



**ALLEYN COURT
PREPARATORY SCHOOL**

**16a & 16b
RISK ASSESSMENT POLICY &
AREAS OF RISK
Including EYFS**

COMPILED BY: TOBY DUFFIN

VERSION 10 – Reviewed September 2024

REVIEWED BY: TOBY DUFFIN

Date for next review: September 2025

16a School Risk Assessment Policy

Alleyn Court School believes that sound risk assessment is a tool for inclusion and allows our young people to access a rich and creative curriculum both on and off the school premises alongside promoting a high level of children's welfare. Risk assessment is based on the five principles of risk assessment recommended by the HSE.

Step 1 Identify the hazards

Step 2 Decide who might be harmed and how

Step 3 Identify any current control measures in place

Step 4 Assess the level of risk

Step 5 Identify any additional control measure that may be required to further reduce the risk, if required and review.

At Alleyn Court School, risks are identified and reviewed in the following ways:

HOD and Staff meetings

Site Team termly job lists

Weekly site walks by the Head & Bursar

Summary of staff responsibilities

All employees have a responsibility to:

- Take reasonable care of their own and others' health and safety;
- Co-operate with their employer so far as is necessary to enable compliance with their duties.
- Carry out activities in accordance with training and instructions.
- Inform the employer of any serious risk, including matter relating to safeguarding (eg Prevent, Bullying, Child on Child Abuse, Allegations, Allergens, etc).

Teaching & Support Staff:

- Educational visits will be assessed as per the Alleyn Court Educational Visit guidance by the trip's Lead Teacher, taking note of all matters relating to pupil welfare and safeguarding (eg Prevent, Bullying, Child on Child Abuse, Allegations, Allergens, etc).
- Sport-specific risk assessments will be performed by the Director of Sports and Sports Team.
- Teachers will assess any regular, and non-regular activities, and the children in their care, on an individual basis and perform necessary risk assessments, including; Prevent, Medical needs, Allergens, Supervision, and Pupil Welfare.

Site Staff:

- Site specific risk assessments will be performed by the Site Manager, Catering Manager & site/catering teams.
- Catering and Food Service staff will liaise with the school Admin team in regard to dietary requirements and Allergen requirements, in order to meet the welfare needs of the children.

SLT & Admin Staff:

- A child with a new injury, such as a fracture, will have a personal Risk Assessment to identify any risk surrounding their day to day activities and put in place strategies to safeguard against further injury to themselves and to others. This will be performed alongside the child's class teacher, and parent.
- Expectant mothers working at the school will meet with HR and have a risk assessment carried out to look at protecting their wellbeing and that of their unborn child.

- Any staff member suffering from an illness, whether it relate to their physical or mental wellbeing may be asked to attend an Occupational Health Assessment if appropriate such that the school may protect their wellbeing.
- Recruitment related risks will be assessed using; Risk Assessment Form: For Staff Commencing Employment Pending Receipt of Enhanced DBS Disclosure. This form will be issued by the HR Co-ordinator and completed by the anticipated supervising member of staff, and a member of the SLT.
- Production and management of pupil medical protocols by school Registrar, and Admin team, for children with on-going medical conditions.

Risk Assessments will be reviewed on a minimum of an annual basis, or at such time that a change to the business activity requires it to be reviewed. This review will be performed by the Head of Department and Bursar.

All Major incidents or potentially serious incidents/near misses are investigated in detail by the Head, Bursar and SLT in line with the school health & Safety policy and HSE guidelines.

It is the policy of the school that a reactive assessment of risk for a usual business activity will not be recorded unless the hazard poses a significant change to the activity or environment of the school.

All staff receive risk assessment training, via the school on-line learning platform, every 3 years with Site Operatives and Catering Manager and Senior Catering Assistant every 2 years.

(Appendix A: Blank risk assessment form)

16b Areas of Risk

The following areas have been identified as Areas of Risk to pupils.

- Food Production Areas
- Storage areas for cleaning materials. These can be found in:
 - The Main School Building
 - The Junior School Building
 - Pre-Prep Buildings, both at Thorpe Bay & Westcliff sites
- Storage areas of mechanical equipment on the field
- Storage areas of mechanical equipment in the site workshop area
- Storage areas of mechanical equipment in the site compound
- The pond area to the North of the site
- The school car parking areas

Pupil Access to Areas of Risk & Out of Bounds Areas, at Alleyn Court Preparatory School.

1. Aim

1.1. The aim of this document is to state the school's procedures for managing, controlling, or denying unauthorised access by pupils to potentially hazardous areas of Alleyn Court school's buildings, grounds, and the creation of out of bounds areas.

1.2. Rather than having a formal procedure for each and every identified area of risk within the Alleyn Court site (and pupil access therefore) for the most part the flow of pupils around site and

off-site is based on common sense and trust. However, it is acknowledged that there are times when change occurs when a formal risk assessment or another relevant instructive tool on the creation of out of bounds areas or barrier-controlled areas is required.

2. Introduction

2.1. On a large and complex site such as this there will inevitably be areas within the buildings or grounds that are considered to present risks to the safety of pupils who may accidentally or deliberately stray into them.

3. Procedures

3.1. Alleyn Court makes every effort to ensure that all potentially hazardous areas are, so far as is reasonably practicable, made secure by fencing, locking, access control, temporary barriers, signage or otherwise physically preventing access to them.

3.2. Areas temporarily out of bounds are, where so far as is reasonably practicable, fenced or cordoned off appropriate warning notices placed to describe the hazard.

3.3. Areas of the school grounds away from the main buildings are illuminated where there is likely to be foot traffic, from dusk to dawn and efforts are made to recognise whether lighting levels elsewhere around the school grounds is suitable and sufficient, so far as reasonably practicable.

3.4. All site equipment, tools, and mechanised equipment are secured in areas inaccessible to pupils and the public.

3.5. Pupils are advised by The Head, and teaching staff of the dangers of entering risky areas of the school through periodic school assemblies and class sessions.

3.6. All main school buildings have access controlled doors that can be accessed by staff and pupils throughout the school day. These areas remain closed during the school day or are secured after use. Pupils only have access to buildings that they need to access to undertake their daily activities.

3.7. The school ensures that pupils do not have access to areas containing potentially hazardous materials. All cleaning materials are secured in key access areas in each building and all COSHH related information is maintained within in each area.

Appendix A

ALLEYN COURT PREPARATORY SCHOOL RISK ASSESSMENT FORM					
PART A. ASSESSMENT DETAILS:					
Area/Task/Activity:					
School Details:	Alleyn Court School Wakering Road Southend on Sea Essex SS3 0PW	Date of assessment:			
		Planned review date:			
		Name of person(s) undertaking Assessment:			
Site Details:		Signature(s):			
PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:					
Hazards (something that can cause harm)	Who might be harmed?	Measures currently in place to control risk.	Risk Level (considering control Measures)	Further actions needed – include who will complete them and when they will be completed by.	Final Risk Level & Sign off
	Children Staff Parents Visitors Contractors (add/delete as appropriate)	•	High Medium Low (delete as appropriate)	•	High Medium Low (delete as appropriate)
	Children Staff Parents Visitors Contractors	•		•	
	Children Staff Parents Visitors Contractors	•		•	

	Children Staff Parents Visitors Contractors	•		•	
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Completed by:

Date:

Signature:

Position:

Signature:

Position:

Residual Risk Rating	Action Required
HIGH - Possibility of fatality/serious Injury occurring	You must identify further controls to reduce the risk rating.
MEDIUM - Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further you need to consider the risk against the benefit. Monitor risk assessment at this rating more regularly and closely.
LOW – Possibility of minor injury only	No further action required

Links and resources

HSE Website: <https://www.hse.gov.uk/services/education/index.htm>

HSE Risk Assessment – A brief guide to controlling risks in the Workplace - <http://www.hse.gov.uk/pubns/indg163.pdf>

DfES School Security website <https://www.gov.uk/government/publications/school-and-college-security>

Health and Safety Commission (HSC) Managing health and safety in schools

HSC Health and safety guidance for school governors and members of school boards