



Risk Assessment Policy

Adopted: June 2022

Next Review Date: January 2027

Rationale:

The Directors and Headteacher of Bettws Lifehouse 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 with 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 into how to cope safely with risk. Compliance across the site is monitored and checked by the Headteacher.

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.

- A hazard is something with the potential to cause harm (e.g. fire).
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. 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 (e.g. 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. Many cases simple measures are very effective and not costly.

Risk assessments need reviewing and updating regularly – higher risk areas are reviewed annually, lower risk are reviewed biannually. We are very aware that all staff and students need to receive training on the school network for staff to refer to and use for themselves. The HR Manager is responsible for keeping records of staff training.

WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out in Bettws Lifehouse, each of which requires a separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments;
- Educational visits and trips;

But risk assessments are also needed for many other areas, including:

Educational

- Science experiments
- Design and Technology

- Each Sport and PE activity including Canoeing and Swimming
- Duke of Edinburgh award
- Art
- Music (including minimising the risk of hearing loss to staff)
- Drama & Dance

At Bettws Lifehouse we make use of model or generic risk assessments, for our non-venture and non-residential educational activities and visits.

For Venture and Residential educational visits we base our risk assessments on BS8848, the British Standard for Venture Activities. The School's Educational Visits Coordinator is at hand to assist all trip organisers apply to appropriate level of risk assessment and control to each trip given its specific circumstances. Each trips risk assessments are signed off by the EVC and Head Teacher as a pre-event approval check.

We subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science and Design and Technology, as well as providing professional training courses for both teachers and technicians who work in Science and D&T. Our consultant Bursar, is Level 3 NEBOSH Trained in Health and Safety Management. In addition, the School employs a Premises Manager who is also Level 3 NEBOSH Trained in Health and Safety Management to manage the day-to-day compliance aspects of H&S Management.

All Teachers and key Support staff receive training in risk assessments. The Head Teacher undertakes a rolling review of departmental risk assessments as well as focused assessment if there has been a significant accident or incident or if there has been changes in the environment of relevant legislation. Each Faculty Manager carries out a termly Safety Inspection to review the risks, controls and residual risks against the departmental risk assessment of activities and provides that written return to the Headteacher that nothing has changed or that something requires an action. The Head teacher will allocate actions to the appropriate area (e.g. Estates) and will monitor completion.

The Directors lead on the development and amendment of the School Covid Risk Assessment which is approved by the SLT, every time there is a major change in Risk Assessment or approach. Minor changes are put through by the Head Teacher. Staff are appraised of the changes each time they occur and the Risk Assessment is accessible internally and externally for parents and pupils.

Pastoral

Bettws Lifehouse to ensure that every student leaves as a confident, young adult capable of keeping him/herself safe on the streets, in the home and in all situations. Our PSHE and PfA curriculums are directed towards promoting an increasing understanding as the student develops, of the risks that exist in both the real and the digital worlds, and on 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 school has risk assessments within their procedures for first aid and all other treatments and procedures. The accident forms are maintained in the MIS system. The School admin staff are responsible for ensuring that accident reports are passed to the Headteacher and subsequently reviewed termly by the School's H&S Committee. The Head teacher 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).

Unsupervised Access by Students

We ensure that students understand why they do not have unsupervised access to potentially dangerous areas, such as the science laboratories, the design technology rooms, etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked. Students do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.

Child Protection

Our Child Protection 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. It also ensures we comply with the prevailing legislation in this area – currently 'Working together to Safeguard Children', 2023, a guide to inter-agency working and 'Keeping children safe in education' Statutory guidance for Schools and Colleges, September 2024. We ensure that everyone in our community receives regular child protection training, and we manage this risk to an acceptable level.

Pupil Risk Assessments

Due to the nature of our students, we complete individual risk assessments for all pupils that takes into account their normal level of functioning, behaviour triggers and the types of behaviour that may be exhibited.

All staff must be familiar with the risk assessment for any pupil that they work with.

Support Areas

- Catering: risk assessments and training is undertaken for every item of catering 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. All catering staff are food hygiene trained and certificated.
- Cleaning: the School's cleaning team is overseen by Premises manager who takes them through H&S induction, training and has the appropriate policies and procedures in place for the School cleaning activities.
- Caretaking and Security: risk assessments cover every department 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 fire safety, accident reporting, electricity, manual handling, driving, 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 (primarily office-based) who spend the majority of their working day in front of a screen. Office staff also undertake bomb threat training for packages and suspicious calls.

CONDUCTING A RISK ASSESSMENT

There are several possible techniques; but at Bettws Lifheouse School we use the model recommended by the HSE in its publication "Five Steps to Risk Assessment".

- Identify hazards
- Assess the risks
- Control the risks
- Record your findings
- Review the controls

Our policy at Bettws Lifheouse is not to carry out any high risk activity. Activities involving students are normally low risk. We undertake a few medium risk activities with some students, such as riding, rowing, and orienteering; but only using specialist/qualified instructors. Students are always given a safety briefing before participating in these activities, and are expected to wear protective equipment, such as gloves or cycle helmets, and to follow instructions.

We will always employ specialists to manage higher risk tasks e.g. gutter clearance, roof work etc. All members of staff and students are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

Specialist Risk Assessments

The Premises Manager arranges for specialists to carry out the following risk assessments and servicing:

- Fire safety
- Asbestos

- Legionella
- Gas safety
- Electrical safety
- Ladder Safety Reviews

All risk assessments are reviewed and recorded, when major structural work is planned, or in the event of an accident. The 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 drinking water sampling.

Responsibilities of all Staff

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 students and visitors. They are responsible for cooperating with the Headmistress, the Directors, the Premises Manager and other members of the SLT in order to enable the Directors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Head Teacher.

ANNUAL H&S STATEMENT TO THE DIRECTORS

The School's H&S Committee minutes are considered in detail at the Finance and Premises Committee meeting of SLT and Directors. They are noted and stored.