



King's College School  
*The British School of Madrid*

La Moraleja

## **Risk Assessment Policy**

King's College School, La Moraleja has developed this policy and procedure document to help all pupils, staff and members of the public to minimize any risk of harm to themselves. This policy applies to all areas of the school and to trips and visits outside the school. It also applies to all pupils including those in the EYFS.

### **Aims**

Our school's aim is to monitor and evaluate risks and take a whole school approach to their assessment and management. We will prioritise risks and consult relevant parties e.g. staff, parents/carers, pupils, contractors. The effectiveness of each risk assessment will be reviewed and accordingly revised to reduce risk in future.

There are specific risk assessment procedures for certain activities such as school trips, manual handling, display screen equipment, COSHH, noise, lone working etc. Where a separate procedure exists, that procedure should be used.

### **Authorisation**

All activities conducted within the School or during the outside trips must have the authorisation of management i.e. the Headteacher, Deputy Head, Heads of Departments, following suitable and sufficient risk assessment conducted and signed by the staff organising and supervising the activity.

### **Responsibility**

#### **Management Responsibility**

Senior Leadership Team members are responsible for ensuring that risk assessments are conducted at all levels within their areas of responsibility.

Heads of Departments are responsible for ensuring that task risk assessments are conducted within areas under their control and that the content of risk assessments are communicated to staff and pupils as appropriate. They should also ensure that all the relevant people are included in the risk assessment process.

#### **Employee Responsibility**

Employees are required to participate in the risk assessment process when requested, to make themselves familiar with the contents of risk assessments and for co-operating with the measures contained within the assessments for controlling and managing the risks to health and safety.

General risk assessment of the buildings, grounds and classrooms are carried out by the Health and Safety Officer in liaison with King's Group Health and Safety Specialist.



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School trips are not authorised until a risk assessment has been completed and signed off by the department head, and Headteacher. Wherever possible the risk assessment will be completed by a member of staff who has knowledge of the trip, and associated risks. If this is unknown, staff will attend (where possible) to complete a recce of the site and if this is not possible, research and support will be sought from the organisation who own the site.

### **Communication, Co-operation and Co-ordination**

Risk assessments must be clearly communicated as appropriate to management, employees and pupils. Management must ensure that assessments are brought to the attention of staff and pupils on a periodic basis particularly following any changes or significant review.

### **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. In many cases simple measures are very effective and not costly.

Risk assessments need reviewing and updating regularly [annually in settings providing for EYFS children]. At King's Group we are very aware that all staff and pupils need to receive training. A "library" of risk assessments is maintained by the H&S officer, on the school Google Drive for staff to refer to and use for themselves. H&S is responsible for keeping records of staff training.

The Risk Assessment procedures are the following:

- One Classroom revision per term.



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- Health & Safety Walks per area (Early Years & Nursery/ Primary/Secondary/Gym/ Administration/ Patios) so once a month the whole school is assessed.
- Any risk issue arises during the year will be immediately reported to the H&S officer

## **WHAT AREAS REQUIRE RISK ASSESSMENTS?**

There are numerous activities carried out in King's College School, La Moraleja each of which requires a separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments (see Fire policy). The school has an auto-protection plan made by an expert external company.
- Educational visits and trips (See School Trips Safety and Supervision Policy). A written risk assessment is required for every visit.

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

### Educational

- Science
- Duke of Edinburgh Trips
- Physical Education and Sports Activities

At King's College School, La Moraleja we make use of a model or generic risk assessments, for our educational activities and visits [apart from our EYFS setting].

All teaching staff and technicians receive regular induction and refresher training in risk assessments tailored to their specific areas. There are manuals in the Google Drive.

### Pastoral

The focus of our pastoral policy is to ensure that every pupil leaves as a confident, articulate young adult capable of keeping him/herself safe on the streets, in the home and in all situations. Our PSHE programmes and Assemblies are directed towards promoting an increasing



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understanding as the pupil develops, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken. Our Science lessons encourage students to conduct their own safety-guided research into the potential hazards of chemicals, gas, electricity and flammable materials.

Medical and First Aid

The Medical area has risk assessments and information for first aid and all other treatments and procedures.

The accident forms are maintained to the School Nurse who is responsible for ensuring that accident reports are passed to the H&S officer, and the H&S committee. The H&S officer is responsible for reporting any notifiable accident that occurs on school premises to a member of staff to the Health&Safety Specialist.

The H&S officer/Nurse is responsible for reporting any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the H&S committee.

Unsupervised Access by Pupils

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the science laboratories, etc. 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 the Grounds, Maintenance, Catering and Caretaking areas of the school.

Support Areas

- Catering and Cleaning: risk evaluation and training is 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. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- Caretaking and Security: risk evaluations 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. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- Maintenance: risk evaluation 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, control of contractors on site, electricity, gas, water, storage of flammables and the control of



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substances hazardous to health. Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.

- 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.

Every year the school is audited by Quiron prevention, an expert and external company and they prepare a risk assessment for the school.

### **CONDUCTING A RISK ASSESSMENT**

There are several possible techniques; but at King's College School, La Moraleja we have an external company authorised by the Spanish government who makes a risk assessment of the school and the different positions.

#### Specialist Risk Documents

The H&S specialist arranges specialists to carry out the following risk evaluations:

- Fire safety
- Legionella
- Gas safety
- Electrical 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 school facilities, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for water sampling. All these tasks are carried out by external companies.

#### 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 pupils and visitors. They are responsible for cooperating with the Head



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teacher 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 H&S officer.

### Audit Compliance Statements

Every week the H&S officer reviews different areas and fills in specific registers. In case that any faults are found, the information system (Open services or mail) is used to advise maintenance teams to repair the problem, or notifies the H&S specialist in case it is more complicated.

Each term the school arranges H&S committee meeting where the Head teacher decides the priorities of any works needed and who is responsible for controlling them. Each term the Headteacher attends a meeting with the CEO and the Chairman and the relevant issues are raised.

The measures taken to protect the school against risks, include:

- Safer recruitment of staff, Governors and volunteers
- Measures to ensure the selection, training and appraisal of appropriately qualified staff and Governors
- Insurance
- Strong financial controls
- Use of professional advice from lawyers, accountants, architects, etc. when needed.

### Communication of the Assessment

The information contained within the assessment must be communicated with those staff and pupils who may be affected by the work/activity. For assurance purposes it is good practice to keep a record of when and how the assessments have been communicated.

Information about the risks may also need to be communicated to other people e.g. to members of the public through signage and other staff or auditors who will require access to the information from time to time.

### Reviewing the Assessment

Risk assessment should be seen as a continual process. Risk assessments must be reviewed and kept up to date to take account of changes in processes and work methods, new staff or changes to other activities or hazards.



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In addition, a general periodic review of all assessments must be undertaken. There is no set period for general review though 12 months is often advised. A general review date should be recorded as part of the assessment.

### **Training**

Anyone undertaking a risk assessment must have received appropriate training and have sufficient knowledge and understanding of the assessment process, with support from the Health and Safety Officer and Middle and Senior Leaders. Input is often required from others during the risk assessment process.

Appendix 2 is used as a tool for creating the risk assessments for curriculum activities.

### **Record Keeping**

Records of risk assessments are kept for a minimum of seven years.

### **Monitoring/Audit**

School's management should monitor the compliance of this policy and take appropriate action where necessary. Records of risk assessment, instruction and training, maintenance events etc. are available for audit by internal/ external auditors.

The above Terms of Reference for King's College School, La Moraleja have been agreed

<b>Created and Reviewed by :</b>	<b>Policy Category:</b>
Dawn Akyurek/Elena Arroyo September 2017	Health & Safety
<b>Approved by :</b>	<b>Next Review: September 2018</b>
Elena Benito	
<b>Approved by KGB</b> November 2017	<b>Next Review:</b> September 2018



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**Appendix 2**

NAME	SIGNATURE	DATE





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<b>RISK ASSESSMENT FOR:</b>									
<b>ASSESSMENT BY:</b>				<b>DATE:</b>					
<b>REVIEW DATE:</b>									
<b>Likelihood of risk scale</b>	<b>Severity of Injuries scale</b>	<b>Risk Rating (Severity x Likelihood)</b>							
1 – Unlikely	1 – Very minor								
2 – Possible	2 – Minor / First Aid	0-6 = Low risk							
3 – Probable	3 – Medical attention	7-11 = Medium risk							
4 – Likely	4 – Hospitalisation	12+ = High risk							
5 – Highly	5 – Fatality								
<b>Hazard</b>	<b>Consequence of Hazard</b>	<b>Those at Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Risk</b>	<b>Assessment</b>	<b>Existing Control Measures</b>	<b>Action / Additional Control Measures</b>	
<i>For example: uneven surface, deep water, sharp edge, unfamiliar surroundings, noise, etc</i>	<i>For example: physical injury, drowning, stress, choking, overhear, child goes missing, etc</i>	<i>For example: pupils, staff, visitors</i>	<i>For example: 5</i>	<i>For example: 3</i>	<i>For example: 15</i>	<i>For example: High</i>	<i>For example: visual inspection before the activity, staff briefing, training, head count, etc</i>	<i>For example: extra member of staff is required, remove broken piece of furniture, report to the manager, etc</i>	



## MANAGING RISK IN THE CURRICULUM

