**Risk Assessment Policy**

**Ysgol Gymraeg Llundain**

**London Welsh School**

**Prepared: November 2016**

**Review Date : November 2017**

**London Welsh School – Risk Assessment Policy**

**Lead Teacher: Rachel Rawlins**

**Health and Safety Officer: Ruth Tremain**

**Director Responsible for Health and Safety: Glenys Roberts**

The school’s Governors are committed to promoting the safety and welfare of all members of the school community. Governors’ priority lies in ensuring that all 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. It is recognised that risks are inherent in everyday life and that the need is to identify them and adopt systems for minimising them. It is important for our pupils to be educated 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:

* A hazard is something with the potential to cause harm.
* A risk is an evaluation of the probability (or likelihood) of the hazard occurring.
* A risk assessment is the resulting assessment of the severity of the outcome (for example, 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 (for example, staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance). Risk assessments can be used to identify potential hazards to people (slipping, falling) and property (fire) and strategic hazards (reputation, loss of pupils, impact on development), financial hazards (falling pupil rolls), compliance hazards (Child Protection issues) and environmental hazards (asbestos, legionella). It is recognised that accidents and injuries can ruin lives, damage reputations and cost money, and it is recognised that preventative measures can often be surprisingly simple and cost effective, for example, the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers. Risk assessments are reviewed and updated annually by the Lead Teacher and member of the Board of Director ( BoD).
* **What areas require risk assessments?**

There are numerous activities carried out at the school, each of which requires its own separate risk assessment. Areas in which risk assessments are of particular importance are:

* Educational Visits and Trips
* Fire Safety
* Areas within Hanwell Community Centre where the pupils move beyond the London Welsh School wing e.g. toilets and indoor halls

The school makes use of model or generic risk assessments for educational activities and visits

* **Pastoral**
* The focus of our pastoral care is to ensure that each pupil becomes a confident, articulate young adult capable of keeping him/herself safe whether at home or outside the home. Our PSHE programmes and assemblies are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the electronic worlds, and of sensible precautions that should be taken.
* **Medical and First Aid**
* All our staff are First Aid trained.
* The Accident Forms/Serious Incidence Reports) are stored in the Staff Room, and it is the member of Staff who administered the First Aid who is responsible for ensuring that accident reports/serious incidence reports are passed to the Lead Teacher and filed.
* If the accident is due to faulty apparatus or equipment belonging to Hanwell Community Centre (HCC) or due to an incidence involving the grounds or building, the H+S Manager would be informed immediately.
* Parents will receive a copy of the Incident Report and a phone call from the Office. The B of D will also be informed at their next meeting.

**Child Protection/Safeguarding**

Our *Safeguarding Policy* and training for all staff form the core of our Child Protection risk management. Safe recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, or who are not allowed to work in the UK. By extending this regime to Directors and volunteers on site, and by ensuring that everyone in our community receives regular Safeguarding training, we manage this risk to an acceptable level.

**Support Areas**

* **Cleaning**
* Risk assessments cover all significant risks concerning cleaning equipment, slips and trips. All Cleaning Materials are securely locked away. The cleaner is briefed on risk assessment, protective equipment and safety notices.

**Caretaking, Maintenance and Security of Building and Grounds**

HCC is responsible for Caretaking and Security and conduct regular Risk Assessments.

* **Conducting a Risk Assessment**
* The school uses recommended Risk Assessment Proformas. The school’s policy is not to carry out any high risk activity. Activities involving pupils are normally low risk. Prior to all school visits, Risk Assessments are conducted.
* Some medium risk outward bound type activities are undertaken with pupils, for example on our annual trip to Llangrannog The school uses only specialist/qualified instructors provided by the centre for these activities. All Llangrannog Staff are DBS checked and school staff accompany the pupils in all activities.

Pupils are always:

* given a safety briefing before participating in medium/higher risk activities.
* expected to wear personal protective equipment provided by the centre.
* expected to follow instructions. All members of staff are also expected to wear personal protective equipment for tasks that have been assessed as requiring its use.

**Review of Risk Assessments**

All risk assessments are reviewed annually.

The Health and Safety Committee conduct annual Risk assessments and report to the B of D. In addition weekly RA checks are carried out by the School’s H+S Representative and recorded on the Daily/Weekly RA forms.Any matters will be reported or dealt with by Staff or the HCC Caretaker.

The school maintains a copy of completed risk assessments and these are available for reference.

Our Health and Safety Policy details all aspects of pupil safety eg Fire evacuation procedures.

**Responsibilities of All Staff**

All members of staff are given an induction into the school’s health and safety arrangements including risk assessments, and records are kept of all induction training.

Staff are, however, responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Lead Teacher in order to enable the Directors to comply with their Health and Safety duties. All members of staff are responsible for reporting any risks or defects to the Site Manager or School Business Manager.

**Accident Reporting**

The school first aider is responsible for completing accident/incident reports and notifying the Lead Teacher and Parents. In accordance with the *Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR)*, any notifiable accident that occurs on school premises involving a pupil, member of staff, parent, visitor or contractor must be recorded and reported to HSE. All notifiable accidents and near misses are reviewed by the schools Health and Safety Committee, with a view to assessing whether any measures need to be taken to prevent recurrence.

**Audit Compliance Statements**

The Governors carry out regular reviews of the Schools activities and the systems in use. This is for the purpose of planning for the future and assessing major risks to which the School is exposed. Health & Safety is a standard agenda item on the Governors Premises committee meetings.

The Governors are satisfied that systems are in place to mitigate exposure to major risks as summarised below:

* Safeguarding & Child Protection issues
* major Health and Safety issues
* possible data loss
* risks of fire,
* safe recruitment of Lead Teacher, staff, Governors and volunteers
* measures to ensure the gaps in Governor skills
* conflicts of interest
* employment disputes selection, training and appraisal of appropriately qualified staff and Governors
* insurance
* strong financial controls and procedures that are regularly reviewed to reduce risk of fraud or loss of income.
* use of professional advice from lawyers, accountants, architects, as needed
* formal review of compliance with the school’s charitable objectives via annual audit
* annual audit of the schools financial records
* review and maintenance of the risk register

Policy Approved by Full Board of Directors on 25/11/16

Prepared :Nov 2016

Signed by Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_