

# LYCÉE INTERNATIONAL DE LONDRES WINSTON CHURCHILL

(The “School”)

## Policy #24: Risk Assessment

### **Mission**

Through a rigorous, bilingual programme and innovative methods, we educate pupils to become responsible, creative, and principled global citizens. We teach them to think critically and act ethically, to form and express their own opinions and respect those of others, to define their own life goals, and to make sense of and embrace change.

Our values are excellence, creativity, integrity, awareness and community.

In support of these aims and values we are committed to ensuring the following:

### **Introduction**

It is not only a legal requirement, but also the LIL’s firm belief, that risks to health and safety should be controlled wherever possible through risk assessments. Risk assessments are therefore prepared in this school on a regular basis and cover all identified risks to our students, our staff, our buildings, our grounds, in our daily routine and at all school events.

### **1. What is 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 the combination of the likelihood of harm and the severity of the occurrence (injury, illness, damage, loss).
- A risk assessment is the process of identifying hazards, evaluating any associated risks and implementing reasonable control measures to remove or reduce those risks and the risk of accidents
- Risk control measures are the measures and procedures that are put in place to minimise the consequences of uncontrolled risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

## **2. Who conducts a Risk Assessment?**

Risk Assessments can and need to be conducted by any member of the staff, dependent upon the requirements.

Risk Assessments are conducted before (and after) the occurrence of each one-off event/activity.

Key institutional risks and ongoing projects are re-assessed each time they are subject to a change and in any event on an annual basis.

The Board of Governors will also receive regular reports from the Health & Safety Committee via a nominated governor who attends these meetings and the COO.

The Board of Governors agenda includes a regular item for consideration of risk and controls. The emphasis is on obtaining the relevant degree of assurance that the process and controls are working effectively to identify and manage risk.

The Head of School retains overall responsibility for ensuring that suitable Risk Assessments are completed, covering all processes and activities carried out by a competent person with adequate records (Please also refer to our Health & Safety Policy).

### **3. Types of Risk Assessments**

There are two main types of risk assessment: generic and specific.

Generic risk assessments should be completed for hazards or activities that are common throughout the school.

Specific assessments should be completed for particular tasks, procedures, equipment, locations, and educational visits, which have specific or significant risks.

The essential steps that are taken in order to comply with this policy are:

- Identify the hazards to health or safety arising from the activity, learning environment or setting.
- Decide who might be harmed and how.
- Evaluate the risks and decide whether existing precautions are adequate or more needs to be done.
- Record your findings.
- Review your assessment and revise it if necessary (prescribe remedial action, i.e. risk control measures).

Thorough Risk Assessment involves answers to the following questions:

- What hazards are we faced with?
- Who might be affected?
- How can the risks be reduced to an acceptable level?
- Can effective measures be implemented now?
- If not, what contingency plans will serve us best for the time being?
- Who may be affected? Consider students, teachers, staff, trainees, expectant mothers and also those who may not be directly involved with the activity but who may still be affected by the process. This may include cleaning or administrative staff, contractors, parents and carers or when beyond the School, members of the public.

### **4. Risk Evaluation**

Evaluate the risks (low/medium/high) to which individuals might be exposed. This will be a subjective evaluation but should be used to give an indication of the priority with which the risks need to be addressed. Where risks are already controlled, monitor the effectiveness of the controls to decide whether they are sufficient. Where the risk to individuals is thought to be medium or high, additional control measures must be considered.

## **5. Risk Control**

Decide what controls are necessary to reduce the risk to individuals. The steps to controlling the risks are as follows:

- Avoid the hazard - can the hazard be avoided or altered to reduce the likelihood or risk?
- Substitute or replace the hazard
- Procedural controls - can the procedure be altered to avoid or reduce the risk? Can the individual be removed/distanced from the risk? Can the activity be carried out at a time that would have a lesser impact on others?
- Child management - make sure that the staff are aware of each child's needs.
- Setting management - such as the monitoring of exits and entrances.
- Additional equipment/staff - can a lifting device or an additional person be utilised to avoid or reduce the risk?
- Personal Protective Equipment - consider the value of using such things as gloves, over garments.
- Emergency procedures - have contingencies in the event of things going wrong such as an accident, such as slips, trips and falls.

The COO monitors the control measures instigated to ensure that they are effective and implemented correctly.

## **6. What areas require a Risk Assessment?**

There are numerous activities carried out at the School, each of which requires its own separate risk assessment. The most important of these cover:

- Fire safety and other security procedures;
- Educational visits and overnight trips.

However, risk assessments are also needed for many other areas, including:

### *Educational*

- Science experiments
- Each sport and PE activity
- Art/Music

At LIL we provide professional training courses for teachers who work in Science. All teaching staff receive regular induction and refresher training in risk assessments tailored to their specific areas.

### *Medical and First Aid*

The medical area has risk assessments for first aid and all other treatments and procedures. The accident forms are maintained in the medical area and the School Nurse is responsible for ensuring that accidents are duly recorded. Please refer to the First Aid Policy (which includes Administration of Medication) for further details.

### *Child Protection*

Our Safeguarding Policy forms 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.

### *Support Areas*

*Catering and Cleaning of catering equipment:* Risk assessments and training are required 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 covers risk assessments, protective equipment and safety notices. As this facet is outsourced the catering firm will provide an annual update on these aspects.

### *Caretaking and Security:*

Risk Assessments have considered every room, laboratory, stairs, corridor and emergency exit in the entire school. 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 height, and asbestos. Induction and refresher training covers 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, 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 and safety notices and protective equipment.

### *Equipment Rooms:*

Risk Assessments and training is 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.

*Administrative staff:* Risk Assessments are required 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.

### *Access by students:*

Risk Assessments of all areas of the school reinforce the policy of ensuring that our students do not have unsupervised access to potentially dangerous areas, such as the science laboratories. Doors to these areas are kept locked when not in use. Students are only allowed access when accompanied by a member of staff.

Students do not have access to the Equipment Rooms, Maintenance, Catering and Caretaking working areas in the school.

## **7. Specialist Risk Assessment**

The COO arranges for specialists/competent firms to carry out the following risk assessments:

- Fire Risk Assessment
- Asbestos Survey and register
- Legionella
- Fixed electrical safety
- Gas safety

## **8. Reviews**

All Risk Assessments are reviewed and recorded when major structural work is planned, in the event of an accident or near miss, or in the light of significant change. The Health and Safety Policy describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for water sampling.

## **9. Responsibilities of all Staff**

All members of staff are given a thorough induction into the school's arrangements for Risk Assessments and health and safety (which is recorded). Specialist training is given to those whose work required it. However, staff are responsible for taking reasonable care of their own safety, together with that of students and visitors. They are responsible for cooperating with the Head in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Head or the COO.

[Risk Assessment Guidance - Slides](#)

## [Risk assessment template](#)

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