



# The Children's House

## Risk Assessment Policy

This policy should be reviewed annually and as required by legislation.		
	<b>Reviewer</b>	<b>Date</b>
Review	AS	Dec 2023
Approved by Chair of COM	DD	Dec 2023
Date for next internal review		Dec 2024

### Linked Policies:

- Safeguarding Policy
- Fire Risk (Prevention) Policy
- First Aid Policy
- Food and Cooking Policy
- Arrival and Departure Policy
- Health and Safety Policy
- Emergency Response Plan
- Snow and Bad Weather Policy
- Medicine Policy
- Infection Control Policy
- Intimate Care Policy
- Behaviour Policy
- Working Policy
- Contractor Policy
- Mental Health and Well-Being Policy
- Induction Policy
- Outings Policy
- Uncollected Child Procedure

## RISK ASSESSMENT POLICY

The School accepts its responsibilities in relation to the care, safety and wellbeing of the children in its charge, and to staff, parents and visitors who attend the premises. The overriding consideration of the School will always be to ensure that the highest possible level of attainment is reached in security and health and safety matters. This Policy was agreed by the Council of Management and Headteacher and is reviewed annually.



# The Children's House

This policy takes into account guidance given by the DfE in:

[Health and safety: responsibilities and duties for schools](#)

Health and Safety Executive guidance in:

[Managing risks and risk assessment at work – Overview -HSE](#)

[Emergency procedures - HSE](#)

Independent Schools Standards Regulations:

Section 1: Leadership and management, and governance (Part 3, paragraph 16 Risk) and

Section 3: Pupils' physical and mental health and emotional wellbeing (Part 3 and Part 5) and the EFYS Framework.

## Principles:

Whilst recognising that there is no such thing as zero risk, we will:

- Respond to current guidance on security and health and safety issues by developing communication and cooperation between all members of staff
- Provide training in health and safety and security issues appropriate to the role and experiences of staff, employees and support volunteers e.g. First Aid and Fire Safety
- Identify the need for and conduct thorough, and ongoing where necessary, risk assessments throughout the school. Headteacher, SLT and school administrators work with the Council of Management (CoM) and Peninsula to identify risks and rectify hazards as soon as is practicable, ensuring that any hazards and risky areas and trips are risk assessed
- Risk Assessments must assess risks and then state the subsequent control measure/s
- Report, record and investigate 'incidents', 'accidents' and 'near-misses' involving security and health and safety issues, adapting our policies and procedures, if necessary, in response
- Monitor the effectiveness of existing policies and guidelines.

## Background:

**The Nursery School.** The Nursery cater for children ranging from 2 ½ - 4 years. The Nursery is situated on Elmore Street, a two-way street with pay and display parking and a pedestrian railing on the pavement immediately outside the school. Disabled access is via the main door. The school is on three levels.

**The Upper School:** Disabled access is via the main gate. The premises are on King Henry's Walk, a two-way street with pay and display available in the surrounding streets. There is a pedestrian railing on the pavement outside the school. There are No Parking signs and road markings and a raised crossing. The school building is on one level with ramps into each classroom and the ground floor church hall. Two classrooms are on the first floor above the church hall and are accessed by stairs.

During school hours the school uses the hall, accessed via the rear courtyard which leads directly into the school playground.



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## Risk Assessment Schedule:

Risk Assessment	Frequency	Staff responsible
Fire RA	Renewed every five years and checked annually	Administrators, H&S Lead
Main Gate RA (US)	Annually, or as procedures are changed	Headteacher
Ad hoc Building Works	As and when required	Deputy Headteacher (NS), Administrator (US)
CoSHH RA	Annually	H&S Lead
Church Use RA	Annually	H&S Lead
Upper School RA	Annually, or as procedures change	H&S Lead
Daily Safety Checklists	Daily	Class teacher or TA
Nursery School RA	Annually	Deputy Headteacher
Playground RA	Annually	H&S Lead
Adventure Playground RA	Annually	H&S Lead
Dance RA (NS)	Annually	Deputy Headteacher
KHW Garden RA	Annually	Deputy Headteacher
Local Walks RA (NS)	Annually	Deputy Headteacher
Britannia Leisure Centre RA (also Swimming)	Annually	Head of PE and Games
Red Pitch RA	Annually	Head of PE and Games
Almorah RA	Annually	Deputy Headteacher
End of Day Procedure (US)	Annually or as and when the need arises	Headteacher, Administrator
Personal Emergency Evacuation Procedure (PEEP)	As and when the need arises	Headteacher, SENCO
Outings RA	As and when trips are booked	Class Teacher

This Policy was reviewed, amended and agreed by the Council of Management in November 2023. It will be reviewed again in one year's time.

Danielle Dufey

Agreed by \_\_\_\_\_ Chair of the Council of Management