



Name of Policy:	Risk Assessment (For the whole school including the EYFS)
GHS Policy Number:	64
ISI Regulation:	Welfare, health and safety of pupils (Part 3)
Linked Policies:	Educational visits Fire procedures for staff Fire Safety Management First aid Health and Safety Safeguarding Supervision of pupils
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Contents

1. Introduction.....	3
2. What is a Risk Assessment?.....	3
3. What Areas Require a Risk Assessment?	4
4. Roles and Responsibilities.....	6
5. Risk Control Measures in Place to Maintain a Safe Learning Environment.....	6
6. Training	8

1. Introduction

This risk assessment policy has been written in accordance with *The Management of Health and Safety at Work Regulation 1999*, which includes the requirement for risk assessments, and in line with the HSE's *Leading Sensible Health and Safety Management in Schools*.

At Garden House, we are fully committed to promoting the safety and welfare of all in our community, so that effective education can take place. Controlling risks in the school is an integral part of the school's Health and Safety Management System. Our highest priority lies in ensuring that all the operations within the school environment are delivered in a safe manner that complies fully with not just the law, but with best practice.

Risks are inherent in everyday life. We need to identify them and adopt systems for minimising them so far as reasonably practicable. Our pupils need to be educated in how to cope safely with a risk.

This policy is written to encompass the requirements of the EYFS alongside the whole school.

2. What is a Risk Assessment?

A risk assessment is a tool for conducting a formal examination of anything in the school environment, school activities and workplace that could cause people to suffer injury or ill-health.

A risk assessment enables you to:

- Identify risks within the school environment and activities
- tell whether you are doing enough to protect people from harm;
- demonstrate best practice and improve performance;
- meet your legal requirements.

Definitions

- A hazard is something with the potential to cause harm (e.g. wet floor)
- Hazardous event takes place when someone or something interacts with a hazard and harm results (e.g. person slips on the wet floor).
- A risk is the combination of the likelihood of a hazardous event occurring and the consequence of the event (e.g. person is likely to walk on wet floor and slip and fall and injure themselves).
- Consequence is the outcome of the hazardous event in terms of how serious it could be.
- Likelihood is the chance that the hazardous event will occur. This can be from unlikely to likely.
- Risk control measures are the measures and procedures put in place in order to minimise the consequences of risks (e.g. staff training, clear work procedures, fire alarms and practices etc.).

At Garden House risk assessments are reviewed, monitored, evaluated and updated on a regular basis and whenever an update is needed.

The Health and Safety Co-ordinator provides guidance and support in completing risk assessments where required.

A list of school risk assessments is kept and can be found in the risk assessment folder.

Advice would cover:

- Who is responsible for writing a risk assessment
- How often risk assessments need renewing or reviewing
- How to identify risk and put control measures in place
- How to evaluate and use the risk assessment going forward

3. What Areas Require a Risk Assessment?

At Garden House, there are many areas of school life that require a risk assessment.

- **Overall Management of Risk:** a set of Management Risk Assessments is carried out annually by the Health and Safety Co-ordinator. These risk assessments cover: the overall management of risk in the school; provision of first aid; provision of a safe working environment and the overall management of key risks including: electrical safety; slips, trips & falls; hazardous substances; manual handling; and management of contractors. – Full details of these are available from our Health and Safety Co-ordinator and they are also found in the Risk Assessment folder.
- **Fire safety, procedures and risk assessment.** The Health and Safety Co-ordinator completes a termly fire risk assessment. In addition, an annual fire safety audit is completed by Judicium, the external Health and Safety Consultant. *See Health and Safety, Fire Safety Management and Fire Procedure policies.*
- **Educational visits and trips** – *see separate Educational Visits policy.* We have an Educational Visits Co-ordinator (EVC), who manages all school visits and trips and who has been appropriately trained. The Heads must also approve all school trips. A Risk Assessment is carried out by the leader of the trip each time a new location is visited or when a venue is visited for the first time with that group of children. Activities involving pupils are usually low risk. A review of the risk assessment is completed on return from the trip in order to assess and identify additional risks and control measures for future visits. Consent for trips is held on the child's record sheet.

Risk assessments for day trips must be obtained beforehand, from the organisation or activity the school will be visiting and added to the school trips folder.

We undertake a few medium risk activities with pupils, such as residential outward-bound trips, but only using specialist/qualified instructors. Written consent is sought from parents in these cases, particularly when taking children abroad. Residential centres send us their in-house risk assessments, which we check and to aid us with our risk assessment process. Pupils are always given a safety briefing before participating in any medium risk activities, and are expected to wear protective clothing, such as mouth-guards, and to follow instructions. Risk assessments for trips are kept by the office and signed off by the EVC and relevant Head.

- **The school setting.** There are certain areas of the school and curriculum that require risk assessments to be written by the relevant members of staff. These risk assessments

will be kept on the system in the Risk Assessment folder and must be renewed annually. Relevant risk assessments must be signed off by the Head, others such as premises, COSHH etc. can be signed off by the Health and Safety Co-ordinator.

Risk assessments must be completed for the following:

- Each sport and PE venue and activity
- Art and DT activities
- Science activities
- All clubs
- Drama performances at external venues
- Music performances at external venues
- Walk at Burton's Court (*see walk policy, incorporated in the supervision policy*)
- Courtyard (*see supervision policy*)
- School bus (*see supervision policy*)
- Classrooms: Teachers in conjunction with the Health and Safety Co-ordinator are responsible for completing the classroom checklist form at the beginning of each academic year. Other rooms in the school are covered by Heads of Departments and office staff. The Health and Safety Co-ordinator will action accordingly, any issues which are identified from the classroom checklists. All staff are responsible for reporting any hazards they notice in any of the school building throughout the year to the Health and Safety Co-ordinator or otherwise the Bursar.
- Premises inspection: Premises inspections are carried out termly by Maintenance and the Health and Safety Co-ordinator. Any risks are identified and actioned.
- Kitchen: The Catering Manager in conjunction with Accent Catering, (contracted by the school for all the catering), carries out all risk assessments for the catering and related cleaning equipment, as well as manual handling, slips and trips and the control of substances hazardous to health (COSHH). Kitchen staff are trained and made aware of hazards. Safety notices and protective equipment are utilised.
- Cleaning: The Housekeeper in conjunction with the Health and Safety Co-ordinator, carries out all risk assessments for the cleaning of the school building as well as slips, trips and falls and the control of substances hazardous to health (COSHH).
- Maintenance: Our maintenance team attend training, which covers risk assessment advice for working at height, manual handling, electricity, COSHH and Fire Door Inspection. Training also covers safe working practices, health and safety notices and protective equipment. They work in conjunction with the Health and Safety Co-ordinator.
- Office staff: Display Screen Equipment (DSE) risk assessments are completed for all office staff and staff who work for long periods in front of DSE by the Health and Safety Co-ordinator, annually. Office staff have a responsibility to report any hazards to the Health and Safety Co-ordinator or Bursar.
- EYFS Staff in Kindergarten and Preparatory take all reasonable steps to ensure staff and children in their care are not exposed to risks and must be able to demonstrate how they are managing risks. Kindergarten and

Preparatory carry out a daily visual risk assessment of play and other equipment, as well as the general safety of the EYFS environment and determine when a written risk assessment is required. In EYFS a daily risk assessment tick sheet of the setting is completed. EYFS Risk assessments identify risks that should be checked on a regular basis, when and by whom, and how the risk will be removed or minimised.

- Holbein Mews – Staff in Holbein Mews in conjunction with the Health and Safety Co-ordinator take all reasonable steps to ensure staff and children in their care are not exposed to risks. Risk assessments are in place for anything identified.

4. Roles and Responsibilities

The Co-principals and Heads are responsible for:

- Ensuring that this policy is fully implemented by employees in their areas of responsibility.
- Monitoring of compliance with agreed controls.

The Health and Safety Co-Ordinator, Heads and Deputy Head are responsible for:

- Ensuring risk assessments are carried out and recorded and the findings communicated to all relevant people.
- Ensuring all protective and preventative measures identified by the risk assessment are fully implemented.
- Where applicable, ensuring suitable and sufficient information, instruction, training and supervision is provided;
- School activities that are assessed as being ‘High Risk’ are drawn to the attention of the Heads and are not permitted to go ahead until the risk can be reduced to an acceptable level.

All Staff are responsible for:

- Following the agreed controls in place within risk assessments to suitably manage risks.
- Assisting in the development of risk assessments where requested to do so.
- Taking reasonable care of their own safety, together with that of their pupils and any visitors
- Reporting any issues/concerns/faults relating to control measures put in place to manage health and safety risks.
- Ensuring that every pupil leaves Garden House capable of keeping themselves safe.

Our Computing and Life and Culture (PSHE) programme, together with SMSC and assemblies are directed towards helping children understand and address the risks that exist in both the real and the electronic worlds.

5. Risk Control Measures in Place to Maintain a Safe Learning Environment

The following inspections/servicing/surveys are all carried out to help keep everyone safe and are listed as control measures in one or more of Management Risk Assessments and/or Fire Risk Assessment:

- Asbestos: A full management asbestos survey carried out on 16th February 2015 by a specialist and accredited asbestos contractor found no asbestos in any of the school buildings. The school will consider a more intrusive survey should any works be planned in the future which will interfere with the fabric of the buildings. The full Asbestos Survey Report is available to view and is kept by the Health and Safety Co-ordinator.
- Gas Safety: The boiler is serviced yearly to include a tightness test. Records are kept by the Health and Safety Co-ordinator. The gas shut off points in the kitchen are included in this test.
- Electrical Safety: A five-year full electrical test is carried out, (on a rolling annual basis with 20% being tested each year), and certification is kept by the Health and Safety Co-ordinator.
Monthly flick tests are carried out on the emergency lighting by the Maintenance team. A yearly maintenance check is carried out on the emergency lighting by a qualified external contractor. All certificates and documentation are kept by the Health and Safety Co-ordinator.
The electrical shut off points in the kitchen are tested every year.
Six monthly RCBO (Residual current breaker with over-current) testing takes place inhouse and is completed by the IT Manager and documentation is kept by the Health and Safety Co-ordinator.
- PAT testing: PAT testing on all electrical equipment is carried out regularly by our IT Department. Category A equipment (smaller/portable items such as kettles, toasters, electrical heaters), is checked annually. Category B equipment (larger items such as computers, printers, kitchen appliances), is tested every three years. A full record is kept with the Network Manager and Health and Safety Co-ordinator.
- Lift: The lift is checked quarterly and documentation is kept with the Network Manager and Health and Safety Co-ordinator. A yearly LOLER check is carried out during the holidays.
- Turks Row Fire system (integrated): Weekly call point checks are carried out by a member of the office and the Health and Safety Co-ordinator and recorded. A quarterly check is carried out by Honeywell in conjunction with the IT Manager. A staggered detector check is carried out as part of the quarterly check and the fire curtain in the kitchen. Records are kept with the Health and Safety Co-ordinator.
- Holbein Mews fire system (integrated): Weekly call point checks are carried out by the Health and Safety Co-ordinator and IT Manager and recorded. The fire alarm, detectors, call points and fire curtain are checked every quarter by Honeywell in conjunction with the Network Manager.
- Sedding Street (Fire System)
The smoke detectors are activated by a member of the Kindergarten staff weekly and recorded.
- Fire equipment: Monthly fire extinguisher checks are carried out by the Health and Safety Co-ordinator and maintenance team and recorded. All the fire equipment is checked and serviced once a year by Chubb. Any faulty equipment is reported to the Health and Safety Co-ordinator who is responsible for liaising with Chubb to have fire-fighting equipment replaced or repaired as soon as possible.

- Kitchen equipment: A commercial service of all the catering equipment is carried out annually by Two Services. The certificates are kept with the Catering Manager and the Health and Safety Co-ordinator.
- Turks Row Water: Yearly disinfection is carried out on the water tanks and a Legionella analysis every six months in the school holidays by a certified contractor. Monthly water temperature checks are completed by a certified contractor. Certificates are kept with the Health and Safety Co-ordinator. A legionella risk assessment is in place.
- Holbein Mew & Sedding Street Water: Six monthly water hygiene programme is in place which includes water temperature monitoring, legionella testing and water analysis. Legionella risk assessments are in place.
- Ladders: A list of ladders available for staff use around the school is updated every year and emailed to all staff. Termly checks are carried out on the ladders by the maintenance team and Health and Safety Co-ordinator. Records are kept with the Health and Safety Co-ordinator.
- School Minibuses: The school minibuses are managed by the school's transport manager, Bliss Travel Ltd. Daily minibus checks are completed by the drivers and sent through to Bliss. The transport manager books servicing and repairs. The school keeps copies of the paperwork from Bliss Travel Ltd.

A Premises and Inspection Servicing Schedule is kept up to date and which lists all of the above servicing and dates.

6. Training

Staff complete Risk Assessments in Educational Settings training through the online training portal. The Educational Visitors Co-ordinator (EVC), Residential trip leads and Health and Safety Co-ordinator complete the Educational Visits Co-ordinator training every two years.

The Health and Safety Co-ordinator and the Head of HR are trained in the IOSH Managing Safely Certification.