



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 students need to be educated in how to cope safely with risk.

Policy Responsibility and Review

The Governors have overall responsibility for ensuring that the School has appropriate arrangements in place for the management of risk. The Principal has overall responsibility for ensuring that the school's risk assessment arrangements are implemented effectively. The Health and Safety Officer is responsible for coordinating the school's risk assessment programme and maintaining the central library of risk assessments. Relevant Heads of Department, managers and members of staff are responsible for ensuring that appropriate risk assessments are completed for the activities, equipment and areas for which they have responsibility. This policy will be reviewed at least annually, and sooner where there has been a significant incident, a significant change to the school's activities, buildings or equipment, or a relevant change to legislation or guidance.

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 students 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.

Risk assessments will be completed where there is a significant risk arising from an activity, environment, piece of equipment, process or group of people.

This includes, but is not limited to:

- Educational activities and lessons
- Educational visits and trips
- Sports and physical activities
- Fire and emergency arrangements
- Catering and food preparation
- Cleaning
- Maintenance and grounds work
- Contractors and construction work
- Working at height
- Manual handling
- Lone working
- Hazardous substances and COSHH
- Machinery, tools and equipment
- Electrical, gas and water systems
- Asbestos
- Legionella and water hygiene
- Events and activities involving members of the public
- Areas presenting particular risks to students or staff
- Individual student welfare or medical needs where appropriate.

Where an activity, environment or process presents a significant change in risk, an appropriate risk assessment will be completed before the activity or change takes place wherever reasonably practicable.

Pastoral

The focus of our pastoral care is to ensure that all students 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 students 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.

Where an individual student or member of staff has a medical condition or specific medical need which may affect their safety, an appropriate individual risk assessment will be considered.

Medical risk assessments will identify any relevant risks, required control measures, emergency arrangements and responsibilities, and will be reviewed when there is a significant change in the individual's circumstances or treatment.

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, volunteers, and trainee teachers, 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, all staff are committed to providing a safe environment for all, the pastoral team and the DSL and have effective reporting systems in place.

Where a concern about a student's welfare is identified, the risks to that student'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. Referrals to external agencies as required will be made to ensure effective levels of support are in place.

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 student or of students generally.

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

Support Areas

Risk assessments for support areas will be proportionate to the activities undertaken and will consider the equipment, substances, environment, working practices and competence of the staff involved.

Managers responsible for support areas must ensure that relevant risk assessments are available to staff and that staff receive appropriate instruction and training before undertaking activities presenting significant risk.

- **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.

Contractors and Third Parties

- Where contractors or other third parties undertake work on school premises, appropriate arrangements will be made to ensure that the risks arising from their activities are assessed and controlled.
- Contractors will be expected to provide relevant risk assessments and method statements where appropriate and to comply with the school's health and safety, safeguarding and site security requirements.
- The school will consider the interaction between contractor activities and the normal operation of the school, including risks to students, staff, visitors and other contractors.
- Where necessary, contractor activities will be supervised or monitored by an appropriate member of school staff.

Access by Students

Risk assessments of all areas of the school reinforce the policy of ensuring that our students 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. Students are only allowed access when accompanied by a member of staff. Students 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 suitably competent specialists to carry out specialist risk assessments where the school does not have the appropriate expertise or where specialist knowledge is required. The following risk assessments are identified:

- Fire safety
- Asbestos
- Legionella
- Trees and arboriculturally risks
- Other specialist areas identified through the school's health and safety arrangements.

Conducting a Risk Assessment

Our policy at Gosfield School is not to carry out any high risk activity. Activities involving students are normally low risk. Students 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.

Risk assessments should follow a consistent approach which identifies:

1. The activity, area, equipment or situation being assessed.
2. The hazards associated with it.
3. Who may be harmed and how.
4. The existing control measures.
5. The level of risk before further controls are applied.
6. Any additional control measures required.
7. The person responsible for implementing the control measures.
8. The level of residual risk following implementation of the controls.
9. The date of the assessment and the arrangements for review.

Risk assessments should be proportionate to the level of risk and should be written in a manner that is clear and understandable to the people who are expected to follow them.

Where a risk cannot be adequately controlled, the activity must not proceed until further controls have been identified and implemented.

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 students 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. Risk Assessments will be put in place to minimise risk to the school community, buildings and the general public in line with Martyn's Law for external events held onsite where there is a risk of Terrorism to the public, this will be coordinated by the Operations Manager and reviewed annually where events meet the criteria.

A risk assessment must also be reviewed:

- following an accident, incident or significant near miss;
- where there is evidence that the existing control measures are no longer effective;
- when there is a significant change to an activity, process, equipment or environment;
- when there is a significant change in the people exposed to the risk;
- before or during significant building or structural works;
- following the introduction of new equipment, substances or processes;
- where relevant legislation, guidance or professional advice changes.

The date of each review should be recorded, together with any changes made to the assessment or control measures.

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 students 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.

All staff are responsible for familiarising themselves with the risk assessments relevant to their role and for following the control measures identified within them.

Staff must report any changes, hazards, defects, incidents or concerns which may affect the effectiveness of an existing risk assessment to their manager or the Health and Safety Officer.

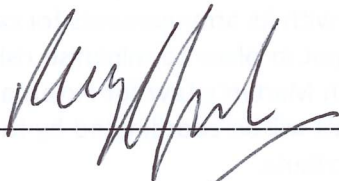
Staff must not knowingly undertake an activity in a manner that is contrary to an agreed risk assessment or safe system of work unless circumstances require an immediate response to protect life or prevent serious harm.

Accident Reporting

The Health and Safety Officer is responsible for reporting any notifiable accident that occurs on school premises to a student, 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.

Ratified by the Governing Council of Gosfield School

Signed Kmakarov Date 14.9.26
Chair of Governors

Principal's Signature:  Date: 14/9/26

Date of next review: September 2027