



THE ORATORY PREP SCHOOL

Risk Assessment Policy

This Policy Applies to The Oratory Prep School and Early Years Setting

Reviewed July 2024

by Bellevue Education Board

Checked by

Headmaster – Andrew De Silva

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The Oratory Prep School Risk Assessment Policy

“Sensible risk management is about practical steps to managing real risks, not bureaucratic back covering. Address the real risks, not only to pupils, but also to the health and well-being of your staff. And remember, risk assessment is just good planning – keep it fit for purpose and act on it.”

— Sir Bill Callaghan, former Chairman, HSC

The Oratory Prep School is 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 Oratory Prep 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 pupils need to be educated into how 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 (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 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 The Oratory Prep School, we are very aware that all staff and pupils need to receive training. A “library” of risk assessments is maintained by the school office for staff to refer to and use. The school office is responsible for keeping records of staff training. Staff are trained to complete risk assessments regularly, and all assessments are overseen and authorised by the Headmaster before being implemented. All risk assessments are reviewed systematically on a regular basis.

What Areas Require Risk Assessments?

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

- Fire safety and procedures
- Educational visits and trips

Other areas requiring risk assessments include:

Educational

- Science (a sample checklist is included in Appendix 1)
- Each sport and PE activity
- Art (including the clay and print studios)
- Music (including minimising the risk of hearing loss to staff)
- Drama (including the theatre backstage, stage, props room, and lighting box)
- Dance
- Staff (e.g. pregnancy, return under 'fit for work' limitations issued by GP)
- Any other situation that may arise

Pastoral

The focus of our pastoral care policy is to ensure that every pupil leaves as a confident, articulate young person capable of keeping themselves safe. Our PSHCE programme and assemblies are directed towards promoting an increasing understanding, as pupils develop, of the risks that exist in both the real and electronic worlds, and on sensible precautions that should be taken.

Medical and First Aid

The School Nurse maintains risk assessments for first aid and all other treatments and procedures. Accident forms are maintained, and the School Nurse ensures that accident reports are passed to the relevant person(s).

The Headmaster is responsible for reporting any notifiable accidents that occur on school premises in accordance with the Reporting of Injuries, Diseases, and Dangerous Occurrence Regulations (RIDDOR).

Unsupervised Access by Pupils

Pupils do not have unsupervised access to potentially dangerous areas, including specialist teaching areas. All flammables are securely locked away, and pupils do not have access to maintenance or catering areas.

Safeguarding

Safeguarding policies and training for all staff form the core of our safeguarding risk management. Safer recruitment policies ensure that the school is not exposed to the risk of employing staff barred from working with children and are not allowed to work in the UK.

Support Areas

- **Catering and Cleaning:** Risk assessments and training are required for all equipment, as well as manual handling, slips and trips, and COSHH. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- **Site Maintenance and Security:** Risk assessments cover hazardous rooms, manual handling, slips and trips, working at height, lone working, asbestos, contractors on site, electricity, gas, water and the control of substances hazardous to health (COSHH). Training is given to minimise the risk of both fire and security by adhering to good practice.

Conducting a Risk Assessment

To reduce risk to acceptable levels. In order to assure this The Oratory Prep School ensures that:

- Staff delivering the activity are appropriately trained.
- Risks are identified and hazards highlighted and minimised.
- Regular staff training and professional support are sought for specified risk assessments.
- Children are instructed on safety and behaviour prior to the activity.
- Protective equipment is used where required.

Specialist Risk Assessments

The school office and site manager arranges for specialists to carry out the following risk assessments:

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

EYFS

Daily checks of indoor and outdoor areas used by Early Years pupils are conducted.

Reviews

All 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 Oratory Prep School, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for water sampling. Off-site visit risk assessments are evaluated and approved by the Headmaster or a member of staff who has designated responsibility. Subsequent to the visit the risk assessment for the trip must be evaluated by the trip leader with a particular focus on preparing for a future similar visit.

Responsibilities of All Staff

All staff receive thorough induction training on risk assessments and health and safety. 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:

- Taking reasonable care of their own safety and that of pupils and visitors.
- Cooperating with the Headmaster, school office, SLT, and Education Committee.
- Reporting any risks or defects to the School Business Manager.

Appendix 1 - Sample Daily Risk Assessment Checklist

Science Labs Weekly Safety Checklist									
Week beginning: 2024									
					Mon	Tue	Wed	Thur	Fri
LABORATORIES		Lighting and Ventilation							
		Electrical/Gas Equipment							
		Radiators							
		Electrical Sockets							
		Wires and Leads							
		Water							
		Storage							
		Floors							
		Doors							
		Tables and Chairs							
		Large Resources							
		Small Resources							
		Fire extinguishers are in place							
		Check WiFi connection							
		Check fire door and escape routes							

	GREENHOUSE	Electrical Sockets						
		Lighting						
		Sink						
		Radiators						
	Date:							
	Risk/Problem:							
	Action Required:							