Elstree School

Including all of the Pre-Prep Department and Early Years Foundation Stage

Risk Assessment Policy

Contents

Person responsible for Policy: Bursar Responsible Governor: James Sunley
Date of last revision: November 2021
Date to be revised: November 2023

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Introduction

It is the intention of Elstree School to fully comply with the requirements of the Management of Health and Safety at Work Regulations 1999. Where necessary the School will obtain expert advice in order to complete risk assessments.

Responsibilities

The Governors of Elstree School are ultimately responsible for the completion of risk assessments. On a day to day basis this will be delegated to the Bursar who in turn will ensure that Heads of Department and Departmental Managers undertake risk assessments in their area of responsibility. Owen David Risk Management Ltd will be used to assist in this process.

The Bursar is responsible for ensuring risk assessments are completed for areas that are not covered by any Head of Department/Manager. This will include the Common Room, general hazards in the main buildings and access hazards in external areas including pedestrian and transport safety.

Activities Requiring Assessments

It is the policy of Elstree School to ensure that all activities undertaken on site as well as those off site including sports activities and School trips have risk assessments undertaken. All staff will be given instruction as to how best to complete risk assessments.

Areas in which we complete risk assessments:

Boarding areas
Outdoor play areas
Grounds department
Maintenance department
Housekeeping/cleaning
Pre-Prep area
Swimming pool
Surgery & Egypt

Subjects in which we complete risk assessments

Art
DT
Science
PE/Sport
ICT

Completion of Risk Assessments

Definitions

Often assessors get confused between the definitions of Hazards and Risk.

A **Hazard** is anything with the potential to cause harm and could include a hazardous chemical used in science or by cleaners, a hazardous machine or a hazardous process such working on a ladder.

A **Risk** is the likelihood or probability that the hazard might be realised and cause harm as well as the likely number of people who might be affected.

The Five Steps to Risk Assessment

Step 1 – What are the Hazards?

Consider what there is in the work area that might cause harm. This might be machines or chemicals, or the actual activity itself such as a sport or a trip. It is necessary to consider common issues such as slips and trips, use of electrical equipment and manual handling.

Step 2 – Who may be harmed?

Consider each hazard and who may be harmed and how they be harmed.

- Pupils, Teachers, Support Staff, Visitors, Contractors. Consider more vulnerable groups such as very young, the disabled or lone workers.
- How might the harm occur? Slip or trip, falls from height, impact during sport, contact with hot surface in kitchen, contact with dangerous machinery. It may be necessary to seek advice.

Step 3 – What are you doing already?

Once the hazards have been identified consider what controls are already in place. First ask if you can avoid the hazard altogether, if not can you complete the activity in a better way. Look at guards fitted to machinery, the level of supervision and use of personal protective equipment. For sports are they coached and supervised properly?

Step 4 – Is there anything further that can be done to reduce the risk?

Consider if any further controls are needed to reduce the likelihood of harm?

Step 5 – Monitor and Review

Ensure checks are made to ensure that the risk assessments are being followed and implemented. This can be achieved by auditing and inspection.

Review the assessments regularly. Workplaces change and new equipment can be brought in. New sporting activities or equipment may be in use. Assessments would need to be amended and updated.

Risk Assessment Format

An example form is included in appendix 1 and has been used to complete the most recent risk assessments.

Elstree School **General Risk Assessment**		
Activity/Area being assessed: Science Department – General Hazards affecting all areas.		
Assessor: A Brown	**Date of Assessment: October 2021**	**Review Date: September 2022**
HAZARDS and PERSONS BEING AFFECTED	**CONTROL MEASURES IN PLACE**	**FURTHER ACTIONS REQUIRED**
1. Potential injury to pupils, staff and visitors from use of gas within laboratories. Possible incidents could include:- • Explosion/fire from gas leakage/build-up; • Burns from use of Bunsens or heated equipment; • Clothing or hair accidentally set on fire. (List is example only, not exhaustive).	1.1 Gas isolation fitted in all laboratories. 1.2 Gas isolated during holiday periods. 1.3 Pupils not permitted into laboratories without staff present. 1.4 Clear Laboratory Rules in place and are explained to pupils at beginning of term. 1.5 Long hair on pupils has to be tied back before laboratories are entered. 1.6 Fire Risk Assessment completed for building – Evacuation Procedures in place, suitable means of escape available. See also Fire Risk Assessment.	1.1 No further action required. 1.2 No further action required. 1.3 No further action required. 1.4 No further action required. 1.5 No further action required. 1.6 No further action required.
2. Potential for pupils and staff to be injured whilst using glass equipment. Typical incidents could include:- • Cuts from attempting to pick up broken glass; • Eye injury and/or cuts from glass shattering during experimental work or from glassware being dropped. (List is example only, not exhaustive).	2.1 Pupils instructed not to attempt to pick up broken glass. 2.2 Suitable glass disposal bins available within laboratories. 2.3 Eye protection utilised during experiments. 2.4 Technical Staff periodically check glass equipment for defects.	2.1 No further action required. 2.2 No further action required. 2.3 No further action required. 2.4 No further action required.

	2.5 Suitable storage available in preparation rooms for glass equipment.	2.5 No further action required.
3. Possible injury to pupils, staff or visitors from slips and trips. Possible hazards could include:- • Trips on poorly stored bags; • Trips on poorly maintained floor coverings; • Trips on trailing cables; • Slips on spillages on floor; • Trips on poorly positioned furniture; • Trips/slips from skylarking.	3.1 Suitable bag storage available in laboratory areas. 3.2 Floor coverings in laboratories regularly inspected. Condition observed to be good in all areas. 3.3 Trailing cables avoided as far as is practicable. 3.4 Furniture positioned to maintain clear walkways. 3.5 Spillage clear-up procedures in place and absorbent materials available for chemical spillages. 3.6 Clear Laboratory Rules in place. 3.7 Pupils not allowed in laboratories without staff.	3.1 Ensure bag storage areas are utilised by pupils. 3.2 No further action required. 3.3 No further action required. 3.4 No further action required. 3.5 No further action required. 3.6 No further action required. 3.7 No further action required.
4. Potential for staff/pupils to receive electric shocks from use of laboratory equipment. 5. Risks associated with working with microbiological agents.	4.1 All portable laboratory equipment subject to PAT testing. 4.2 All fixed supply circuits tested on 5-yearly programme. 4.3 All experiments involving electricity are low voltage. Any H.T experiments – Staff only. 4.4 Use of extension leads restricted as far as practicable. 5.1 All microbiological material purchased from reputable	4.1 No further action required. 4.2 No further action required. 4.3 No further action required. 4.4 No further action required.

Possible hazards include:- • Cross contamination of microbiological material to staff and/or pupils; • Serious illness from accidental culture of hazardous pathogens; • Cuts from use of sharps and/or glassware; • Burns from use of Bunsen Burners during aseptic techniques;	supplier. Only low risk materials utilised. Dedicated fridge used in Technician's area for storage of material. 5.2 Cultures from swabs of blood, pus, etc not permitted. 5.3 Limited use of cell scrapes and saliva analysis only. 5.4 Pupils given clear instruction and information. No drinking or eating permitted in the laboratories. 5.5 Aseptic techniques used and pupils encouraged to use antiseptic wash to clean laboratory surfaces and hands. 5.6 See General Topics Assessment – procedures in place for safe use of glassware and breakage clearance.	5.1 No further action required. 5.2 No further action required. 5.3 No further action required. 5.4 No further action required. 5.5 No further action required. .
6. Hazards associated with the storage and use of chemicals. Possible hazards include: • Storage of incompatible chemicals leading to unplanned reactions/fire etc. • Fire when using highly flammable organic substances. • Burns from use of corrosive substances. • Injury from contact with toxic substances. • Spillage of materials during experiments leading to the above. • Spillage of materials in preparation areas or during transfer e.g. tripping on poorly stored bags or defects in floor covering leading to the above. List example not exhaustive.	6.1 Science Department has full Inventory of substances in use. Substances stored according to hazards and type classifications. 6.2 Suitable secure storage available for toxic substances. 6.3 Suitable storage available for strong acids and alkalis. 6.4 Department utilising CLEAPSS Hazcard system for information of use of substances and experiments. Hazard information passed on to pupils as part of experiment briefing. 6.5 Suitable Laboratory Rules in place. Rules are explained to pupils at start of Term.	5.6 No further action required. 6.1 No further action required. 6.2 No further action required. 6.3 No further action required. 6.4 No further action required.

	6.6 Access to Laboratories restricted – locked when not in use. Pupils not permitted in to Laboratories until staff present.	6.5 No further action required.
	6.7 Only Technical and Teaching Staff move or transfer chemicals to/from storage areas.	6.6 No further action required.
	6.8 No general storage of chemicals in Laboratories or Fume Cupboards.	6.7 No further action required.
	6.9 Floor coverings etc., regularly checked by Maintenance Department.	6.8 No further action required.
	6.10 Fire Risk Assessments completed. Suitable evacuation procedures available and suitable means of escape provided.	6.9 No further action required.
7.1 Hazards from experimental work which could affect all in the laboratory. Examples could include; • Chemical spillages. • Dangerous reactions. • Fire and explosion. • Chemical contact with skin/eyes. • Equipment failure. List example only, not exhaustive.		6.10 No further action required.
	7.1 All lessons are subject to assessment as part of the teachers schemes of work which are cross referenced to the model risk assessments provided through CLEAPPS.	7.1 No further action required.
	7.2 Full use being made in department of model risk assessments provided by CLEAPPS.	7.2 No further action required.
	7.3 HAZCARDS utilised by department for chemical hazard information.	7.3 No further action required.
	7.4 New experiments are trialled before using with pupils.	7.4 No further action required.
	7.5 Laboratory rules issued to all pupils.	7.5 No further action required.
	7.6 All staff have access to the departmental policy and model assessments. The policy is updated regularly.	

		7.6 No further action required.