor)

Date 20/1/25

Date of next review: November 2026

Principal's Signature: [Signature] Date: 20/1/25