



Risk Assessment Policy

To be considered in conjunction with the CIC **safeguarding, medical, trips and health & safety** policies

RISK ASSESSMENTS

At Chelsea Independent College we formally risk assess the following:

- **Individual pupils**
- **Overall risk assessment for the School which includes pupils' behaviour & potential risks in School generally**
- **Trips and activities – see separate trips handbook and risk assessment**
- **Use of the building and premises in general**
- **Specific curriculum areas. For example, we have specific risk assessments for the use of the science laboratories, art studios and the catering space**

All risk assessments are stored electronically on the shared drive.

Each risk assessment considers the following:

- **Risk or hazard** (e.g. general risk to pupils, staff, equipment and the physical site)
- **Risk to pupil** (e.g. getting injured in any way)
- **Risk to others** (e.g. injuries to the public through the actions of the School)
- **Level of risk** (a) (high, medium or low)
- **Likelihood of risk** (b) (high, medium or low)
- **Overall risk factor** (c) (e.g. if a) is high and b) is low, c) will be medium)
- **Preventative measure** (e.g. pupils to be briefed about appropriate behaviour on trips; consequences discussed; expectations and rules discussed; pupils to be supervised at all times; parental communication)
- **Likely outcome if action not taken** (e.g. other pupils and staff open to injury, complaints from others including members of the public)

A common-sense approach to risk assessments is adopted and we do not ask staff to list every possible danger; only those that are significant or likely. We organise and develop appropriate preventative and protective measures in order to keep pupils and staff safe from harm, and

we monitor and review arrangements to ensure required standards are achieved. All members of teaching staff have undertaken on-line training (September 2017) to assist them in identifying risk, mitigating risk and undertaking risk assessments.

We recognise the intrinsic value of all pupils learning outside the classroom. Educational and extra-curricular visits form an intrinsic part of the educational provision we offer and help to support and enhance the curriculum whilst also enhancing the social, emotional and behavioural skills of pupils.

TYPES OF EDUCATIONAL VISITS

Regular and routine (Level 1)

These include regular visits undertaken as part of the normal College timetable, for example:

- Trips within central London (local museums) which do not require travel on local transport

Activities which are undertaken with a registered provider are risk assessed by the provider. The School will identify any additional, significant risks as necessary.

Single, event specific activities (Level 2)

These are one-off activities that are, by nature, more complex than regular and routine off-site trips. They may involve travelling further afield, or by public or hired transport. For example:

- Trips to visitor attractions, museums or galleries
- Trips to forests or parks further away than the vicinity of the College for example as part of the Duke of Edinburgh Award
- Trips to sports facilities outside of the local area
- Any trips involving access to bodies of water
- Any trips which require travel on public or hired transport

Adventurous or residential activities (Level 3)

These are activities that involve or require delivery by accredited or qualified instructors, or are visits that include at least one overnight stay. For example:

- Visits to the local climbing wall
- Outdoor adventure activities such as canoeing, abseiling, archery or similar
- Activities which are more complex or present a higher level of risk, e.g. hiking
- Residential trips in the UK or abroad, including those delivered by an approved provider

TRIPS & ACTIVITIES OUTSIDE THE CONFINES OF THE COLLEGE PREMISES

The Principal of Chelsea Independent College has overall responsibility for College trips and external School activities and can give advice on the planning of educational visits and risk assessments. Risk assessments must be carried out well in advance of any visit and must be approved by the Educational Visits Coordinator (Saami Al Khamiri). Risk assessment forms are available to all staff on the shared drive, where there are also exemplars.

Outline approval by the Principal should be requested before any other planning takes place. A full risk assessment for the whole visit, including each significant activity, must be made, and appropriate planning undertaken, as a result of this. The risk assessment must include first aid arrangements. An exploratory visit should, as appropriate, be considered and carried out prior to the event, to better assess risks.

The aim of a risk assessment is to prevent risks or reduce them. Pupils must not be placed in situations which expose them to an unacceptable level of risk. Safety must always be the prime consideration. If the risks cannot be mitigated, then the visit must not take place and all risk assessments should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What are the existing controls and where is the information kept?
- Does the venue have its own health and safety policy?
- Is there a 'time out' facility?
- Are there police checks on all staff who have direct contact with the group?
- What steps will be taken in an emergency?

More information can be located in the separate trips policy

Types of risk assessment required for different levels of activity

Level 1 activities

These are covered by blanket consent forms and follow generic risk assessments for that activity. Generic risk assessments can be found on the shared drive under risk assessments > general risk assessments.

Every time a group leader takes a pupil/group of pupils off site for a level 1 activity, they must follow the following safety procedures:

- The Principal needs to be informed that the trip is taking place by completing the trips request form, outlining the purpose of the trip and staff members organising the trip
- Parents written to obtaining consent
- First aid kit to be obtained from reception and taken on the trip
- An up to date list of all pupils including all their contact details and any medical conditions that staff need to be aware of.
- Reception and SMT mobile numbers to be taken – see trip check list

- All pupils and staff to be signed out at the Reception
- Group leader to inform the office of their estimated time of return to College
- Generic risk assessments are reviewed and updated regularly by the EVC and the Principal to ensure that they reflect the current needs of pupils within the class.

Level 2 activities

These are covered by blanket consent forms but **must** be separately risk assessed. The risk assessment must include:

- Details of the group leader in charge of the trip and other staff members involved
- Ratio of staff to pupils which must reflect the specific needs of pupils in the group (for example, 1:1 support for children if required)
- The educational objectives of the trip
- The desired benefits of the trip
- An assessment of any **significant** risks
- An assessment of the **specific risks relating to each pupil** in the group (or reference to existing individual pupil risk assessments)

All risk assessments must be signed off by the EVC before the trip can take place

Level 3 activities

These require additional consent from parents/carers and must be carefully risk assessed. In particular, the following need to be taken into account when risk assessing these activities:

- The programme of activities and their suitability for the group
- The level of supervision required
- The suitability and/or competency of staff to lead the activity/ies
- The suitability of providers (including whether or not they hold the LOCT Quality Mark – which is desirable)

The planning documentation and risk assessments for any off-site adventurous activities or residential trips must be submitted to the EVC at least 2 weeks before the date of the activity and approval must be given before the trip can take place.

DESIGNATED GROUP LEADER

For every educational visit, a group leader will be appointed and the composition of accompanying staff group planned to ensure an appropriate level of supervision and expertise. The group leader will be responsible for all aspects of the educational visit, although the group leader may delegate tasks to other members of staff accompanying the trip.

The staff to pupil ratio should not only reflect the nature of the trip but also the gender balance and ages of those pupils going.

The EVC can advise on appropriate staff: pupil ratios. All personnel to be included in these calculations must be authorised by the Principal.

Before booking a visit, the group leader should obtain written or documented assurance that providers, such as tour operators, can provide copies of their own risk assessments and have appropriate safety measures in place. The following factors should also be taken into consideration:

- Type of visit/activity and the level at which it is being undertaken
- Location, routes and modes of transport
- Competence, experience and qualifications of supervisory staff
- Ratios of supervisory staff to pupils

A member of the SMT will act as school contact and must be organised in advance of the trip leaving College and all the accompanying staff must have their details. All those who need to, will have names and contact details of everyone in the group, as well as full details of the arrangements in case of emergency. All the staff on the visit, the SMT school contact, reception and the Principal will have a copy of the following details:

- The address and phone number of the visit's venue and a contact name
- The names of all the adults and pupils travelling in the group
- The contact details of parents/carers and the staff's next of kin
- Risk assessment documents
- A contingency plan for any delays including a late return home

Dates, times, costings and staffing arrangements of the proposed trip should be checked with the Principal. Transport and other arrangements should then be made and confirmed in writing.

An assessment of individual pupils should also be made, taking into consideration the pupil's age, maturity, level of fitness, temperament and the suitability of the activity.

Whether the visit is to the local park, museum, or includes a residential stay in the UK or abroad, it is essential that formal planning takes place before setting off. This involves considering the dangers and difficulties which may arise and making plans to reduce them. The planning of the visit will be led by the group leader in consultation with the accompanying staff team.

The person planning the visit is advised to keep the Principal updated once all stages of the assessment have been undertaken. For residential visits at home or abroad, or for potentially hazardous activities, the Principal must be satisfied that the visit has been planned effectively and that risks are minimised.

For some visits, especially residential trips, a parents/carers' meetings should be held as the planning of the trip progresses. Regardless of whether a meeting is held, parents/carers should be sent details of the proposed trip, which should include the following:

- Dates, times and the proposed itinerary
- Transport arrangements

- Information to prepare pupils, including those with SEND
- Cost and payment arrangements, including the payment of refundable or non-refundable deposits and details of extra costs, guidance on pocket money etc.
- Details of staffing and supervision ratios
- Details of the code of conduct for pupils going on the trip
- Details of any equipment, clothing etc. the pupils need to take
- Emergency procedures including contact details and permission for emergency medical treatment if the parents/carers cannot be contacted
- A consent form which must be signed for the child to be allowed to go on the trip/partake in the activity

Parents should be asked for relevant contact details for the duration of the trip; it should not be assumed that these can be obtained by the College at short notice. At the same time it is prudent to get updated medical information from parents. Once these are known, if the group leader has any doubts as to whether or not a given pupil should attend, they should discuss this with the Principal.

A full list of members of the party along with the detailed arrangements, to include consent forms and risk assessments, must be provided for the EVC and an electronic copy kept on the College's shared drive under TRIPS & ACTIVITIES.

During the school visit/activity it is essential that all pupils are supervised. The organiser should be prepared to modify plans in the light of circumstances and in the interests of the party's welfare. It is the responsibility of the group leader to see that all staff accompanying the visit have copies of relevant documentation on pupils' medical conditions and emergency contact numbers. The group leader should ensure that all the staff are aware of the emergency procedures.

The group leader must ensure that:

- Risks are monitored throughout the visit and is responsible for taking appropriate action as and when necessary
- Appropriate child protection procedures are in place
- Appropriate risk assessments have been carried out
- Pupils and staff understand the expectations of acceptable pupil behaviour
- All necessary actions have been completed before the visit begins
- Training needs have been assessed and met and the needs of staff and pupils considered
- At least one member of staff is suitably competent to instruct the activity
- Ratio of staff/adults to pupils is appropriate
- Parents/Carers have signed the consent forms
- Arrangements have been made for the medical and educational needs of all pupils on the educational visit
- Adequate first-aid provision will be available
- Travel has been well organised and the plan is clear

SUITABILITY OF STAFF

- All staff who lead trips are competent and understand their responsibilities to assess and manage risk
- Induction for new staff includes information on procedures for off site visits and activities
- We provide appropriate training and information for staff responsible for educational visits
- All staff who lead or accompany educational visits are Enhanced DBS checked

EMERGENCY PROCEDURES

Risk assessment proformas contain clear guidance on emergency procedures for offsite visits.

The College has an emergency response plan detailing the actions to be taken by senior staff at the College in the event of a major incident or emergency concerning an off-site visit or activity.

All accidents are reported and recorded via the CIC accident procedure.

DOCUMENTS TO ADDITIONALLY REFER TO

1. Trips Policy
2. Medical Policy
3. Pro-forma risk assessments for trips

MANAGING RISKS WHEN UNDERTAKING EDUCATIONAL VISITS National guidance and the law:

CIC recognises its statutory responsibilities, including those derived from:

- The Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Associated legislation, including
- Children's Act 1989
- RIDDOR 2013
- Activity Centres (Young Persons' Safety) Act 1995
- The SEN and Disability Act 2001
- The Equality Act 2010

RESPONSIBILITIES WITH REGARD TO THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS (RIDDOR) 2013

CIC is legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 1995/3163) (RIDDOR) to report the following to the HSE (most easily done by calling the Incident Contact Centre (ICC) on 0845 300 99 23):

Accidents where a child or visitor is killed or is taken from the site of an accident to hospital and where the accident arises out of or in connection with:

- Any School activity (on or off the premises)
- The way a School activity has been organised or managed
- Equipment, machinery or substances
- The design or condition of the premises

Accidents involving staff:

- Work related accidents resulting in death or major injury (including as a result of physical violence) must be reported to the HSE immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs)
- Work related accidents which prevent the injured person from continuing with his/her normal work for more than three days must be reported within 10 days
- Certain cases of work-related disease - i.e. those that a doctor notifies the School of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
- Certain dangerous occurrences (i.e. near misses - reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substance that may cause injury to health)

For more information please see <http://www.hse.gov.uk/riddor/index.htm>.

RISK ASSESSMENTS OF SPECIFIC BUILDINGS

The existence of an effective risk assessment procedure together with self-inspection is a prerequisite for the system of monitoring by proper safety audits. This task cannot be achieved instantly but will require persistence from a wide range of teaching/support staff.

When it comes to assessments previously carried such as those under the COSHH Regulations it is not the intention that these should be repeated under this general assessment. Cross-reference and annual review will suffice.

We must assess not only the risks that our staff are exposed to, but also any person affected by our business. This includes pupils, parents, contractors e.g. caterers and window cleaners; visitors, people who let parts of the building and members of the public. We must assess both the risks that occur on a daily basis, and those that happen only occasionally, e.g. daily floor cleaning and occasional gutter cleaning or a parents' evening.

As we employ contractors, e.g. caterers and cleaners, we need to provide them with comprehensive information on the risks that they are exposed to by working on the premises

and the measures that they need to take in order to ensure health and safety. A contractor may introduce new risks to our staff and pupils e.g. use of a ladder or cleaning chemicals and we need to ensure that the contractors inform us about these risks so that effective and coordinated controls can be implemented.

The College considers the following areas to be classified as “risky”. Although these areas carry their own individual risk assessment, the School has undertaken a general overview site wide risk assessment as set out below.

- Site security.
- Science department.
- Princess Beatrice House (Boarding)
- Kitchen (catering).
- Maintenance department.

Health & Safety comes under the auspices of the Health & Safety committee and the Health & Safety officer who is the Head of Science.

Site Security (Fulham Road and Fulham Broadway):

The College is locked by the cleaners on their departure at the end of the day. It is unlocked by Facilities Manager/SMT/reception staff key holders upon their arrival to the College.

During the school day, the College doors are unlocked at 07.00. Doors are locked use a mag lock system allowing authorised staff/pupils access to the site.

At the end of the College day pupils leave from the main doors. Staff remain vigilant for possible intruders. Photos are circulated of persons known to the College who may wish to gain access to the site and are banned.

The College SMT are present (on a rota basis) until 18.00 each day. Pupils are expected off site at this time, unless they are engaged in an authorised activity which is supervised by a member of staff.

Staff are expected to wait with pupils if they arrive back at School from an activity after the reception has shut.

CCTV covers all entry and exit points and can be viewed by the reception. Recordings are kept and these can be seen by the Site manager. This retains the previous month’s activity.

Fire risk assessments of the building are carried out on an annual basis and fire alarms tested weekly and evacuation procedures frequently. Staff are trained in appropriate measures to deal with an outbreak of fire. The fire risk assessment and recommendations can be found with the Site manager.

Science:

Science risk assessments are carried out annually by the Head of Science for all the labs and equipment kept within the labs. These are stored locally with the Head of Science and copies are kept by the Site Manager.

It is the case that the prep rooms are always locked when a member of staff is not in attendance. Prep rooms have self-returning locks on them to ensure that they cannot be opened from the outside without a key. These doors are also electronically locked via the school access control system.

In addition risk assessments are undertaken for all science experiments and these are kept by the Head of Science.

Kitchen:

Access to the kitchens is restricted to catering staff and the SMT. The kitchen is never left open without the presence of members of catering staff. No pupils can access the kitchen unless they are accompanied by a member of the catering staff.

The catering facilities are audited by an external consultant and the findings reviewed by the catering manager and her reporting team. The site manager also has sight of the report.

Risk Assessments for the various tasks undertaken in the kitchen are regularly updated and reviewed by the Catering Manager. Copies of these are kept by the site manager.

Cleaning:

All cleaning materials are stored securely in locked cabinets. The area has restricted access. Other cleaning materials are kept in locked cupboards, local to the areas being cleaned.

Risk assessments of the cleaning and materials, including COSHH assessment, are undertaken by our external cleaning company, DB Services, who report to the site manager.

Princess Beatrice House (boarding)

PBH is the boarding house and has its own manager and staff. Risk is managed throughout by the boarding house staff. A separate risk assessment is in place for that and overseen by the site manager, who is resident at PBH.

POLICY REVIEW CYCLE

This policy and all policies at CIC will be reviewed and updated by the SMT in August of each year, unless updates and changes are made available by regulatory authorities. Any changes will be reviewed by the governing body and the governor with specific responsibility for policies as per their policy review cycle.