

# RISK ASSESSMENT POLICY

## Year 2016/2017

SIGNED ON BEHALF OF THE TRUSTEES OF BRISTOL ISLAMIC SCHOOLS TRUST (BIST)

NAME: *G. F. Nounu*

DATE: 29 January 2017

REVIEW DATE: 30 August 2017



## Andalusia Academy Bristol Risk Assessment Policy

Date:	29 January 2017
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Signed by Chair of Trustees:	<i>G. F. Nounu</i>
Name of Chair:	Dr Ghassan Nounu

### **Policy statement**

The trustees and the Principal are committed to providing a safe learning and working environment. They recognise that procedures must be put in place to comply with the Management of Health and Safety at Work Regulations 1999 and in particular the requirement to assess all risks to staff and pupils affected by the school's business to protect their health and safety. As such, the following policy outlines the risk assessment procedures undertaken to ensure that risks are minimised.

The Principal will take all reasonable steps to create and maintain a safe and secure environment for all. The trustees and governors will check periodically that the policy is regularly reviewed and amended accordingly to ensure that it is fit for purpose. Safety of all will be the highest priority.

### **Responsibilities of the Principal/Headteacher**

It is the duty of the Principal and all the staff to ensure they comply with the policy to maintain a safe environment. It is important that the following are duties discharged by the leaders:



- to assess and record all significant risks to staff, pupils and all others and ensure that the risks are managed as far as is possible
- to develop and distribute policies to all staff
- to regularly monitor if all are complying with the policy
- to ensure that all the relevant staff have appropriate training
- to regularly conduct safety walks around the school and assess any danger and address in good time
- keep a record and analyse incidents and ensure minimised in the future
- risk assessments are conducted in all the work areas

### **Responsibilities of Staff**

All staff must take responsibility for the safety of the pupils in their care and they will ensure:

- they comply with health and safety practices
- instruct other staff and the pupils on safe working practices
- conduct risk assessments when required and take steps to minimize the risk

### **A risk assessment has three stages**

1. First to identify all things and activities which may cause harm to your pupils, employees and others (the hazards).
2. Second to consider the chance of that harm actually befalling anyone in the circumstances identified, and the possible consequences which could arise from it (the risks).
3. The third is to enable there to be plans for the introduction and monitoring of preventive measures to ensure that the risks are adequately controlled at all times. Without effective assessment there can seldom be effective control (i.e. a Safe System of Work).



### WHAT AREAS REQUIRE RISK ASSESSMENTS?

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

- Fire safety and procedures
- Educational visits and trips
- Site usage e.g. the playground area & communal areas

Risk assessments are also needed for many other areas, including:

#### Educational

- Some Science activities
- PE and Sport Activities
- Staff, e.g. pregnancy, return under 'fit for work' limitations issued by GP

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.

Child Protection and Pastoral Care

Our Safeguarding Policy outlines the procedures in place to identify children at risk beyond the environs of school.

Medical and First Aid

Our Administering Medicines and Inclusion Policies outline the procedures for managing children's medication. The Headteacher 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).

Unsafe areas

We ensure that pupils understand why they do not have access to potentially dangerous areas, such as the boiler room, the roof and storage areas.

Where they are not fire escapes, doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked. Pupils do not have access to maintenance and cleaning stores of the school.



### **CONDUCTING A RISK ASSESSMENT**

Our policy is not to carry out any high risk activity. Activities involving pupils are normally low risk. Children are always spoken to about how to keep safe when undertaking any activity which has been risk assessed.

Procedure:

- State the parameters of the activity
- Note the key safety measures in place for the activity
- Note which HAZARDS have been identified
- Evaluate whether this are LOW, MEDIUM or HIGH risk
- If there are any HIGH risk areas, the activity must not take place
- For other risks, identify the safe operating systems to be put in place
- Send to Headteacher for review and authorisation:
- The activity may only take place once it has been authorised

### **Specialist Risk Assessments**

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

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety

### **Initial Assessment of Risk**

At Andalusia Academy Bristol, the following action plan will be used to identify all the hazards to which persons working in the school or affected by its business are exposed and to identify those risks which are unacceptable or currently inadequately controlled.

1. School will be divided into risk assessment areas where work activities are or could be carried out, e.g. classrooms, outdoor areas, dining rooms, maintenance, etc.



2. The School Health and Safety Officer will compile a list of hazards present in the listed areas of the school using the "General Risk Assessment" form. Hazards will be put into groups based on the likely outcome of the hazard such as slips, trips and falls; burns; chemicals; falling from height; electrocution; etc. The grouping may not be perfect as there is often an element of overlapping or personal opinion, but the grouping enables the task of listing to proceed in a quick and systematic way. Examples of some of these and others are given at the end of this section.
3. The outcomes of any Risk Assessment activity will be circulated to all interested parties for their comments and any additions (e.g. Headteacher, Trustees/Governors).
4. A risk assessment will be done whenever there is a change of circumstances. The identified risks will be stated along with suggested methods to minimize the risk.

### **Review of Risk Assessments**

Risk Assessments are reviewed quarterly and amended if necessary. Risk assessments will also be carried out at times such as:

- After an accident, incident or significant near miss
- After any significant changes have been made, e.g. change of staff, introduction of a new working method or piece of potentially hazardous equipment
- At least annually

The review will be conducted by the Headteacher and the Health and Safety Officer, and appropriate alterations made to the safe systems of work to accommodate any changes in equipment, structures, legislation and staff levels will be implemented.

### **Partnership Working**

Andalusia Academy Bristol, recognises the need to ensure risks to the health and safety of children, staff and parents are kept to a



minimum. As such, any organisations using the school will consider and implement Risk Assessment Procedures as appropriate. Any identified risks are communicated between both parties and the appropriate action taken.

### Guidance on Hazards

<b>HAZARD</b>	<b>EXAMPLE</b>
<b>Slips, Trips, Falls</b>	Spillages, debris on floor, litter, obstructions, worn carpets, holed/overlapped floor coverings, pipework/scaffolding across walkways, equipment power leads.
<b>Hot Substances, Harmful Substances</b>	Cooking equipment such as ovens & fryers, hot pipework, water boilers, hot liquids, fires and heaters, cleaning chemicals.
<b>Cuts</b>	Knives, food processors, paper guillotines, sharp edges to equipment, hand tools, machine tools.
<b>Handling, Lifting, Carrying</b>	Carrying heavy awkward loads, moving equipment and furniture, boxes of books.
<b>Struck by Moving Object</b>	Doors, trolleys, wheeled bins, falling objects from shelves, thrown objects etc.
<b>Fall from Height</b>	Use of ladders, window cleaning, climbing on racking, high level cleaning.
<b>Strike Fixed Object</b>	<i>Pipework, racking, poles.</i>
<b>Moving Vehicle</b>	Delivery vehicles, pedestrian routes in car parks or by doors.
<b>Personal Violence</b>	Members of the public, irate staff, robbery.
<b>Bomb Threats,</b>	Arson, incendiaries, chemical sprays, pressure



<b>Explosions</b>	boilers, CO <sub>2</sub> bottles, LPG cylinders.
<b>Fire</b>	Flammable liquids/chemicals, gas use & storage, room heaters etc.
<b>Chemical Accidents</b>	Misuse of chemicals, chemicals in food or unmarked containers, chemical burns, lack of PPE, poor storage facilities.
<b>Airborne Contamination</b>	Fumes from ventilation systems, car exhaust fumes, hazardous waste disposal, and radiation.
<b>Animals</b>	Animal to human spread of disease, control of pests.
<b>Micro-Organisms</b>	Legionella in air conditioning, disposal of contaminated/clinical waste, food poisoning.
<b>Plants/Vegetation</b>	Poisonous plants, gardening dangers e.g. tree surgery, plants interfering with equipment, chemical control of vegetation and pests.
<b>Humans</b>	Crowd control, security generally, staff facilities and toilet accommodation.
<b>Weather</b>	Snow, ice, fog, wind, heat, and their relation to work activities e.g. driving in snow or fog, ice build-up in entrances or on fire escapes, wind at high level working, heat in boiler rooms during summer.
<b>Earth Movement</b>	Earth tremors or subsidence, e.g. landslip.
<b>Flood</b>	Flooding from, storage tank burst.
<b>Natural Gas</b>	Build-up from reclaimed land.
<b>Natural Radiation</b>	In certain areas Radon levels in the ground may cause health problems.

