



## HEALTH AND SAFETY (RISK ASSESSMENT) POLICY

Author/reviewer responsible:	AWT	Last amended:	Sept 2016
Reviewed by:	SMT	Date of authorisation:	Nov 2016
Authorisation by resolution of:	Governors	Date of next review:	Sept 2017

### PART 1: INTRODUCTION

#### Aims of this policy

- To state the School's legal responsibility for the health and safety of its employees, pupils and visitors.
- To establish who is responsible for health and safety and what responsibilities are delegated to whom.
- To outline the School's arrangements to establish, monitor and review measures needed to meet satisfactory health and safety standards.
- To state the School's risk assessment policy.
- To provide appropriate risk assessments for particular School activities, including staff training.

#### Requirements of this policy

This policy complies with Part 3, paragraph 11 of the [Education \(Independent Schools Standards\) Regulations 2014](#): 'The standard in this paragraph is met if the proprietor ensures that relevant health and safety laws are complied with by the drawing up and effective implementation of a written health and safety policy.'

This policy covers all employees, officers, consultants, contractors, volunteers, interns, casual workers and agency workers.

This policy does not form part of any employee's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

#### Guidance on health and safety

This policy draws on the DfE guidance [Health and safety advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies](#) (February 2014). It draws on guidance from the [Health and Safety Executive](#). The policy has followed the HSE guidance [Health and safety checklist for classrooms](#).



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**Other relevant School policies**

Other School policies relevant to health and safety should be read in conjunction with this policy:

- Safeguarding and child protection policy;
- Pupil behaviour policy;
- Anti-bullying policy;
- Fire safety policy;
- First aid policy;
- Supervision policy;
- Educational visits policy.



## PART 2: RESPONSIBILITY FOR HEALTH AND SAFETY

### **Legal responsibilities and sensible management of health and safety**

The School has a legal responsibility under the Health and Safety at Work Act 1974, which establishes the duties of the employer (i.e. the School) for the health and safety of those at the School. Both employer and employees have a duty of care to the pupils at the School. Acting *in loco parentis* means that anyone caring for a child has a duty to act in the same way that a prudent parent would in similar circumstances. While exercising this duty of care to staff, pupils and visitors, those charged with responsibility for health and safety should do so sensibly, on the principle that while risks can be minimized, they cannot be entirely removed. The Health and Safety Executive (HSE) give guidance on [Leading sensible health and safety management in schools](#), which Governors and SMT should read.

### **Management of health and safety**

Legal responsibility for health and safety is held by the Trustees, who delegate responsibility for the School to the Governors. The Chair of Governors appoints a Governor in charge of health and safety (**currently TBD**). Responsibility for managing health and safety in the School is held by the Head Master. The Head Master chairs the School health and safety committee, consulting staff on risk assessment and overseeing maintenance of the site.

### **Specific roles and responsibilities<sup>1</sup>**

#### **i) The Governors**

The Governors are responsible for making sure that risks, particularly the risks to staff and pupils, are managed so far as is reasonably practicable.

The Governors' health and safety functions are delegated to the staff of the School to fulfil. However, responsibility is not delegated.

The Governors should do the following:

- put in place sensible approaches to health and safety, with clear policies that focus on the real risks, and do not encourage unnecessary paperwork;
- implement arrangements that manage the risks to staff, pupils and visitors who may be affected by the School's activities;
- tell the employees of the School about the real and significant risks in the School and the precautions they need to take to manage them;
- make sure that staff have the relevant information and training to manage risks on a day to day basis, including access to competent health and safety advice where needed;
- check that the control measures have been implemented and remain appropriate and effective.

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<sup>1</sup>Based on HSE [guidance](#).



**ii) The Head Master**

The Head Master's role is to exercise his authority in line with the School's policies, procedures and standards.

The Head Master should do the following:

- ensure that the School is following its health and safety policy and has effective arrangements for managing the real health and safety risks at the School;
- maintain effective communications with the Governors, staff, pupils and visitors, including parents and contractors, regarding the significant risk on site;
- make sure that the staff have the appropriate training and competencies to deal with risks in their area of responsibility;
- consult and work with recognised professional associations and safety committees
- make sure that staff understand their responsibilities and how to access support and advice to help them manage risks responsibly.
- ensure effective management and monitoring of purchasing and contracting procedures to ensure risks are effectively managed;
- advising contractors of site specific risks and ensuring oversight of their activities on site;
- ensuring staff and visitors are aware of the on-site procedures and the precautions to follow;
- ensure there is a culture of effective accident and incident reporting;
- implement, monitor and review training procedures
- prepare reports and returns for the SMT and governors.

**iii) Other School leaders**

Other leaders, such as the Heads of Department have expertise in their areas and are often in the best position to advise or lead on the arrangements for assessing and managing risk in their department. They should work closely with other staff to ensure that best practice is ensured.

**iv) All members of staff**

All members of staff play an important part in sensible health and safety management in schools. Staff are asked to contribute to making the School safer and healthier, developing sensible rather than overly cautious approaches. Staff should do the following:

- take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions;
- co-operate with the School and colleagues, contractors and others to enable them to make and keep the School safe;
- do their work in accordance with training and instructions given to them;
- inform the Head Master or Health & Safety Officer of any situation at work representing a serious and immediate danger so that remedial action can be taken;
- raise health and safety concerns in line with the School's arrangements;



- recognise that health and safety is about controlling the real risks, not eliminating all risks, doing things safely, not finding reasons not to do them.

### **Health and safety law poster**

The School is required, by law, to display the HSE-approved law poster to its staff. The poster is displayed in the staff rooms on the ground floor and fourth floor.

### **Pupil access to dangerous areas on the School property**

Out-of-bounds signs are located at risky areas of the School (such as the science laboratory, art room, cleaners' cupboards) to indicate to pupils that unsupervised entry into those areas is prohibited. The science laboratory is locked when lessons are not taking place, as is the art room. Members of staff supervise the garden at all times when in use, and boys are prohibited from going off-site for any reason without parental or staff permission.

### **Risk assessment policy**

Risk assessment is managed by the Deputy Head and Head Master.

Risk assessments are drawn up for the following:

- normal on-site and off-site (e.g. Games) activities;
- School trips, on an individual basis;
- any activity that involves an unusual risk (e.g. adventure play, kayaking etc.).

Risk assessments are written or reviewed and renewed on an annual basis and whenever circumstances change in a way that impacts on risk. The Health & Safety Officer works with staff (through the health and safety committee) and boys (e.g through the Witan or health and safety questionnaires) to ensure that the School is aware of risks and hazards.

Risk assessments for all standard School activities are written by the Deputy Head, Head Master and Heads of Department. They are, where appropriate, counter-signed and dated by relevant staff. They are then saved on the staff common drive and displayed in the appropriate place physically. For trips, the risk assessment should be completed by the Group Leader, approved by the Head Master and included in the documentation taken by all accompanying staff.

All risk assessments must be submitted to the Head Master well in advance of the activity, to be checked and signed off. This submission time will vary depending on the nature of the activity. Staff planning trips should consult the risk assessment section of the School's educational visits policy.

### **Recording and reporting of injuries**

The School will record all cases that have resulted in medical attention undertaken by school staff. Recording will be made in the medical book. For more serious incidents, including those which result in:



- death;
- specified injuries (see HSE guidance)
- over-7-day injuries
- referral to hospital for treatment (excluding tests and examinations)
- specified dangerous occurrences (see Reporting of Injuries Regulations 2013)

a record will be made in the serious accident book and the event will be reported under RIDDOR. Further details are given in the First Aid Policy.

### **Training**

Training on health and safety matters – such as fire safety, basic first-aid and risk assessment writing – will be organised by the Head Master or Deputy Head from time to time and in accordance with regulations. It is usual practice for such training to be organised as part of whole-staff INSET training, but this may not always be practical (in the case of specific first-aid

### **Parental consent**

Parental consent will be sought at the start of each academic year to cover all trips out of school in normal school hours (8.00 am – 5.30 pm). Publication of a weekly newsletter and regular updates of the school website will ensure that all parents are informed of their child's location as far as is reasonably practical.

### **Higher risk trips, residential trips and trips abroad**

In the case of higher-risk trips (such as kayaking) or trips that run beyond a normal school day (such as residential trips in the UK or trips abroad) approval from the Head Master must be obtained prior to planning.

Where an activity involves caving, climbing, trekking, skiing or water sports, the organiser must check that the activity provider holds the relevant licences under Adventure Activities Licensing Regulations 2004 (For England, Scotland and Wales. Other laws will apply outside these jurisdictions and should be checked).

For foreign trips care should be taken to assess the applicable health and safety laws of the country to which the trip is planned. In the cases of the trips above specific consent will be obtained from parents well in advance. A letter will be prepared containing key facts such as locations, itineraries, contact details, costs and a consent form.

More detailed guidelines are laid out in the Educational Visits Policy.

# Health and safety policy

<b>This is the statement of general policy and arrangements for St Philip's School</b>		
<b>The Trustees of the St Philip's School Trust has overall and final responsibility for health and safety</b>		
<b>Alexander Wulffen-Thomas (Head Master) has day-to-day responsibility for ensuring this policy is put into practice</b>		
<b>Statement of general policy</b>	<b>Responsibility of: Title</b>	<b>Action/Arrangements (What are you going to do?)</b>
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Head Master	<i>Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)</i>
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Head Master	<i>Staff and contractors are given necessary health and safety induction and provided with appropriate training. Staff who lead offsite activities (trips, fixtures, tours) receive training and guidance from more experienced staff.</i>
Engage and consult with employees on day-to-day health and safety conditions	Head Master	<i>Staff are routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety committee meetings.</i>
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>	All staff	<i>Escape routes are well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.</i>
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	All staff	<i>Toilets, washing facilities and drinking water are provided. Chemicals and dangerous substances must be safely secured. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.</i>

Health and safety law poster is displayed at (location)	Staff Rooms
First-aid box is located:	Staff Room, Kitchen, Art Room, Medical Room, Science Laboratory, School Office.
Accident book is located:	School Office

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>  
 Combined risk assessment and policy template published by the Health and Safety Executive 08/14

# Sample risk assessment - classrooms

Name and position: AWT and Richard Mannering (Head of Science)	Signature:
Location/name of classroom: Science Laboratory	Date: 28/08/2016

Questions you should ask:		Yes	Further action needed	N/A
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?	Y		
	Are science rules clearly explained to boys at the beginning of each term?	Y	Pupils will be encouraged to use caution and be aware of people around them. Expectations of behaviour can always be re-enforced	
	Do boys know how to clear up properly after science lessons and what is expected?	Y		
	Are trailing electrical leads/ cables prevented wherever possible?	Y		
	Is lighting bright enough to allow safe access and exit?	Y		
	Is Science Laboratory locked when lessons are not going on?	Y		
	Are procedures in place to deal with spillages, e.g. water, blood from cuts?	Y		
Work at height (falls)	Is the teacher the only person to get books down from high shelves?	Y		
	Is the teacher the only one to operate the windows?	Y		
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?	Y		
	Is furniture in good repair and suitable for the size of the user, whether adult or child?	Y		
	Is the projector firmly fastened to the ceiling?	Y		



	Where window restrictors are fitted to supper-floor windows, are they in good working order?	Y		
	Are hot surfaces of radiators etc. protected where necessary to prevent the risk of burns to vulnerable young people?	Y		
Drains, water and food in the laboratory	Are boys aware that they are not allowed to drink from the taps in the science laboratory?	Y	Continually re-enforce expectations of behaviour	
	Is food strictly prohibited in the laboratory?	Y		
	Is there a petrol/solvent interceptor fitted in the sinks?	Y	Check petrol/solvent indicator at the start of every term	
	Are the drains in the laboratory made of chemically resistant materials? Do the boys know to dilute acids and alkalis accordingly?	Y		
Sharp implements and objects	Are boys supervised when using sharp objects?	Y		
	Are boys shown how to use sharp instruments properly, before they use them themselves?	Y		
	Are sharp instruments safely stored away when not needed?	Y		
Chemicals and Harmful substances	Are flammable and dangerous substances kept in lockable cupboards?	Y		
	For Chemicals that are used for teaching/science purposes, is CLEAPPS advice followed? Are HAZCARDS kept alongside the chemicals in line with COSHH 2002?	Y		
	Are boys aware that gas taps are out of bounds unless under direct supervision of an adult in practical conditions?	Y		
	Do science staff ensure boys wear protective glasses during experiments, along with coats if necessary?	Y	Boys are reminded of the dangers with each experiment	
	Is necessary care and instruction taken when explaining experiments and using Bunsen burners?	Y		
	Are boys aware they must not touch any potentially harmful substances?	Y		
Fire	If there are fire exit doors in the classroom, are they:	Y		



	<ul style="list-style-type: none"> <li>• clear?</li> <li>• unlocked?</li> <li>• easy to open from the inside?</li> </ul>			
	Is fire-fighting equipment in place in the classroom?	Y		
	Are staff and pupils aware of the evacuation drill, including all possible exits?	Y		
	Are fire alarms in working order?			
Gas	Is the main gas supply turned off in the laboratories over the holidays?	Y		
	Do the SMT and science teachers know where the on/off switch for the gas supplies are in the broom cupboard?	Y		
	Are the gas taps out of bounds unless under direct supervision of an adult in practical conditions?	Y		
	Are chemicals stored where there is no access to a naked flame?	Y		
	Are there strict rules in place against boys tampering with gas taps?	Y		
Electrical hazards	Is the use of computers in the science laboratory closely supervised?	Y		
	Are rules regarding tampering with electrical equipment regularly re-inforced?	Y		
	Do the SMT and science teachers know where the on/off switch for the power supplies is?	Y		

**Further action needed**

<b>Hazards noted</b>	<b>Action taken and when?</b>

# Risk assessment - Games, Barn Elms & away fixtures

Company name: **St Philip's School**

Date of risk assessment: **14th April 2016**

Signed:

**Games off-site - this is a risk assessment for weekly games off site at Barn Elms and away fixture venues, and identifies the common hazards and risks associated with activities taking place at those locations.**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips on pitches	Staff, pupils and visitors may be injured if they trip over objects or slip when wet.	Pitches to be inspected carefully before sessions begin to ensure that conditions are suitable.	Monitoring of weather.	All games staff	Sept 2015	Y
The cricket nets at Barn Elms	The boys playing in the nets might be harmed when playing cricket.	The cricket nets must not be used by pupils without staff supervision.  Boys must be made aware of where is safe to wait when bowling.  All players to keep their eyes forward on the net and not turn their back on batsman.	Monitoring of further risks.	All games staff	Sept 2015	Y



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Exposure to hostile weather conditions	Boys and staff may be harmed in cold or hot conditions.	<p>Consider possible weather conditions and plan accordingly.</p> <p>Standing water on the pitches represents a high risk and alternative games need to be considered (cross-country, drier ground etc.).</p> <p>Plan for pupils who do not bring suitable clothing – either additional clothing or option to be supervised in off-games.</p>	<p>Sun cream to be available in hot conditions.</p> <p>Water to also be available in hot conditions.</p>	All games staff	Sept 2015	Y
Indirect/remote supervision (includes any longer distance running)	Pupils may be lost, especially when taking part in cross-country running.	<p>Members of staff to be clearly placed around sports ground so boys know where they are meant to be running.</p> <p>Ensure pupils and staff sufficiently briefed.</p> <p>Rendezvous points clearly set out.</p>	Monitor after issues arise.	All games staff/all staff	Sept 2015	Y



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Lost pupils or inadequate supervision	<p>Pupils may be lost from the rest of the year group whilst walking from pitches.</p> <p>Pupils may not be collected by parents as planned</p>	<p>Roll-calls at the end of sessions to check attendance and any potential missing pupils. These roll-calls take place on the coaches.</p> <p>Games staff to remain vigilant of pupils leaving without permission.</p> <p>Games staff check sports pitches for any boys before departure.</p> <p>Games staff take any uncollected boys back to school on the coach.</p>	Ratios to comply with LEA guidance 1:15 pupils.	All staff/games staff	Sept 2015	Y
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Illness or injury to any group member	Pupils or staff may be injured at Barn Elms or away fixture  Boys may be injured in contact sports such as rugby.	At least one member of the games staff at sessions will be first aid trained.  Mobile phones carried by staff and all have contact with School Office.  Games staff are aware of those boys who have medical issues to monitor them closely – they are all highlighted on games lists.  At least one medical kit will be carried by each year group.  All boys to have gum-shields during rugby and hockey sessions – any boy without a gum-shield is off-games.	Monitor after issues arise.	All staff/games staff	Sept 2015	Y
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<p>Special needs of specific pupils – medical, behavioural or educational</p>	<p>Pupils may have specific needs that need catering for.</p> <p>A number of pupils are asthmatic and/or need epipens.</p>	<p>Obtain up-to-date medical lists from parents/School Office and take advice from SENCO (all information on file nbDyspraxic pupils)</p> <p>Special attention to be paid to boys with serious health concerns (heart defects, asthma and allergies). Lists of these boys are on games lists and in the staffroom.</p> <p>Those with asthma/allergies to have inhalers/epipens taken on games sessions by the members of staff running the sessions. Each year group to also have their own medical bag.</p>	<p>All games staff to check inhalers and epipens are with them during games sessions and to know which boys suffer from asthma and allergies.</p>	<p>All games staff</p>	<p>Sept 2015</p>	<p>Y</p>
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Combined risk assessment and policy template published by the Health and Safety Executive 08/14

# Risk assessment - travel to & from venues

Company name: **St Philip's School**

Date of risk assessment: **14th April 2016**

Signed:

**Games travel to and from venues - this is a risk assessment for travel to and from venues across London by coach**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
A traffic/coach accident	Boys and staff injured from force of impact.	Rules during coach transport made clear to boys before first session of each term: must stay in seats, no distracting of driver, no shouting etc.  Coach/transport hired from accredited coach company  Coaches have seat belts which staff ensure are used before departing	Check all fellow staff are aware of expectations of behaviour on the coach.  Use approved coach companies wherever possible, such as Red Wing or Reliance	All staff/games staff	Sept 2016	Y
Use of private vehicles for collection – boys being collected by parents from venues	Boys may be lost or collected by the wrong person.	Group leader/Head of Games to let staff know who is being collected at each session and they make sure games lists show this.  Parents and boys are reminded that they must make contact with games staff before departing so boy can be 'signed out'.	All staff to be aware of their expectations.	All games staff	Sept 2016	Y



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Getting on and off the coach safely	Boys run the risk of being hit by traffic.	<p>All staff to carefully supervise getting on and off the coach.</p> <p>Supervision of embarkation/alighting takes into account the presence of non-school staff (drivers) and them coming into contact with boys.</p> <p>Suitable embarkation points used (e.g. coach park, onto wide pavement).</p> <p>Close supervision and head counts during any breaks in journey and getting on and off coach.</p>	Monitor after issues arise.	All games staff and all staff taking trips	Sept 2015	Y
Illness or injury to any group member	Pupils or staff may be injured on the coach.	<p>At least one member of the games staff on sessions will be first aid trained.</p> <p>Mobile phones carried by staff and all have contact with School Office</p> <p>Games staff are aware of those boys who have medical issues to monitor them closely – they are all highlighted on games lists.</p> <p>At least one medical kit will be carried by each year group.</p>	Monitor after issues arise	All staff/games staff	Sept 2015	Y



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<p>Special needs of specific pupils – medical, behavioural or educational</p>	<p>Pupils may have specific needs that need catering for.</p> <p>A number of pupils are asthmatic and/or need epipens.</p>	<p>Obtain up-to-date medical lists from parents/School Office and take advice from SENCO (all information on file nbDyspraxic pupils).</p> <p>Special attention to be paid to boys with serious health concerns (heart defects, asthma and allergies). Lists of these boys are on games lists and in the staffroom.</p> <p>Those with asthma/allergies to have inhalers/epipens taken to games sessions by the members of staff running the sessions. Each year group to also have their own medical bag.</p>	<p>All games staff to check inhalers and epipens are with them during games sessions and to know which boys suffer from asthma and allergies.</p>	<p>All staff on trips/at games</p>	<p>Sept 2015</p>	<p>Y</p>
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# Risk assessment - Games, swimming

Company name: **St Philip's School**

Date of risk assessment: **14th April 2016**

Signed:

## Games – swimming at the Fulham Pools

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Depth of water and drowning whilst swimming	Boys may be in danger when swimming.	<p>All pupils are assessed on their swimming ability in the shallow end of the pool, before being allowed to swim out of their depth.</p> <p>Pupils are taught how to enter/leave the pool safely.</p> <p>Pupils know not to enter the pool without supervision and permission.</p> <p>Two lifeguards are on duty at all times at the pool.</p> <p>At least one member of games staff on-site is first aid trained.</p>	Reinforce expectations of behaviour and reaffirm constant dangers of water before each session.	All staff/games staff who are taking swimming sessions	Sept 2015	Y



Poor behaviour when swimming	Boys may be harmed in or outside the pool where it is dangerous.	<p>Basic rules to apply:</p> <ul style="list-style-type: none"> <li>• No running or diving, unless taking part in diving practice</li> <li>• No dunking or pushing people into or under the water.</li> <li>• No standing on or jumping onto floats</li> <li>• No holding or standing on lane ropes</li> <li>• When in operation the lane direction must be adhered to.</li> </ul>	Constant reaffirmation of pool rules and expected standards of behaviour.	All games staff	Sept 2015	Y
Changing for swimming	Boys change in rooms assigned to schools, although these may be used by other schools and their staff.	<p>Ensure all supervising staff are competent and understand their roles and responsibilities when supervising changing</p> <p>All pupils change in a children-specific changing room when at Fulham Pools.</p> <p>The changing room is monitored by staff from St Philip's and (when used simultaneously by other schools) by other schools' staff.</p> <p>All staff should adhere to the Staff Code of Conduct.</p>	Games staff to be aware of their expectations when boys are changing.	All games staff	Sept 2015	Y



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<p>Illness or injury to any group member</p>	<p>Pupils or staff may be injured when swimming or playing in the sports hall.</p>	<p>At least one member of the games staff at sessions will be first aid trained.</p> <p>Mobile phones carried by staff and all have contact with School Office.</p> <p>Games staff are aware of those boys who have medical issues to monitor them closely – they are all highlighted on games lists.</p> <p>At least one medical kit will be carried by each year group.</p> <p>Fulham Pools has first-aid trained staff on duty both by the pool (lifeguards) and behind reception.</p>	<p>Monitor after issues arise.</p>	<p>All staff/games staff</p>	<p>Sept 2015</p>	<p>Y</p>
<p>Special needs of specific pupils – medical, behavioural or educational</p>	<p>Pupils may have specific needs that need catering for.</p> <p>A number of pupils are asthmatic and/or need epipens.</p>	<p>Obtain up-to-date medical lists from parents/School Office and take advice from SENCO (all information on file nbDyspraxic pupils).</p> <p>Special attention to be paid to boys with serious health concerns (heart defects, asthma and allergies). Lists of these boys are on games lists and in the staffroom.</p> <p>Those with asthma/allergies to have inhalers/epipens taken to games sessions by the members of staff running the sessions. Each year group to also have their own medical bag.</p>	<p>All games staff to check inhalers and epipens are with them during games sessions and to know which boys suffer from asthma and allergies.</p>	<p>All games staff</p>	<p>Sept 2015</p>	<p>Y</p>

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# Risk assessment – Art Room

Name and position: <b>AWT, Head Master</b>	Signature:
Location/name of classroom: <b>Art Room</b>	Date: <b>28<sup>th</sup> August 2016</b>

Questions you should ask:		Yes	Further action needed	N/A
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?	Y		
	Are art rules clearly explained to boys at the beginning of each term?	Y		
	Do boys know how to clear up properly after art lessons and what is expected?	Y		
	Are trailing electrical leads/ cables prevented wherever possible?	Y		
	Is lighting bright enough to allow safe access and exit?	Y		
	Are procedures in place to deal with spillages, e.g. water, blood from cuts?	Y		
Work at height (falls)	Is the teacher the only person to get books down from high shelves?	Y		
	Is the teacher the only one to operate the windows?	Y		
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?	Y		
	Is furniture in good repair and suitable for the size of the user, whether adult or child?	Y		
	Is the projector firmly fastened to the ceiling?	Y		
	Where window restrictors are fitted to supper-floor windows, are they in good working order?	Y		
	Are hot surfaces of radiators etc. protected where necessary to prevent the risk of burns to vulnerable young people?	Y		
Sharp implements and objects	Are boys supervised when using sharp objects?	Y		
	Are boys shown how to use sharp instruments properly, before they use them themselves?	Y		
	Are sharp instruments safely stored away when not needed?	Y		
	Are all dangerous and toxic substances locked securely away?	Y		



Toxic and dangerous substances	Do boys use potentially dangerous items (glue-guns, strong glues) under close supervision?	Y		
Fire	If there are fire exit doors in the classroom, are they: <ul style="list-style-type: none"> <li>• clear?</li> <li>• unlocked?</li> <li>• easy to open from the inside?</li> </ul>	Y		
	Is fire-fighting equipment in place in the classroom?	Y		
	Are staff and pupils aware of the evacuation drill, including all possible exits?	Y		
	Are fire alarms in working order?			

**Further action needed**

<b>Hazards noted</b>	<b>Action taken and when?</b>

# Risk assessment - the Oratory Church

Company name: **St Philip's School**

Date of risk assessment: **14th April 2016**

Signed:

Site visiting: **The Oratory Church**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Exposure to hostile weather conditions	Boys and staff may be harmed in cold or hot conditions	Consider possible weather conditions and plan accordingly.  Plan for pupils who do not bring suitable clothing – check before departure.  Daily weather forecast checked and plans adjusted accordingly.	Sun cream to be available in hot conditions.	A staff present	Sept 2015	Y
Walking to and from The Oratory Church	The Oratory Church is a fifteen minute walk from St Philip's, through South Kensington.	A roll-call must take place before the boys depart and when they arrive back at school  Boys to walk in pairs to and from St Philip's and they know not to cross roads without permission  When crossing roads, staff to use the traffic lights and to supervise at all times.  A member of staff must walk at the front and back of the group so that everyone stays together.	Monitor after issues arise.	All staff present	Sept 2015	Y



*St Philip's School*

Illness or injury to any group member	<p>Pupils or staff may be injured on the way to The Oratory Church.</p> <p>A boy may become ill when there.</p>	<p>Mobile phones carried by staff and all have contact with the School Office.</p> <p>Trip staff are aware of those boys who have medical issues to monitor them closely – they are all highlighted on lists.</p> <p>At least one medical kit will be carried.</p> <p>Contact details of parents will also be carried on every school trip.</p>	Monitor after issues arise.	All staff present	Sept 2015	Y
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Lost pupils or inadequate supervision	Pupils may be lost from the rest of the year group whilst walking to and from The Oratory Church.	Regular roll-calls to check attendance and any potential missing pupils.  Boys to walk to and The Oratory Church in pairs.  Trip staff to walk at front and at back of group.  Ensure all supervising staff understand their roles and responsibilities.  Ratios comply with LEA guidance 1:15 pupils.  Discuss fully the itinerary and arrangements with all pupils if they become separated from the group.	Monitor after issues arise.	All staff present	Sept 2015	Y
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