



Falkner House Risk Assessment, Health & Safety Policy

Nursery - Year 6 including EYFS with DFE SECTION 3 (drawn up with regard to DFE: Health and Safety: responsibilities and duties for schools April 2022)

Reception - Year 6 at both Brechin Place and Penywern Road. The Nursery is only at Brechin Place

1. Linked Policies	2
2. Health and Safety	2
3. Risk Assessment	2
4. Consultation with Employees	2
5. Health and Safety Committee	2
6. Health and safety emergencies.	3
7. Security and Visitors	3
8. Windows	3
9. Toilets	3
10. Educational Visits	3
11. Premises	3
12. Management of Waste Products and Bodily Fluids	4
13. Maintenance and Repairs	4
14. Asbestos	5
15. Control Of Hazardous Substances (COSH)	5
16. Slips And Trips	5
17. No Smoking	5
18. Occupational Health And Work Related Stress	5
19. Working With Computers	5
20. Pupils	6
Appendix A – Sample risk assessments on and off site	1



1. **Linked Policies**

- **Fire** is in the fire safety policy
- **First Aid** is in the First Aid Policy
- **Terrorism** is in the terrorism policy
- **Educational visits** is in the Educational Visits Policy
- **Security and Lockdown** is in the security policy.
- **Allergy** is in is in the Allergy, Health and First Aid Policy
- **Water treatment** (please see Legionella Policy)
- **Manual handling** (please see Manual Handling Policy)

2. **Health and Safety**

The welfare of our pupils and staff is of paramount importance and this policy, which includes risk assessment, must be read and followed by all members of staff.

3. **Risk Assessment**

Risk assessments 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. Identified risks need to be acted upon. Falkner House determines where it is helpful to have written risk assessments in relation to specific issues, to inform staff practice, and to explain if asked how risks are managed. The staff and/or the relevant bursar are responsible for drawing up risk assessments which are checked by the relevant bursar in advance of an activity. The bursar trains the staff in risk assessments

4. **Consultation with Employees**

Risk assessment is an ongoing process and the responsibility of all staff who all must be alert to the changing nature of the environment in which they work. Key areas of risk and areas in relation to which risk assessments should be completed are addressed within this policy. Health and safety and Risk Assessments are routinely discussed at whole staff meetings and there is a culture of openness. If a member of staff feels a matter needs attention, the Headteacher or bursar should be informed immediately so that the appropriate action can be taken in a timely manner.

5. **Health and Safety Committee**

The committee (the bursar and Anita Griggs Principal) meets and inspects both buildings at least termly with notes being kept by the bursar). The committee establishes, monitors and reviews health and safety



policy, risk assessments, accidents and procedures at least annually and school monitors and reports to the board the performance and effectiveness of the health and safety policy.

6. Health and safety emergencies.

Any emergencies are dealt with by the Health and Safety Committee who will manage communications, procedures and contact all relevant personnel. After any incident, accident or emergency, the school will investigate to understand causes and to see what lessons can be learnt.

7. Security and Visitors

Please see Security and Lockdown Policy.

8. Windows

Rooms above the ground floor require the windows to be security lock restricted at all times (so that the windows cannot be fully opened) unless there are external bars in place.

9. Toilets

Separate toilets are provided for boys and girls aged 8 and over (apart from where individual toilets are in a room that can be locked from the inside, intended for use by one pupil at a time). If a child did not want to use the toilet designated for their biological sex, the School would consider providing alternative toilet facilities, eg. self-contained individual toilets.

10. Educational Visits

Please see Educational Visits Policy which contains a section on “lost children – off site”

11. Premises

The premises and equipment are organised in a way that meets the needs of the children. Thus the indoor space requirements for children aged three to five years (2.3 m² per child) are met¹ and so far as is reasonable, the facilities, equipment and access to the premises are suitable for children with disabilities. Provision is made (space or partitioned area) for children who wish to relax, play quietly or sleep, equipped with appropriate furniture. Sleeping children are frequently checked. There is easy, daily and

¹ These calculations should be based on the net or useable areas of the rooms used by the children, not including storage areas, thoroughfares, dedicated staff areas, cloakrooms, utility rooms, kitchens and toilets.



frequent access to the Falkner House playground. There is an area where staff may talk to parents confidentially.

There is an adequate number of toilets and hand basins available. There are separate toilet facilities for adults. An adequate supply of clean towels, spare clothes and any other necessary items is always available.

Within the EYFS, toys are washed and disinfected at least termly and tables are washed down daily with disinfectant.

12. Management of Waste Products and Bodily Fluids

All waste products must be disposed of appropriately. Sharp objects e.g. broken glass or expired or used auto injectors must be placed in a sealed container. All blood and body fluids are potentially infectious. Although the degree of risk is small, protective clothing, i.e. disposable gloves and plastic apron, must be worn for dealing with potentially infectious and hazardous spillage.

13. Maintenance and Repairs

- The LLP is responsible for the maintenance and good repair of the buildings, fixtures and fittings. Within the LLP, it is Anita Griggs who oversees and ensures that maintenance is carried out. Only contractors who are known and trusted by the proprietors are employed by the proprietors.
- Gas appliances are checked annually.
- All equipment is checked at least annually and written records kept
- Electrical inspections are carried out on a regular basis. Portable Appliance Testing – carried out annually with reports available on request.
- Premises, including outdoor spaces, are fit for purpose: spaces, furniture, equipment and toys, must be safe and clean for children and adults to use
- Staff are aware of, and comply with, requirements of health and safety legislation (including hygiene requirements).
- Staff are charged with reporting accidents, and identifying hazards and faulty equipment. They report to the relevant bursar who will deal with issues arising as soon as is practicable
- Staff are responsible for a brief daily check of their classrooms or work areas and must report any potential problems as soon as is practicable to the relevant bursar
- The relevant bursar checks the playground area on a monthly basis
- The fire bell is checked each week and fire extinguishers annually Any defects should be immediately reported to the Headteacher who will arrange for repairs
- A separate Health & Safety booklet is provided for maintenance staff.



- Electrical Installation Condition – checked every five years – next review June 2023 (FHG) or July 2022 (FHB) with reports available on request.
- Advice is given to staff who may be considering working at height.

14. Asbestos

It is the School's policy that no employee or other person for whom the School is responsible should, so far as is reasonably practicable, be exposed to asbestos (except in the case of an approved asbestos surveyor or licensed removal contractor). A full asbestos risk assessment has been professionally conducted and is reviewed as recommended.

15. Control Of Hazardous Substances (COSH)

The relevant bursar is responsible for ensuring that all hazardous substances are stored safely in the designated cupboard in the basement. Appropriate hazard warning signs are displayed on the storage cupboard

16. Slips And Trips

Careful note is taken of areas and occasions where such accidents could be anticipated e.g wet floors, stairs etc. and all reasonable care is taken to minimise risks by portable signage, non-slip finishes, verbal warnings etc. Trailing cables are an obvious trip hazard. Wherever possible work stations, interactive screens and projectors are installed so as to avoid trailing cables. Rubber cable covers are used where there is no alternative.

17. No Smoking

No smoking or vaping is allowed on or in the vicinity of the premises at any time.

18. Occupational Health And Work Related Stress

All staff are supported by the headteacher to look after their emotional and physical well-being. There is a health insurance policy in place – paid for by the school which allows for teachers to claim for physiotherapy, dentistry etc. Staff appointments with doctors and dentists should, if at all possible be made out of school hours. In the case of transport difficulties, train cancellations, strikes etc., staff are urged to make every effort to get to school, using taxis or whatever means is practicable. The school will reimburse as appropriate.



19. Working With Computers

19.1. Members of Staff

The school will arrange for any members of staff to be provided with:

- Suitable chairs
- Foot rests
- Anti-glare screens
- Wrist rests

Guidance is provided on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen. If a member of staff feels that use of a computer is having, or has had a detrimental effect on his/her vision, the school will meet the cost of an eye test at an NHS registered Optometrist.

20. Pupils

Although pupils do not spend most of the school day working with computers, they spend increasing amounts of their private study and leisure time with screens. They too, are provided with guidance on posture, simple exercises to help circulation and to combat fatigue and on the need to take regular, short breaks from the screen as part of PSHEE. Blinds are fitted to all classrooms, and the school provides pupils with chairs that provide proper support for the lower back.



Appendix A – Sample risk assessments on and off site

FALKNER HOUSE SCHOOL – NURSERY to YEAR 6										RISK ASSESSMENT					
Area CLASSROOMS – NURSERY - RECEPTION										Subject GENERAL SAFETY					
<u>Identified Hazards</u>										<u>Risk</u>		<u>Controls in place</u>		<u>Responsibility</u>	
										L M H					
1 Pupils See Sheet 3										🌐		See Sheet 3		Class teacher Class teacher	
2 Scissors Cutting themselves using scissors during Art										🌐		Supervised at all times and given training on using scissors safely			
3 Knives Injuring themselves whilst using knives at lunch										🌐		Children are closely supervised and knives are checked to ensure they are not too sharp			
4 Contaminated food at lunchtime Dirty hands										🌐		Staff wash their hands immediately prior to serving lunch and supervise children washing their hands			
5										🌐					
First Aid, Fire & Evacuation Procedures, Health & Safety, School Security – All staff should refer to the General Policy Documents in the Staff Handbook															
<u>Those at risk</u>										L M H		<u>Special considerations</u>			
Pupils										🌐		Any pupils with notified disabilities			
Teachers										🌐					



Date drawn up										20/09/15										Date revised										Originator										relevant bursar									
FALKNER HOUSE SCHOOL – NURSERY to YEAR 6										RISK ASSESSMENT																																							
Area										Netball- off site										Subject										Physical Education																			
<u>Identified Hazards</u>										<u>Risk</u>										<u>Controls in place</u>										<u>Responsibility</u>																			
										L M H																																							
1 Foreign objects on netball court										Cuts/bruises from falls caused by objects Cuts/bruises from foreign object																														Class teacher After School clubs teacher									
2 Icy or slippery netball courts										Cuts/bruises from falls caused by slippery surfaces																																							
3 Netballs										Damage to fingers from not catching balls properly and fingers bending back																																							
4 Incorrect dress										Cuts/bruises caused by slips due to incorrect foot ware Injuries to hands and fingers caused by excess clothing getting caught Injuries from jewellery																																							
<u>Those at risk</u>																				<u>Special considerations</u>																													

First Aid, Fire & Evacuation Procedures, Health & Safety, School Security – All staff should refer to the General Policy Documents in the Staff Handbook



			L	M	H		
Pupils							
Teachers							
Date drawn up	26/9/15	Date revised				Originator	relevant bursar

FALKNER HOUSE SCHOOL – NURSERY to YEAR 6	RISK ASSESSMENT
	HEALTH & SAFETY ASSESSMENT
Area Brechin Place	Subject Coronavirus – Roadmap Step 4

<u>Identified Hazards</u>		<u>Risk</u> L M H		<u>Controls in place</u>	<u>Responsibility</u>
	Lapses in following or keeping up to date	x		- Headteacher / Bursar to ensure daily checks are made with Government updates - Website information is regularly updated - Parents and pupils updated via class teachers/email as necessary - Any change in information to be shared with parents and staff	Headteacher/Bursar
	Infection protection and control		x	- Reiterate regularly by email to parents and verbally to children and staff the symptoms of Covid-19 and the procedures that should be followed regarding self-isolation. - Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19. - Whilst awaiting the PCR result, the individual should continue to self-isolate. - Seek regular updates about the health of those self-isolating - All individuals are to sanitise their hands as they enter school	All staff



					• Regular washing of hands with soap and water or hand sanitiser and always whenever handling shared resources • Where possible have doors and windows open to improve ventilation • Promoting good respiratory hygiene with special regard to disposal of tissues • Children should bring their own water bottles in to school • Resources for activities should be cleaned before and after use • Regular cleaning of frequently touched surfaces – desks, bannisters, door handles etc • School to be deep cleaned prior to start of term and daily cleaning to concentrate on high risk areas • Rolling program of cleaning the school throughout the day • Staff to be given two lateral flow tests per week • Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. If there is an outbreak in school, PHE may advise that face coverings should temporarily be worn in communal areas or classrooms (by pupils staff and visitors, unless exempt)	
		Social Distancing within school	x		The requirement for 'bubbles' has been removed but will be monitored and reinstated if necessary.	All
		Medical Risks	x		• Individuals feeling unwell should be temperature tested by the office using the infrared thermometers • PPE will be issued to staff with symptoms and also staff who accompany children to the sick bay where they will be isolated prior to collection • Parents of pupils with symptoms should use https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/ to arrange a Covid-19 test	Office/Bursar/All



					- Staff identified as being in a vulnerable group will be allocated a room in which to base themselves - Pupil registers and staff records to be updated with covid related sickness	
		Catering	x		- A Perspex screen has been installed at the serving hatch - Morning snacks should be sent to the classroom and be issued individually by the teacher as requested - Worksurfaces and tables should be cleaned after each service - All aprons, clothing and towels should be washed at the end of each day	Kitchen
		Cleaning	x		- A thorough deep clean of the school is to take place before the start of term - The school will be cleaned on a rolling basis throughout the day with particular attention paid to surface touched regularly - Blue bags will be inserted in to the paper towel bins and should be emptied regularly to prevent spillage - Teachers to regularly sanitise desks - Toilets to be cleaned regularly	Bursar/Cleaners/ Teachers
		Maintenance	x		- All water outlets have been rinsed through to prevent possible Legionella - Water temperatures will be checked to ensure they are within recommended limits - A full check of fire equipment will be carried out - A fire drill will be carried out within the two weeks of each phased return date - Air conditioning units will be checked and tested	



<u>Those at risk</u> Pupils Adults Parents	L	M	H	<u>Special considerations</u>	
Date drawn up 15 th May 2020	Date revised	01 Sept21	Originator	Bursar	