SHREWSBURY HOUSE SCHOOL TRUST

HEALTH & SAFETY AND RISK ASSESSMENT POLICY

Policy owner:	Bursar
Approved by:	Executive Head
Date of last review:	January 2026
Next review:	September 2026

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Section 1: Policy Statement

General Statement of Health & Safety

As Governors of Shrewsbury House School Trust (SHST), we fully recognise our collective responsibility for providing a safe and healthy school environment for all our employees, pupils (including Early Years Foundation Stage (EYFS)), parents, visitors, and contractors. The Shrewsbury House School Trust comprises Shrewsbury House School (SHS) and The Rowans School (TRS). This policy is applicable to the care of all pupils, including those in EYFS. It should be read in conjunction with the Early Years Foundation Stage Policy. The Policy applies to all School sites within the Trust, including each of the individual Schools' main sites, the SHS Sports Ground (SHSG) and the Sports Field and Pavilion on Milbourne Lane. It also applies to activities off site and whilst using the Trust's vehicles. In our role as employer, we attach the highest priority to ensuring that all the operations within the School environment, both educational and support, are delivered in a manner that is safe and healthy for all. The Governors are committed to promoting the welfare of all in our community so that effective learning can take place.

The School Critical Incident Plan details actions that would be taken should a serious incident take place at any time on any school site or to an individual pupil or group of pupils whilst on an outing organised by a School within the Trust.

We fulfil our responsibility as Governors of Shrewsbury House School Trust by appointing the Chairman of Governors with responsibility for overseeing Health & Safety as part of their general responsibilities for the upkeep and maintenance of the fabric of the estate and buildings. The Chair of Governors is provided with a full set of the minutes of the termly Health & Safety Committee and the Bursar provides a Health & Safety report to the termly Full Governing Board meeting, which includes comments on Health & Safety matters.

The activities of Shrewsbury House School Trust shall be conducted within the requirements of the relevant Health & Safety legislation. All staff and pupils will be encouraged to follow best working practices and to be mindful of their own Health & Safety and that of others who may be affected by their own acts or omissions.

In particular, attention will be paid to the provision of:

- A safe and healthy working environment.
- Safe premises, equipment, and work practices.
- Adequate information, instruction, training, and supervision in relation to Health & Safety issues for both staff and pupils.
- The positive wellbeing of staff and pupils.
- Adequate consultations with staff and pupils in relation to Health & Safety issues.

Health & Safety Management

Day-to-day responsibility for the operation of Health & Safety at the Trust is vested with the Executive Head and Head of TRS. The Trust has a Health & Safety Officer (the Bursar) who is the Chairman of the Health & Safety Committee.

Co-operation

All aspects of Health & Safety remain a management responsibility. However, a safe and healthy workplace can only be achieved with the full co-operation of every member of staff, pupils, volunteers, and visitors who should promote a positive Health & Safety culture within the Trust.

All members of staff are responsible for taking reasonable care of their own safety, that of pupils, visitors, temporary staff and contractors. They are responsible for co-operating with the Executive Head and Head of TRS, members of the Senior Leadership Team at each individual school and the Bursar in order to enable the Governors to comply with Health & Safety duties. To achieve this, staff must:

- Follow the policy and obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified by the Trust risk assessments.
- Exercise their awareness, alertness, self-control, and common sense at work.
- Report promptly to their department head, the Facilities Team, or the Executive Head/Head of TRS all hazards, potential hazards, defects in equipment and any shortcomings in the Trust's work systems or procedures.

Employees should be aware that the Trust will apply disciplinary procedures to any employee who is in breach of the Trust's Health & Safety policy. This includes any specific safe systems of work, instructions, training, and procedures laid down for the protection of those involved in the Trust's operations, and for those who may become involved in them.

Organisation

Details of the organisation and responsibilities relating to Health & Safety at the Trust and arrangements for carrying out the policy are to be found in sections 2 and 3 respectively. The Trust's organisation for Health & Safety responsibilities are clearly defined within this and are available at all times to all employees at every level.

Policy Review

This Health & Safety Policy Statement and the responsibilities and arrangements that support it will be reviewed at least annually or more frequently where there have been significant changes to the Trust or the nature of the company's activities.

All employees are briefed on where copies of this statement can be obtained on the Trust's intranet. They will be advised as and when it is reviewed, added to or modified. A copy of this statement is available on the School websites or from the School Office at each School.

Signed by:
Lord Vaizey
Chair of Governors
Date: 1 January 2026

Section 2: Organisation and Responsibilities

Statement by the Executive Head/Head of TRS

The Chairman of Governors has delegated day-to-day responsibility for organising Health & Safety arrangements to the Executive Head and the Head of TRS. The Executive Head and Head of TRS are responsible for ensuring compliance with the Trust's Health & Safety Policy.

Every member of a department or class teacher is responsible for ensuring the Health & Safety of staff, pupils and others (especially visitors who are unfamiliar with the relevant site; temporary staff members; those who are disabled, both physically and mentally or who have special educational needs). Health & Safety is the first item on the agenda for the departmental meetings which are undertaken three times a term by each department at SHS. At each School, Health & Safety is a standing item on the agenda of the weekly staff briefing. Minutes are recorded for each meeting, stored in a central filing area and copies forwarded to the Executive Head, the Head of TRS, the Senior Leadership Team (SLT) at each individual school, other Heads of Department at SHS and the The Facilities Team.

The following areas are delegated with the nominated member(s) of staff having responsibility:

1. <u>Safety and Security</u>

    1.1. Building security (including alarms, CCTV monitoring, locking external doors and windows) – a nominated member of the Facilities Staff, appointed by the The Facilities Team or an appointed contractor.

    1.2. Preventing unsupervised access by pupils to potentially dangerous areas, such as:

        1.2.1. the Swimming Pool – The Director of Sport at SHS (or PE Teacher at TRS);

        1.2.2. the Science Laboratories at SHS – the Head of Science;

        1.2.3. the Art Room – the Head of Art (SHS)/Art co-ordinator;

        1.2.4. the Design Technology (DT) Room at SHS – the Head of DT.

    1.3. Supporting the safety of any lone working - The Facilities Team (see Lone Working Policy).

    1.4. All temporary staff, volunteers, visitors and contractors must sign in and out of the relevant visitors' books and wear visitors' badges at all times.

        1.4.1. At SHS, temporary staff, volunteers and visitors sign in using the book, which is kept in the School Foyer - this is overseen by an Office Administrator. Contractors sign in at the Gatehouse - overseen by Facilities staff.

        1.4.2. At TRS all temporary staff, volunteers, visitors and contractors must sign in at the school office - overseen by the School Administrator.

2. Vehicles

2.1. Car parking on site and vehicles on site - the Transport Manager.

2.2. School Bus arrangements (including notifying parents of delays) - the Transport Manager.

2.3. The safety of on-site vehicle movement, including the safe delivery of materials and supplies to the Transport Manager.

3. Emergency First Aid and the Reporting of Accidents

3.1. Maintaining an accident book and reporting notifiable accidents to the Health & Safety Executive and RIDDOR:

3.1.1. The School Matron (SHS)/nominated person TRS, maintains the accident book for pupils and reports notifiable accidents during normal school hours to the Bursar and the Facilities Team, who would normally report any notifiable accidents to RIDDOR.

3.1.2. In the Matron's/nominated person's absence, this would be dealt with by one of the SLT at each of the individual schools.

3.1.3. The Facilities Team maintains an accident book for all staff within the Trust. They will inform the Bursar if there is a requirement to submit a RIDDOR. The accident book is kept in the Facilities office, in the Gatehouse.

3.1.4. Outside normal school hours, responsibility for advising the Bursar and the Facilities Team of any notifiable accidents, falls to the member of staff that was present (or first on the scene) when the accident occurred.

3.1.5. The individual contractor or Facilities/Maintenance staff are responsible for informing the Bursar of any notifiable accidents involving contractors.

3.2. Maintaining statistics of accidents and preparing summary reports for the Health & Safety Committee – the School Matron at SHS or nominated staff member at TRS.

3.3. Making arrangements for pupils to go to hospital if required, liaising with their parents and recording details of the accident/incident:

3.3.1. The School Matron in normal school hours at SHS.

3.3.2. The nominated responsible staff member at TRS in their normal school hours.

3.3.3. The relevant member of the sports staff at SHSG/the Sports Field on Milbourne Lane.

3.3.4. The relevant member of the sports staff at any away match fixtures.

3.3.5. The relevant member of the teaching staff during a co-curricular club or the school office if the co-curricular club is led by an external provider.

3.3.6. The relevant member of letting club staff or other responsible adults during holiday clubs.

3.3.7. The relevant member of the teaching staff (usually a member of the Senior Leadership Team) in an 'out of hours' function where a pupil needs hospital treatment and the parents are not present at the event.

3.4. Checking that all first aid boxes and eye wash stations are kept replenished – the School Matron at SHS in co-operation with the Head of Department or nominated responsible staff member. The nominated staff member leads on this at TRS.

4. First Aid and Medical Support

4.1. Full details of the Trust's general first aid provision across all school sites and support of any pupils with temporary or permanent medical needs are detailed in the individual School's First Aid Policy.

5. Fire Safety and Fire Prevention

5.1. Keeping fire routes and exits clear – all staff.

5.2. Electrical Safety Testing. All the buildings at the School sites have current electrical installation certificates – the Facilities Team.

5.3. Portable appliance testing – the Facilities Team.

5.4. Testing all fire alarms weekly (and recording all tests). Arranging regular service of alarms, smoke detectors, emergency lights, fire extinguishers – the Facilities Team.

5.5. Lightning protection is in place for all buildings – certificates are obtained and retained by the Facilities Team.

5.6. All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safety Registered Engineers – certificates are retained by the Facilities Team.

5.7. Landlord's Gas Safety Certificates are held for all school domestic accommodation by the Facilities Team.

5.8. Termly fire practices, combined with a programme of inducting new staff and pupils with emergency escape procedures and the presence of trained staff members in every building help to ensure that the School can be safely evacuated in the event of a fire. The timing and "location" of the fire practice is varied and unannounced – the Facilities Team.

5.9. Switching off all kitchen equipment at the end of service, (where applicable) – the Catering Manager.

5.10. Checking that all Scientific and DT equipment is switched off at the end of the School day at SHS – the Head of Science, the Head of DT and checked by the designated Facilities staff member responsible for securing the building.

5.11. Ensuring computers, projectors, IWBs, printers, computer/tablet charging banks and any other electrical equipment are switched off every evening and during holidays and weekends – the relevant staff member in charge of that classroom/office and checked by the designated Facilities staff member responsible for securing the building.

5.12. Control of hazardous substances for grounds maintenance activities, teaching, cleaning and kitchen use and maintenance of the Control of Substances that are Hazardous to Health (COSHH) register – the Facilities Team.

5.13. Ensuring flammable materials used in teaching are locked in purpose-made flame-proof containers – The Heads of Science, Art, and DT at SHS. The Facilities Team ensures these procedures are followed for all chemicals used within the Facilities department at all Trust sites.

6. Water, Drainage and Gutters

6.1. Maintaining water quality. A sampling regime using external professionals is in place – the Facilities Team.

6.2. Facilities staff ensure that drains and gutters are kept unblocked and that all drain runs are clear – the Facilities Team.

7. Risk Assessments

7.1. Ensuring that up-to-date risk assessments and appropriate documentation are maintained for:

7.1.1. Fire – the Facilities Team/the Fire Safety Officer.

7.1.2. Legionella – the Facilities Team.

7.1.3. All rooms, corridors and exits – the Facilities Team.

7.1.4. Catering and cleaning functions in the School Kitchen, (including Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Hazardous to Health (COSHH) procedures), when applicable – the Catering Manager.

7.1.5. Cleaning (including use of chemicals, COSHH) – the appointed Cleaning Contractor at each site.

7.1.6. Grounds maintenance (including use of pesticides and COSHH) – the Facilities Team.

7.1.7. Maintenance functions, (including working at heights, electricity, manual handling, and building work, use of power tools, COSHH and flammable materials) – the Facilities Team.

7.1.8. Asbestos Register – the Facilities Team.

7.1.9. All maintenance and facilities equipment – the Facilities Team.

7.1.10. VDU assessments – any member of staff who is regularly using a display screen/computer at work at each individual school.

7.1.11. External co-curricular clubs and after school care – the co-curricular clubs and after school care provider, overseen by the Bursar at SHS/after-school activity leaders at TRS.

7.2. Ensuring that up-to-date risk assessments are maintained for teaching in the following areas:

7.2.1. Science (including COSHH and flammable materials) – Head of Science at SHS/Science Leader at TRS.

7.2.2. All indoor and outdoor games activities – Director of Sport at SHS/PE Teacher at TRS.

7.2.3. Forest School – Forest School Leaders at SHS.

7.2.4. Swimming – Director of Sport at SHS.

7.2.5. Sports – Director of Sport at SHS/PE Teacher at TRS.

7.2.6. PE – Director of Sport at SHS/PE Teacher at TRS.

7.2.7. Art (including COSHH and flammable materials) – Head of Art at SHS/Nominated member of Teaching Staff at TRS.

7.2.8. Music – Director of Music at SHS/Music Leader at TRS.

7.2.9. DT – Head of DT at SHS/DT Leader at TRS.

7.2.10. All visits and trips – trip/visit leader and Senior Deputy Head at SHS/Head of TRS.

7.2.11. Drama and school productions – Head of Drama at SHS/production lead at TRS.

8. <u>Training</u>

8.1. Responsibility for ensuring that all required training has been organised is delegated as follows:

8.1.1. Minibus training – the Transport Manager.

8.1.2. Science-related Health & Safety training – Head of Science at SHS/Science Leader at TRS.

8.1.3. Health & Safety training for Catering Staff (where applicable) – Catering Manager at SHS.

8.1.4. Health & Safety training for Cleaning Staff – nominated Cleaning Contractor at each site.

8.1.5. Briefing new pupils on emergency fire procedures – Tutors or Class Teachers.

8.1.6. Briefing new staff on emergency fire procedures – the Facilities Team.

8.1.7. Inducting new staff in Health & Safety – the Facilities Team.

8.1.8. Ensuring that all staff are issued with the appropriate Personal Protective Equipment (PPE) as appropriate in order to carry out their daily tasks – the Facilities Team.

8.1.9. Inducting new staff in school first aid procedures (not certified first aid training) – the School Matron or nominated responsible staff member at TRS.

8.1.10. Identifying specific Health & Safety training needs of staff – all Heads of Department and Line Managers.

8.1.11. First Aid Training – training is provided by qualified professionals and organised by the Matron at SHS and the Deputy Head at TRS. The Schools maintain the list of staff that are qualified in First Aid. Qualifications are renewed every three years or as required by regulation.

8.1.12. The Transport Manager maintains the MiDAS training records.

8.1.13. The Human Resources Department maintains the Child Protection and Safeguarding Training Records.

9. External Advisors for Health & Safety

9.1. At Shrewsbury House School Trust, we use external consultants to advise when required on matters of Health & Safety within the Schools. External contractors will also be used to carry out necessary certification and inspections as follows:

9.1.1. Structural Surveyors are invited to give advice on the external fabric of the Schools and grounds as required.

9.1.2. Professional engineers service the Schools' plant and equipment, including boilers and lifts, annually.

9.1.3. All gym and fitness equipment that requires servicing is serviced annually.

9.1.4. The equipment in the Adventure Playgrounds is inspected by a specialist contractor annually.

9.1.5. Other external play equipment is inspected by a specialist contractor annually.

9.1.6. The School's adherence to Health & Safety in catering and cleaning is subject to external inspection by the Environmental Health Office.

9.1.7. The Catering Manager for SHS is to submit regular reports to their area manager, evidencing food hygiene, storage, and preparation standards.

9.1.8. The Trust has a professional fire risk assessment, which is updated every three years or when significant changes are made, for example, new build,

refurbishments, IT and electrical infrastructure, fire door alterations, room re-purposing, external door systems and works affecting escape routes.

9.1.9. In addition to the weekly fire alarm tests, the alarm system, together with all smoke detectors, emergency lighting, and extinguishers are serviced and tested annually by a qualified contractor.

9.1.10. The Trust undertakes professional Legionella testing annually and adheres to best practice in the risk management and prevention of Legionella through the regular monitoring of the areas at risk – records are kept of all these checks.

9.1.11. The Trust maintains an asbestos register and the Facilities Team is responsible for ensuring that it is kept up to date and for any sampling or removal before major works take place. The Facilities Team is responsible for making sure that contractors are fully briefed on areas of asbestos before starting work.

9.1.12. The Trust has current electrical test certificates for all its buildings. Shrewsbury House School Trust uses fully qualified Electrical Engineers to inspect and maintain its electrical installations all of which are RCB protected and meet the requirements of British Standards wiring regulations.

9.1.13. All domestic boilers are serviced annually and all domestic properties have current Landlord's Gas Safety Certificates.

9.1.14. All lightning protection and earthing conform to British Standards. It is tested annually by a specialist contractor.

9.1.15. A qualified Planning Supervisor is used in order to ensure compliance with the most up to date Construction Design and Management (CDM) regulations whenever major work is undertaken.

10. <u>The Facilities Team</u>

10.1. Is responsible for advising the Executive Head, the Bursar and the School Heads on any measures that may be needed in order to carry out maintenance work without risks to Health & Safety.

10.2. Will also co-ordinate the advice given by specialist safety advisors and produce action plans required as a result of this advice and has overall responsibility for monitoring Health & Safety within the Schools and for reporting any breaches to the Executive Head, the Bursar and Head of TRS.

10.3. Is responsible for ensuring compliance with all Health & Safety regulations and for ensuring that there are safe conditions of work for all within the Trust.

11. <u>Trust Health & Safety Committee</u>

11.1. The Health & Safety Committee meets once every term under the chairship of the Bursar. The other members of the Committee are:

11.1.1. The Head TRS

11.1.2. The Senior Deputy Head

11.1.3. Head of Younger Years

11.1.4. The Transport Manager

11.1.5. The School Matron (SHS)

11.1.6. Head of Art

11.1.7. Head of DT

11.1.8. Head of Drama

11.1.9. Director of Music

11.1.10. Head of Science

11.1.11. Director of Sport

11.1.12. The Catering Manager

11.1.13. The Chair of Governors and the Executive Head are also invited to attend.

11.2. Should a member of the committee be unable to attend, they should nominate a deputy to attend in their place.

11.3. Consideration is given to inviting other members of staff or interested parties to attend committee meetings, to gain full insight into the operation of all functions of the Trust relating to Health & Safety.

11.4. Copies of the minutes are circulated to all trust staff and the Chair of Governors.

11.5. The role of the Committee is to:

11.5.1. ensure that Governors are kept fully informed with regard to key matters relating to Health & Safety;

11.5.2. discuss matters concerning Health & Safety, and changes in regulations;

11.5.3. monitor the effectiveness of Health & Safety within the Trust;

11.5.4. review accidents and 'near misses' and discuss preventative measures/lessons learned;

11.5.5. monitor the implementation of professional advice;

11.5.6. review and update significant risk assessments when relevant;

11.5.7. discuss training requirements;

11.5.8. review the Safety Policy guidance and update as required;

11.5.9. assist in the development of safety rules and safe systems of work;

11.5.10. monitor communication and publicity relating to Health & Safety in the workplace;

11.5.11. encourage suggestions and reporting of defects by all members of staff.

12. Policies and Procedures for Off-Site Visits

12.1. Off-site visits, including residential trips are organised in conjunction with advice from the Senior Deputy Head at SHS/the Head at TRS with regard to staffing risk assessment. Further detail is available with regard to the Trust's approach to planning off-site visits in the Risk Assessment Policy.

12.2. The Senior Deputy Head at SHS/the Head at TRS can provide advice on parental communications (including permissions required).

12.3. The Trust does complete a risk assessment for every outing to a public venue, even when this is regarded as potentially being a 'low risk' visit. This is recorded on EVOLVE.

12.4. The Trust understands our obligations to always inform parents if their child is not on one of the school sites or a venue not included within the routine curriculum and if any additional safety measures are required as a result of this.

12.5. In line with DfE requirements parents are informed in advance if their child is going to be taken off the school site for an outing/event and of any related cost incurred.

12.6. The Trust understands its obligations when planning an activity involving caving, climbing, trekking, skiing or water sports that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland, and Wales).

13. Occupational Health Services and Managing Work-related Stress

13.1. Advice on the above can be sought from the Executive Head, the Head at TRS, the Human Resources Department, or any member of the SLT.

Joanna Hubbard - Trust Executive Head
Rose Fookes - Head of The Rowans School

Section 3: Monitoring and Review Measures in Place

In addition to the general framework for monitoring the effective implementation of the Trust's Health & Safety practices, the following areas/activities have been identified as areas of higher risk within Shrewsbury House School Trust:

- Sport: The Director of Sport at SHS/PE Teacher at TRS retains copies of risk assessments for all games and sports, swimming, (SHS only), athletics, PE and gymnastics.
- Forest School: Forest School Leader at SHS retains risk assessments for all activities and the use of all equipment involved.
- Science: The Head of Science at SHS/Science Leader at TRS, where relevant, retains copies of risk assessments for all labs and records all hazards within the detailed schemes of work, incorporating CLEAPPS approved guidelines, including the safe storage of all chemicals and biological matter.
- DT: The Head of DT at SHS/ DT Leader at TRS, where relevant, retains risk assessments for all activities, the rooms they use, the use of all equipment and machinery and the safe storage of flammables.
- Art: The Head of Art at SHS /Art Leader at TRS, where relevant, retain risk assessments and COSHH assessments.
- Drama: The Head of Drama or nominated Play Director of each production at SHS/Performing Arts Leader at TRS oversees risk assessments for the safe performance by the pupils and the safe construction, movement, building and dismounting of scenery, props and staging.
- Music: The Director of music oversees risk assessments for the safe performance by the pupils for all rehearsals, concerts and performances.
- The Catering Manager at each site keeps risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products.
- The Bursar (for SHS)/Co-Curricular activity leaders at TRS co-ordinates risk assessments for co-curricular clubs, where required, and retains copies of these in a central file which is updated termly to reflect the changes in the clubs offered at different times of the year.
- Pupils are not allowed entry to and facilities, maintenance or grounds department areas: each department keeps risk assessments for all its activities, safe use and storage of equipment and flammables, COSHH assessments of chemicals and other products. All risk areas are to be locked when unattended.
- The cleaning contractors at each site keep risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products.
- COSHH information is retained by each area where relevant. The Facilities Team maintains an overall register.

Whole Trust or individual school policies and risk assessments, some from professional advisors, supplement these departmentally-based risk assessments, covering:

- Accessibility policies;
- Anti-bullying policies;
- Asbestos maintenance;
- Catering and Food Hygiene;
- Safeguarding and Child Protection policies;
- Control of Substances Harmful to Health (COSHH);
- Crisis Management and Communications (the Critical Incident Plan);
- Display Screen Equipment policy;
- Educational visits, trips, outings and residentials;
- Electrical Safety (through 5-year fixed wire testing);
- E-Safety;
- First Aid and medical risks;
- Fire Safety, procedures, and risk assessment;
- Gas Safety (through the annual Gas Safety checks);
- Health & Safety Notices;
- Induction for new staff;
- Legionella policy;
- Letting and Hiring procedures;
- Lightning protection (through annual checks);
- Manual Handling training for necessary staff;
- Pupil Medical Questionnaire and relevant updates;
- Portable Appliance Testing;
- Pupil Supervision;
- Security, including workplace safety and lone working;
- Special Education Needs/Disabilities;
- Swimming Pools.

Please refer to the School's Risk Assessment Policy (Section 4) for further details.

Section 4: Risk Assessment Policy

RISK ASSESSMENT POLICY

Scope of Policy

This policy covers all Shrewsbury House School Trust (SHST) Sites and staff. The schools carry out annual risk assessments to cover buildings, estates, facilities and equipment, pertinent teaching activities and fire risk. Risk assessments are also carried out for any off-site visits, sporting activities, co-curricular and various estates activities.

Staff are trained on Health & Safety issues and competence in dealing with risk assessments through INSETs and training as necessary.

The Health & Safety Committee meets termly to discuss any safety issues and feedback from risk assessments.

All Risk Assessments for activities at the Schools must be reviewed and updated in line with the Trust's Health & Safety policy guidance.

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;
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring;
- 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, preliminary visits, warning signs, barriers and insurance).

Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (child protection issues) and environmental (asbestos, legionella).

Why have Risk Assessments?

The obvious answer is that risk assessments are a legal requirement. ISI and Ofsted Inspectors will expect to see examples. But there is logic to this. By focussing on prevention – as opposed to reacting when things go wrong – it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Preventative measures can often be surprisingly simple and cost- effective, such as the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

Risk Assessments

The Governors, the Executive Head, the Head of TRS and all SHST staff understand their responsibility to ensure that robust risk assessments are in place, where required, to be certain that SHST pupils are provided with as safe and secure a learning environment as possible. Risks are inherent in every-day life. We need to identify them and to adopt systems for minimising them. The individual Schools aim to educate pupils on how to cope safely with risk.

Responsibilities

Responsibility for risk assessments in key areas are delegated by the Chair of Governors, the Executive Head and the Head of TRS as follows:

- Fire: The Facilities Team/the Fire Safety Officer/nominated deputy at TRS. Please also refer to the Fire Procedures and Fire Safety Policy.

- Caretaking and Security: Risk assessments cover every room, laboratory, sets of stairs, corridor and emergency exit in each of the school sites. 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, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.

- Catering: Thomas Franks are externally contracted to provide the catering for Shrewsbury House School Trust. They are to provide risk assessments and training 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 (COSHH). Induction and refresher training must cover risk assessments, protective equipment and safety notices.

- Cleaning (including use of chemicals, COSHH): Externally contracted cleaners provide the cleaning at the Shrewsbury House School Trust sites. They are to provide risk assessments and training for every item of cleaning equipment they use, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training must cover risk assessments, protective equipment and safety notices.

- Maintenance: Risk assessments 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, asbestos, legionella, control of contractors on site, electricity, gas, water and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication and Health & Safety notices and protective equipment.

- Grounds: Risk assessments and training are required for every tool and piece of machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides,

storage of flammables and COSHH. Induction and refresher training covers risk assessments, protective equipment and safety notices.

- Office staff: Risk assessments are required for each room and 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.

- Letting and hiring: Through the letting and hiring contracts overseen by the letting's supervisor.

- E-Safety: The E-Safety Co-ordinator.

- The Movement of Vehicles: The Facilities Team/Transport Manager.

- Managing safe deliveries to each School: The Facilities Team.

- Prevent Duty: The Designated Safeguarding Lead (DSL) of each school.

Ensuring that up-to-date risk assessments are maintained for teaching in the following areas:

- Science (including experiments, COSHH and flammable materials) – Head of Science (SHS)/ Science Leader (TRS).
- All indoor and outdoor sports, games and PE activities – Director of Sport (SHS)/PE Teacher (TRS).
- Forest School – Forest School Leaders (SHS only).
- Art (including COSHH and flammable materials) – Head of Art (SHS)/Art Leader (TRS).
- Music – Director of Music (SHS)/Music Leader (TRS).
- DT – Head of DT (SHS)/DT Leader (TRS).
- Drama – Head of Drama (SHS)/Drama leader (TRS).
- EYFS setting – Head of Younger Years (SHS)/EYFS lead at TRS. EYFS Statutory Framework requires schools which provide for this group to review and update their risk assessments annually. It also specifically requires providers to have risk assessments in place covering their indoor and outdoor spaces, furniture, equipment and toys and to keep records of these checks.

At Shrewsbury House School Trust we make use of a template assessment, for our educational activities and visits. We subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science and DT. We provide professional training courses for both teachers and technicians who work in Science and DT. All teaching staff receive regular induction and refresher training in risk assessments tailored to their specific areas.

Child Protection

Our Child Protection policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, and are not allowed to work in the UK. By extending this regime to Governors and volunteers and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

Medical and First Aid

The First Aid area has risk assessments for first aid and all other treatments and procedures. The accident forms are maintained in the on SchoolBase for pupils for inspection and in the Gate House for adults (Staff and visitors).

Access by Pupils

Risk assessments of all areas of the schools reinforce the policy of ensuring that our pupils do not have unsupervised access to potentially dangerous areas, such as the Swimming Pool, (SHS), the Science Laboratories, (SHS), the DT Room, (SHS), the Art Room, (SHS) the Sick Bay, the Kitchen and the sound and lighting booth for the Assembly Hall at SHS. Doors to these areas are kept locked or closed at all times when a teacher is not present. All flammables, hazardous materials and hazardous equipment e.g. sharp knives are securely stored. Pupils do not have access to the grounds, maintenance, catering or caretaking areas of the Trust sites.

Co-curricular Activities

All external providers are required to supply the Trust with a Risk Assessment that covers their activities, before any activity takes place. These are held on file by the Compliance Administrator (SHS) and by the Head for TRS.

Visits, Outings and Trips

- Risk assessments are prepared for all visits, outings and trips by the Group Leader.
- Staff to pupil ratios and staffing are agreed with the Senior Deputy Head (SHS)/Head of TRS and further approved by the Executive Head (for SHS only).
- Careful regard is paid to the nature of the trip, the age of the pupils and any guidance offered by the venue or tour operator (if applicable).
- Where relevant, the venue risk assessment and any other relevant risk assessments pertaining to the visit, outing or trip are obtained and thoroughly reviewed.
- Trip/risk assessments at SHS are checked by the Senior Deputy Head and approved by the Executive Head. At TRS, the Head checks and approves the risk assessments.
- Appropriate safety standards and liability insurance is checked for external activity providers, particularly if the organisation does not hold a Learning Outside the Classroom Badge.
- All day trips undertaken by SHST are 'low' risk.
- All trips and outings, day or residential will be risk assessed using a scoring matrix, assessing the probability and potential impact of any risk.

Obligations for Activity Holidays

SHST are fully aware of our obligations with regard to any activities involving caving, climbing, trekking, skiing or water sports and that we must currently check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004 (for England, Scotland and Wales).

External Advisors for Risk Assessment

At SHST, we will always employ specialists to carry out high risk tasks at the school. The Bursar in conjunction with the Facilities Team arranges for specialists to carry out the following risk assessments at each of the Trust School sites:

- Specialist Playground Equipment
- A fire safety and general Health & Safety Risk Assessment
- Asbestos management
- Legionella testing
- Tree condition surveys
- Gas safety and testing
- Electrical safety of buildings
- Work at high levels
- Work with lead
- Hot works

Medium Risk Activities

We undertake a few medium risk activities with older pupils, such as swimming, open water activities and orienteering; but only using specialist/qualified instructors. Some of the scientific experiments carried out by our pupils also have a residual amber rating. Pupils are always given a safety briefing before participating in these activities, and are expected to wear protective equipment, such as mouth- guards or lab coats/safety goggles, and to follow instructions.

Support staff may carry out medium rated activities if they have been properly trained and work in pairs where specified. All members of staff and pupils are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

Review of Risk Assessments

All risk assessments should be regularly reviewed and updated as necessary or annually as a minimum.

Risk assessments should also be reviewed (and recorded), when major structural work is planned, or in the event of an accident. The school's arrangements for the management of Health & Safety should describe the arrangements for regular Health & Safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for auditing the catering and cleaning functions and for water sampling.

Conducting a Risk Assessment

There are several possible techniques. The model that we use at Shrewsbury House School Trust, known as the "Traffic Lights Model", is set out below:

YOU NEED TO WORK OUT THE RISK LEVEL FOR EACH HAZARD **Risk level is worked out by multiplying Severity against Probability** **Severity x probability = Level** **FILL THIS ANSWER INTO THE FOURTH BOX ON THE TABLE**	**Severity of hazard** 1. Negligible 2. Minor Injury/issue 3. Major Injury/issue 4. Death	**Probability of hazard** 1. Improbable 2. Occasional 3. Fairly Frequent 4. Very Frequent	**LEVEL:** **1 – 4 = Low (L)** **5 – 8 = Medium (M)** **9 – 16 = High (H)**

EXAMPLE

Activity	Hazard	Who is at risk?	Score H/M/L	What existing control measures are in place to reduce the risk?	Further action required Y/N?* if Y, what extra measures are needed?	Person Responsible
Minibus Travel	Vehicle accident leading to injury or death,	Boys Staff Volunteers	**M** (from S=4 P=2 So 4x2=8)	• Drivers must read and follow the School's 'Safe Systems of Work' for driving minibuses, 'Pupil Behaviour' on Minibuses and the' Vehicle Check' list and confirm read. • Seatbelts to be worn at all times. • Drivers are qualified and current to drive minibus. • Driver to complete a register before travel and have conducted a visual check to ensure all passengers present.	N	

On completion of the risk assessment, the residual risk score is coloured coded as follows:

Red – Scores of 9 - 16

Amber – Scores of 5 – 8

Green – Scores of 1 - 4

Our policy at Shrewsbury House School trust is **never to** carry out any activity which has a **red rating** (9 or above) after the risk reduction measures have been put into effect. Activities involving our youngest pupils (EYFS children and Years 1 to 3 will only be carried out, if they can be awarded a residual **(green) score of 4 or below**.

Green activities can be:

A hazard that is highly likely but is of low residual rating. For example:

The likelihood of a coach in a city being stuck in rush hour traffic, so delaying pick up would be rated as 4

The severity of leaving teachers, teaching assistants and children waiting outside in hot sun/wet weather for an unknown period of time would be rated as 2.

The initial risk rating would be 8 (amber).

But putting all of the following measures in place reduces its severity to 1, leaving a residual risk rating of 4 (green):

- Teacher in Charge and Driver are in mobile phone contact.
- All members of staff have held a meeting to discuss the outing and the risk assessment beforehand.
- Staffing ratio is increased and supplemented further by parent volunteers.
- Teacher in Charge has made a reconnaissance visit, and discovered where the party can wait out of the rain/sun.
- Bottled water is carried.
- All staff carry visit packs, and can phone the school to advise that there will be a delayed return.
- All parents' emergency contact details are available to the School Office, who phones/text messages them and explains that the coach has been stuck in traffic; but there is nothing to worry about.

A hazard may be very unlikely; but have a high severity rating. For example:

The likelihood of a child going missing on an organised school outing headed by a qualified Teacher, who has been trained in leading visits, and was appropriately staffed would initially be rated as 2.

The severity would be 4.

The initial risk rating would be 8 (amber).

But putting the following measures into place reduces the likelihood to 1, leaving a residual risk rating of 4 (green):

- All members of staff have held a meeting to discuss the outing and the risk assessment and the Missing Child Policy beforehand.
- All children have been briefed about the purpose of the visit and the expectations of behaviour.
- All children understand where they should go if they accidentally become separated from the rest of the group.

- Teacher in Charge and other staff and volunteers carry mobile phones.
- Staffing ratio is increased and supplemented further by parent volunteers.
- Teacher in Charge has made a reconnaissance visit, and planned the route inside the location (e.g. museum) in advance.
- Children are divided into groups of 6, each supervised by one member of staff.
- All members of staff know what to do in an emergency.
- All volunteers have been briefed thoroughly on their respective roles.
- All children are wearing school uniform and are readily identifiable.
- Head counts are taken on leaving the classroom, on sitting in the coach, on leaving the activity and on returning to the coach. The coach does not leave until everyone is accounted for.

The examples quoted above are intended to illustrate that everyday risk assessments for school outings are no more than practical tools that are designed to assist teachers who are in charge of an outing. The following issues can arise, and need to be anticipated in advance:

- What if the coach is delayed?
- What if a child goes missing?

However, conducting risk assessments on EYFS outings does not require specialist knowledge.