



CAMERON HOUSE SCHOOL

4 THE VALE, LONDON SW3 6AH

POLICY FOR RISK ASSESSMENTS

ISI regulation: Par 16 and EYFS Par 3.64

The proprietor ensures that:

- The welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and
- Appropriate action is taken to reduce risks that are identified
- **EYFS:** Providers must ensure that they 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. Providers must determine where it is helpful to make some written risk assessments in relation to specific issues, to inform staff practice, and to demonstrate how they are managing risks if asked by parents and/or carers or inspectors. Risk assessments should identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised.

A written risk assessment must be prepared in advance before **every visit off-site**. The Group Leader has overall responsibility for the party at all times including maintaining good discipline and should have a **regard to the health and safety of the entire group**. Risk Assessments are also completed for any activity in school deemed “higher risk than normal”, such as a lesson using specialised equipment e.g. using saws in DT. Risks will be minimised if due attention is paid to planning preparation and supervision.

Risk assessment does not end when the visit begins. Changes to the itinerary, changes to the weather, incidents (whether major or minor) - all or any of these may bring staff and pupils face to face with unexpected hazards or difficulties and give rise to the need to re-assess risk.

Group leaders need to consider:

- The pupils going on the visit – have the hazards of the activity and the age and ability of the pupils been assessed?
- Pupils must be properly supervised during time before, between and after activities, including the evenings. At least one member of the teaching staff must be designated as on duty at any one time.
- That all staff and pupils know that the code of conduct applies at all times, not just during activities and any accompanying parents to school visits have read the Parent’s code of conduct.
- Staff knowledge of the site and the risks related to the site (especially coastal and farm visits.)
- Pre-trip safety briefings for pupils. (Including details of out of bound areas.)
- Adequate supervision and staffing ratios and the experience and qualifications of the staff.
- Adequate first aid provision at all times. Ensure that all pupils’ medical needs (e.g. asthma, diabetes) are known and that staff are competent to handle them. Take into account that many health problems may be caused by lack of food, liquid or sleep.
- Advice about proper, adequate clothing and footwear.
- The transport arrangements and the level of supervision necessary.
- Road safety information/instruction for pupils and that the group understand that they must carry out instructions the moment they are told to.
- The arrival and departure times including arrangements for collection on return to school.
- Emergency contact arrangements and access to a reliable telephone.
- Avoiding unplanned activities until a thorough risk assessment has been carried out.
- Continuous monitoring and assessment of hazards, including weather conditions, throughout.

- Remote supervision arrangements (Pupils if permitted, to be unsupervised in groups of *no less than four* with a pre-arranged rendezvous point.)
- Frequent head counts and taking of register on and off transport etc.
- The party know what to do if they get separated.
- That all staff and pupils know the emergency procedures/escape routes in the event of a fire.
- Where pupils' doors are locked, teachers have immediate access, as necessary, to a master key.
- Where hotel/hostel reception is not staffed 24 hours, security arrangements should be in place.
- A register of the room numbers and their occupants should always be compiled immediately and copies circulated to all adult members of the party.
- Ensure that drivers take adequate rest breaks on long journeys.
- An accident report form should be completed in the event of any accident.
- Arrangements for activities should be such that pupils are fully occupied either on excursions, visits, and project work or other organised activities and entertainment.
- Excesses of unstructured free time in a residential programme can allow time for mischief, bullying, homesickness and wandering off from the body of the group.

Documentation retained at school by the Head for Residential Visits

A full set of documentation should be handed to the Headmistress **at least 3 days before departure.**

This should include:

- Names, addresses and contact details of all pupils who are going (if a pupil is absent on the day of departure you must inform the emergency contact or the School Office. Surnames and initials are required.)
- Names, addresses and emergency contact details of staff/adults accompanying the group.
- Travel details and itinerary, including mode(s) of transport and travel company used.
- Address and telephone contact number(s) of destination.
- Photocopies of travel insurance details. (Group leader carries the originals)
- Photocopies of parental consent forms with medical details. (Group Leader carries the originals)
- Copy of the Risk Assessment (plus any additional risk assessments provided by the venue).
- Arrangements for remote supervision.
- Destination and expected time of departure from and arrival back at school.
- Copy of the Pupil Code of Conduct.
- The Group Leader's mobile contact number.
- Any necessary medication (and a first aid kit) taken by the designated adult

Documentation retained at school by Head for Day Visits.

A full set of documentation should be handed to the Headmistress **at least 3 days before departure.**

This should include:

- An accurate list of pupils on visit (if a pupil is absent on the day of departure you must inform the emergency contact or the School Office. Surnames and initials are required.)
- List of staff/adults accompanying the group.
- Travel details and itinerary including mode(s) of transport and travel company used.
- Address and telephone contact number(s) of destination.
- Destination and expected time of departure from and arrival back at school.
- Arrangements for remote supervision.
- The Group Leader's mobile contact number (and other adults as appropriate).
- Copy of the Risk Assessment, which includes the assessment of supervision needed and the staff to pupil ratio for the visit
- For EYFS visits, the Risk Assessment should also include a check to ensure the records of vehicles are obtained, insurance details and a list of named drivers.

Other Related Matters for Consideration:

- a) Training of staff in health and safety, including risk assessment (see CPD Policy which includes a courses and training record - Policy Handbook Section 5)
- b) Consultation arrangements with employees (see above and Staff Handbook)
- c) Recording and reporting accidents to staff, pupils and visitors – including those reportable under RIDDOR (see Medical and First Aid and Safeguarding Policies - Policy Handbook Section 3)
- d) Policy and procedures for off-site visits, including residential visits and any school- led adventure activities (see above)

- e) Dealing with health and safety emergencies – procedures and contacts (see Medical and First Aid and Safeguarding Policies - Policy Handbook Section 3)
- f) First aid and supporting medical needs (see Medical and First Aid Policy - Policy Handbook Section 3)
- g) Occupational health services and managing work-related stress (see Stress in the Workplace Policy – Policy Handbook Section 5)
- h) Workplace safety for teachers, pupils and visitors (see Welfare health and Safety Policy (Policy handbook Section 3 and the school's General Risk Assessment)
- i) School security (See School's General Risk Assessment)
- j) Violence to staff (see Behaviour Policy – Policy Handbook Section 3)
- k) Manual handling, slips and trips, On-site vehicle movements, Management of asbestos, Control of hazardous substances etc. (see School's General Risk Assessment)
- l) Selecting and managing contractors (see recruitment Policy – Policy Handbook Section 5)
- m) Maintenance (and, where necessary examination and testing) of plant and equipment (such as electrical equipment, local exhaust ventilation, pressure systems, gas appliances, lifting equipment and glazing safety)
- n) Fire safety, including testing of alarms and evacuation procedures (see Fire Policy – Policy Handbook Section 6)

It is the Head's responsibility to ensure that this information is available at all times. This is particularly important if the visit takes place when the school is closed.

Reviewed by: Hugh Freeland (Health and Safety Officer) Date Reviewed: September 2018

Next Review: September 2020

Approved by Dina Mallett and Josie Cameron Ashcroft September 2018

Next Review September 2020

CAMERON HOUSE SCHOOL – GENERAL RISK ASSESSMENT

Completed by: Hugh Freeland (Health & Safety Officer)

Date: September 2018

Room/Event: Whole School

Review Date: September 2019

Hazard	Risk	Control measures	Risk Rating	Proposed action
Access to and from school site	Slips, trips, falls	Access and exit routes should be maintained in good condition; regular inspections made of all areas by Health and Safety Officer to ensure that they remain in good condition; all access areas to be kept clear at all times; Appointed First Aider(s) available on site.	Low	
By bus/coach	Road traffic accident - injury	All buses to pull up directly outside in order to drop off passengers; no pupils to walk out into road in front of school; staff must always supervise pupils when outside the school building and when getting onto coaches	Low	
By bicycle/scooter/on foot	Road traffic accident - injury	School Signs now in place on The Vale to warn traffic. Regular discussions during class and assemblies and class 2 road safety training with RBKC. Care reminders for parents in newsletters.	Low/medium	Zig-zig to be painted by RBKC
Aerosols	Asthma, fire, injury, other allergic reaction	Aerosols not permitted in school, except those used for medical purposes, e.g. inhalers.	Low	
Alcohol, drugs, tobacco	Injury, poisoning, unsociable behavior	Alcohol, drugs and tobacco not permitted in school, except those used for medical purposes.	Low	
Art materials	Choking, poisoning	All materials should be used under supervision of teaching staff. Resources should be stored safely after use and checked regularly (to ensure not out of date)	Low	
Bags, cases	Trip hazard, injury	Bags and cases to be placed under tables or stored in a designated area; bags MUST NOT be allowed to block gangways; Appointed First Aider(s) available on site.	Low	
Break - supervision of	Crowd control – risk of pushing, falling, injury	Designated staff on duty; pupils to go outside unless wet weather conditions; Appointed First Aider(s) available on site. Playground surfaces padded.	Low	
Classroom	General rules apply	Safety rules must be followed; any injury should be reported to a teacher within the lesson; bags and coats should not present a tripping hazard; evacuation instructions must be explained at the start of the academic year and clearly visible and not hidden.	Low	
Clay – use of	Asphyxia, dermatitis, skin irritation	Clay dust to be kept down to a minimum by damping down and wiped with damp cloth, not brushed.	Low	
	Slips, falls	Pupils given full instructions and closely supervised; clay and water MUST NOT be thrown; any clay dropped should be picked	Low	

		up immediately; any water spillages should be cleaned up immediately; if necessary, a member of staff should be informed; Appointed First Aider(s) available on site.		
Compasses – use of	Assault, injury	Pupils are expected to know how to use such items sensibly and responsibly; instruction will be given when necessary; Appointed First Aider(s) available on site.	Low	
Computers – use of	Accessing inappropriate sites	Computer Code of Conduct and Computing Rules displayed in Computer suit. Manager/Technician; Internet protection in place to prevent use of inappropriate sites.	Low	
Correction fluids – use of	Addiction, asphyxia, poisoning, damage to clothing and/or property	Pupils are not allowed to use correction fluids in accordance with the LEA Health & Safety Circular dated 1981; any correction fluids seen by staff should be confiscated and parents informed. Appointed First Aider(s) available on site.	Low	
Corridor crushes, crowd control	Crushing, falling, injury	Pupils advised to keep to the left on the stairs and corridors; all staff vigilant to any over-crowded corridors at change of lessons; Appointed First Aider(s) available on site.	Low	
Corridors	Slips, trips, falls, injury	All corridors should be maintained in good condition; regular inspections made of floors and walls by Health and Safety Officer to ensure that they remain in good condition; any protruding objects should be removed; ensure adequate lighting; corridors MUST NOT become blocked with bags, coats, furniture or machinery; MUST NOT be used as storage areas; Appointed First Aider(s) available on site.	Low	
Cutting tools including knives, scalpels and scissors	Assault, injury	Pupils MUST NOT carry knives of any kind; use of cutting tools to be properly controlled and supervised with instruction in safe use including how to carry them; pupils should not walk around with them; cutting tools MUST NOT be used to cut hair; cutting tools to be counted out and counted back in; cutting tools to be securely stored; Appointed First Aider(s) available on site.	Low/ Medium	
Dance and Drama	Slips, trips, falls	Floor surface to be checked by staff prior to use and obstacles removed; floor surface to be suitable for dance/drama; appropriate clothing and footwear to be worn; group size to be assessed for the activities taking place; warm up activities to be suitable; students to be properly supervised at all times.	Low	
	Jewellery	All jewellery MUST be removed in accordance with LEA and School Policies; any jewellery given to staff for safekeeping is entirely at the owner's risk.	Low	
	Long hair	Instructions to be given that long hair MUST be tied back; elastic bands available for this purpose.	Low	
DVD/Video	Illegal viewing	Any DVD/video viewed MUST be of a classification appropriate to the age of every pupil present; viewing of commercial DVD/video	Low	

		must be in accordance with the conditions of the school Public Video Screening Licence.		
Eating	Health, hygiene, litter	Eating not permitted in any areas of school, including outside, except in the lunch Hall and in the designated area for morning snack; all litter must be placed in bins/sacks provided.	Low	
Fallen leaves	Slips, trips, falls	Nightly cleaning staff to clear up fallen leaves in the playground in order to prevent surfaces from becoming slippery.	Low	
	Health, hygiene	Drainage grates to be kept clear of fallen leaves.	Low	
Food allergies	Severe allergic reaction	Staff in areas where foods are likely to be used, in particular lunch hall, art, D&T and science, to be notified of allergies and seriousness of reactions; staff to be aware of location of Anapen/Epi-pen; Appointed First Aider(s) available on site.	Low	Epi-pen training for staff September 2018
Glassware – use of	Breakages	BROKEN GLASS MUST NOT BE PLACED IN ORDINARY BIN - glass to be swept into a dust pan and then stored in a separate container until given to evening Cleaning Staff for appropriate disposal.	Low	
	Injury	Glassware to be checked regularly for damage, cracks etc.; damaged glassware to be disposed of appropriately; instruction for use given, as appropriate; any cracks or breakages must be reported immediately; Appointed First Aider(s) available on site.	Low	
Glue – use of including Glue Guns	Burns, skin irritation	Use of glue to be properly controlled and supervised with instruction in safe use; glues MUST NOT be deliberately applied to skin or clothing; glue sticks/tubes to be counted out and counted back in; glue to be securely stored; Appointed First Aider(s) available on site.	Low	
	Glue Guns - electric shock, electrical burns, electrocution	Pupils given full instructions and closely supervised; eye protection MUST be worn; equipment checked by staff prior to use; avoid trailing cables; Appointed First Aider(s) available on site.	Low	
	Inhalation of fumes including sniffing	Ensure that there is adequate ventilation; close staff supervision.	Low	
Guillotine – hand operated paper cutter	Injury	Safety guard MUST be fitted and in place. Pupils are not to use the paper cutter. Appointed First Aider(s) available on site.	Low	
Heating	Comfort, hypothermia	Heating controlled by central heating system; thermostat settings in accordance with Education (School Premises) Regulations; boiler to be capable of maintaining suitable temperature in all parts of the school; if hot pipes or radiators can cause contact burns they should be guarded by a suitable mesh or similar arrangement; Appointed First Aider(s) available on site.	Low	
Computing room	General rules	Pupils should not enter Computing Room unless supervised by an adult; departmental safety rules must be followed; any injury	Low	

		should be reported to a teacher within the lesson; evacuation instructions must be clearly visible and not hidden.		
Inter-active white boards	Damage, vandalism	Pupils MUST NOT use inter-active white boards unless closely supervised by an adult; only inter-active white board pens to be used; all staff vigilant to any activity that may result in damage or vandalism being caused; any damage or vandalism to be reported to a teacher without delay; pupils encouraged to report any accidental or deliberate damage or vandalism.		
Jewellery	Injury	Earrings in pierced ears should be one plain stud or small sleeper in each ear; watches may be worn; no other jewellery is permitted (unless for religious purposes); all jewellery MUST be removed for D&T and PE lessons; any jewellery given to staff for safekeeping is entirely at the owner's risk.	Low	
Lighting including natural light	Comfort	Curtains/blinds closed to shade from sunlight, as appropriate; artificial tube lighting used as and when necessary in accordance with Education (School Premises) Regulations; automatic emergency lighting upon failure of mains power supply; emergency lighting serviced quarterly.	Low	
Medicines – supervision of administration of	General rules	In accordance with First Aid and Medical Policies, no medicine should be administered unless clear written instructions to do so have been obtained from the parents or legal guardians and the school has indicated that it is able to do so.	Low	
Mobile equipment	Impedance of evacuation	Equipment must be arranged such that all exits are kept clear at all times in order to facilitate a speedy evacuation.	Low	
	Injury	Equipment must be adequately secured prior to its use; Appointed First Aider(s) available on site.	Low	
Outdoor furniture	Collapse, splinters, injury	Door furniture to be regularly inspected by Health and Safety Officer to ensure that it remains in good condition; regularly maintained; Appointed First Aider(s) available on site.	Low	
Pens, pencils, felt pens, coloured pencils – use of	Assault, injury	Pupils are taught and then expected to know how to use such items sensibly and responsibly; knives should not be used for sharpening purposes; Appointed First Aider(s) available on site.	Low	
	Choking, poisoning	Pupils advised not to suck such items and also not to write on their skin.	Low	
Photographs/Video recording/Filming	Bullying, child protection, invasion of privacy	Any photographs/video recording/filming MUST be carried out in line with current school policy; any photographs/film taken by parents MUST be used solely for the individual family's use and MUST NOT be distributed more widely; photographs/film may be taken for publicity use by the school; photographs/film MUST NOT be taken in changing areas, swimming pools and adjacent facilities, team changing facilities, or toilet areas; the taking of	Low	

		photographs and/or video recording with camera phones is strictly forbidden.		
School uniform	Injury	Pupils must wear appropriate dress in line with current school policy as described in the Parents' Handbook; failure to wear correct school uniform, including footwear, as described may render any insurance cover invalid.		
	Damage, loss or theft	Parents and pupils advised to label all items with students name; School cannot be held responsible for any loss, damage or theft.	Low	
Visitors	Security, child protection	All visitors should enter buildings via Main Entrance/front door and report to the school office; visitors requested to sign Visitor's Book in the entrance hall and should be accompanied around school, whenever possible.	Low	
Sports lessons	Slips, trips, falls, muscular injuries	PE staff suitably qualified for the activities they take; pupils instructed according to age and experience; surfaces to be checked for safe condition prior to use; ensure suitable distances for age and ability; sufficient space to be available for safe stopping; appropriate clothing and footwear to be worn; safe systems in place for the use of studs, if appropriate; hurdles to be set at appropriate height; warm up activities to be suitable; pupils to be properly supervised at all times; Appointed First Aider(s) available on site.	Low	Head of Sport to complete risk assessments for regular lessons and events throughout the year.
Sunburn/sun protection	Burn, skin cancer	Pupils advised to wear appropriate protection including hats and apply appropriate sun block when outside in hot weather; Appointed First Aider(s) available on site.	Low	
Swimming	Safety in Lesson	Venue risk assessment completed by Head of Sport; LEA/pool guidelines on swimming MUST be strictly adhered to.	Low	Risk assessment completed
	Crossing roads en route	Advise of road safety awareness; close staff supervision.	Low	
	Disturbance to other Leisure Centre users	Remote staff supervision; advised of appropriate behaviour.	Low	
	Drowning	Instructors to be suitably qualified; Lifeguards at pool and life-saving equipment available; Pupils advised of water depth; school and pool staff supervision.	Low	
	Fire/emergency evacuation	Emergency exits and fire-fighting equipment labelled as per HSE/EU Regulations; follow instructions of venue staff.	Low	
	Infections	Staff to wear appropriate footwear on poolside; proper hygiene systems to be followed to prevent infections; first aid facilities at venue.	Low	
	Injury	Staff to wear appropriate footwear on poolside; close staff supervision; advised of appropriate behaviour; no throwing of	Low	

		floats; no running on poolside; no diving into water less than 1.8m deep; no pushing in; first aid facilities at venue.		
	Persons with medical conditions	Lifeguards should be notified of any persons with high-risk medical conditions, e.g. diabetes, epilepsy, severe allergic reactions.	Low	
	Theft of personal belongings	Valuable belongings must not be left unattended; use secure accommodation, e.g. lockers, whenever possible.	Low	
Toilets	Health, hygiene, infection	Toilets provided in accordance with Education (School Premises) Regulations; toilet areas to be maintained in good condition; toilet areas to be maintained in hygienic condition; ensure adequate supplies of toilet paper; soap and drying system or towels to be available; spillages on floors to be mopped up as soon as possible; sanitary disposal system to be in place, where necessary.	Low	
	Trapped persons	Where doors have a locking device it should have an override arrangement so as to release trapped persons.	Low	
Waste	Health, hygiene,	Arrangements made with Health and Safety Officer and Cleaners for provision of litter bins/sacks inside building; bins to be washed and disinfected on a regular basis; Health and Safety Officer and cleaning staff to remove normal waste; Local Council to be requested to remove biological and clinical waste; external bin/skip areas to be maintained in a clean condition, well ventilated and free from pests; external bins fitted with lids; bin/skip areas to be washed down and disinfected on a regular basis	Low	
	Slips, trips, falls, injury	Large bins/skips to be secured; rubbish not to be allowed to accumulate around bins/skips; bin/skip areas not to be used for other storage.	Low	
Wet floors	Slips, falls	Pupils and staff advised to take extra care in wet weather conditions when floors are more likely to be wet; Health and Safety Officer informed of excess water; Appointed First Aider(s) available on site.	Low	
Windows	Breakages	All windows and doors fitted with safety glass; BROKEN GLASS MUST NOT BE PLACED IN ORDINARY BIN - glass to be swept into a dust pan and then given to Health and Safety Officer for appropriate disposal; adhesive film available from Health and Safety Officer to secure cracked glass until permanent repair made; Premises Officer must be informed immediately if an outside window is broken in order to ensure adequate security of property out of normal school hours; pupils encouraged to report any accidental or deliberate damage or vandalism.	Low	

	Injury	Appropriate equipment must be used for opening/closing windows; persons should not climb on furniture; persons should not sit on window ledges or lean against windows; Appointed First Aider(s) available on site.	Low	
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