

# GREEN PARK SCHOOL



## Risk Assessment Statement

### Introduction

Green Park School places the protection of the young people in our care as a major priority and responsibility. The overriding consideration of the school will always be to ensure that the highest possible level of attainment is reached in security and health & safety matters.

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

- \* To provide an environment and culture in which all of our children are safe and happy at all times, while in our care, whether in or out of the school environs.
- \* To ensure the safety and well- being of staff and visitors.
- \* To provide an environment which has the trust and confidence of our parents/carers
- \* To ensure that parents/carers know we listen to and care about Health & Safety issues
- \* To respond positively to parents/carers' concerns
- \* To encourage communication and co-operation on Security and Health & Safety issues, between all members of staff, parents and the local community
- \* To develop and support multi agency projects and liaison which can impact upon security and Health & Safety issues, e.g., road safety issues
- \* To develop, provide and evaluate training packages on Health & Safety, Child Protection and security issues, appropriate to the roles and experiences of staff, employees and support volunteers, e.g. first aid courses and Child Protection courses
- \* To use our systems for reporting, recording and investigation of incidents' involving Health & Safety issues and Safeguarding pupils while on day and residential visits, effectively.

### Monitoring & Evaluation

We will monitor the effectiveness of existing policies regularly by providing staff training in respect of Health & Safety issues.

### Background Information

We have pupils ranging from 4 to 11 years on site. We have worked closely with Milton Keynes Council to reduce the risk of traffic accidents outside the school. This is an on-going issue. Children, staff and visitors with a disability or limited mobility can park in the designated parking bay in the Community Centre and access the school by the main door.

## **Security**

1. All classroom doors to cloakrooms are locked at 8.45am on a thumb-lock. This has been checked for safety by the fire brigade and they confirmed that this was safe practice. All staff must make sure that their classroom doors are kept locked during all lesson times.
2. The main entrance is by key code. Only permanent staff and governors know the code. Children and visitors have to ring the bell to gain entry by staff.
3. The vehicular gates are closed between 8.30am and 9.00am and again from 3.00pm to 3.30pm. They have to remain open during the day to admit people /cars to the Community Centre.
4. Green Park School has a visitor badge policy requiring all visitors to report to reception, sign in and wear an identity badge whilst on the premises.
5. Pupils will be booked out if they need to leave the school. For primary age pupils a letter of authority, signed by the parent/guardian, will be required if the child is to leave with someone other than the parent/guardian, or a verbally delivered message from a bona fide adult. If a parent suggests their child walks home on their own, they are asked to give their permission.
6. Staff leaving the building for Planning Preparation and Assessment time, must write that they will be off site on the board in the Resources Room.
7. The school has named keyholders in the event of fire or burglary occurring when the school is closed.

## **Fire**

There is a fire alarm system at the school consisting of firebreak glass panels and a control panel which is tested weekly. There is a recognised fire drill and fire plan which is exercised termly, with pre determined exit routes and assembly points. These are detailed in each area of the school. All children and staff assemble in class groups on the top playground. Staff are instructed to ensure that their own safety, and that of the children they supervise, is prioritised. There are fire extinguishers situated throughout the school, plus fire blankets where appropriate.

## **Dealing with aggressive or potentially violent incidents**

While it is hoped that staff will not be faced with such incidents, the risk is always present.

If an unauthorised person is sighted in school or on school grounds, the headteacher or caretaker should be alerted immediately. If the intruder does not leave when asked, then the police would be called.

Should there be a warning telephone call/bomb alert etc., the children and staff will assemble on top playground or field, depending upon where the call specifies the item is. The evacuation procedure is the same as that for fire.

If the danger is an external one e.g. dangerous fumes or a stray dog outside, the whistle will be blown or the claxon sounded and pupils will be immediately brought inside. (Claxon/loud-hailer situated in Stock room)

### **Hazardous substances**

As a general rule, hazardous substances will not be brought onto school premises, however, items such as cleaning fluids will be stored in the caretaker's cupboard which gives no access to children or unauthorised persons. Spillages of potentially hazardous substances will be appropriately signed and closed off. Their removal/neutralisation will be affected immediately. If this is not possible, the area will be designated out of bounds and appropriately signed.

### **Kitchen areas.**

If the kitchen is in use i.e. there are hot surfaces, boiling water, etc, children will only be allowed in the kitchen areas when accompanied by an adult. The adult working with the children must place a red 'No entry' sign on the door.

### **General areas**

It is school policy to ensure that floors are kept from anything that may cause slipping or tripping and that no waste materials that could cause injury if trodden on are allowed to remain where they fall. Classrooms must be planned and maintained in such a way to ensure that movement around the room is safe and reasonably unrestricted. Access to cloakrooms must be unobstructed as these are our emergency exits. Any liquid spillage should be cordoned off and the caretaker called to mop up.

### **Children at Risk.**

It is recognised that certain children due to matrimonial breakdown/separation etc, will at times be at risk of being removed from the school premises by a disposed parent.

Parents who think such a problem may arise are advised to inform the Headteacher immediately, who will make enquiries regarding any existing court orders or injunctions. It may be advisable for such a child to be monitored closely by staff during break and lunch periods and for special arrangements to be made for collection from school.

Attendance of pupils deemed to be 'at risk' will be monitored and interventions put in place.

### **Missing children**

Upon receipt of a report that a child is missing or cannot be accounted for, having been registered at school, the Headteacher (or if off site the senior manager in charge) will be informed immediately. Enquiries will be made to establish where and when the child was last seen. A thorough check will be made of the school buildings and grounds to verify that the child is in fact absent. If the child cannot be located or his/her absence accounted for, then the police and parents will be informed.

(Guidance recommends that parents be telephoned after 10 minutes of the child's absence first being noticed. In discussion with parents it is recommended that police be informed after 15 minutes of the child being absent – 'phone 999.

The Police will then take over). An incident log will be maintained and the LA must be informed

including their Media and Communications representative. Running away is a dangerous activity that puts children at serious risk. Prevention is better than intervention. School PSHE and Circle Time activities should cover what pupils need to do if they are distressed. The re-integration of the child, on return, must also be carefully managed, as must all communication with parents regarding the incident.

### **Children not collected at the required time**

If a child has not been collected at the end of the day, the teacher will bring the child to the school office. The office staff will endeavour to contact the parent/carer to establish reasons why the child was not picked up, and to ensure that alternative arrangements have been made. If the parent can not be contacted, the Headteacher or Senior staff should be informed, and the child supervised by a member of staff i.e. either the class teacher or the Senior Manager on after-school duty. If the child has still not been collected by the early evening, ie 5.30 – 6pm, and no contact has been established with the parent/carer, the Headteacher or Senior staff will contact Children's Social Care on Milton Keynes 265545 and follow instructions from them. At no time would a child be left alone in school.

### **Dogs**

Due to the risk of infection from toxocarid and the general nuisance caused by fouling, dogs are not permitted on school premises. Even the most docile animal can pose a considerable threat if it is approached by strangers, groups of children, etc. For these reasons, parents depositing or collecting children from the school are not permitted to bring dogs onto school grounds. 'Assistance dogs' will be an exception to this rule.

Children will be discouraged from approaching stray dogs due to risks stated above. Stray dogs will usually depart as quickly as they come, but should a stray dog remain near school, the LA Dog Warden will be informed.

Dogs which are ferocious or pose an immediate health risk to children may require children being brought back into school.

In cases of injured animals, the RSPCA or Mrs. Tiggywinkles will be contacted or in the case of other injured wild life local organisations may be approached.

### **Inspection of play equipment**

All play equipment will conform to the appropriate British Standards Institute standards. The climbing apparatus will be visually inspected weekly for damage and loss of suitability. The PE apparatus will be professionally inspected annually.

### **Emergency evacuation**

During the winter months we may get severe weather conditions, leading to school closure, so parents are alerted annually to the procedures in event of an emergency.

If weather conditions or heating failure led to the school being closed **before** the start of the school day, a message would be broadcast on Three Counties and Heart radio, and on the LA website.

A notice stating that the school is closed would be posted on the school door.

If the school had to be closed **during** the day, parents would be telephoned to come and collect their children. No child would be sent home without appropriate arrangements being made. *See Critical Incident Plan for more details of this.*

### **Accidents on School premises**

Disposable gloves must be worn when treating accidents/incidents which involve bodily fluids. Any waste (wipes, pads, paper towels etc) **MUST** be placed in the bin in the medical room. Any soiled clothes should be placed in a plastic bag and fastened securely ready to take home. The First Aider on duty will make a decision as to the severity of the injury and follow procedures. Any child who has had a head injury will be monitored closely for the rest of the day. A cold compress will be applied, and a letter sent home to parents asking them to be vigilant also.

Should it be deemed necessary to send a child home, the First Aider or an appropriate member of staff will telephone the parent to arrange collection.

Should the incident be more serious and the Senior Member of staff decides to send for an ambulance, one person will assume responsibility and direct others. Every attempt will be made to also contact the next of kin of the injured or ill person, but priority will be given to calling emergency services.

### **Policy on the Administration of Medicines during school hours.**

From time to time, parents may request that the school dispense medicines which need to be administered at regular intervals to children. These requests fall into 2 categories:

- Children who require emergency medication on a long term basis because of the chronic nature of their illness (eg, asthma, epilepsy)
- Children who are suffering from one-off ailments

Children who are asthmatic keep their inhalers on their person, for ease of access. If a medicine has to be administered during school time, the parent/carer must fill in a form available from the school office.

The prescribed dosage should be in its own container, clearly labelled with the child's name and the name of the medication, including the prescribed dosage.

Where possible, the medication should be self-administered under the supervision of an adult. The medication will be kept in the locked medicine cupboard, or in the refrigerator in accordance with safety requirements.

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedic assistance. Detailed written instructions should be sent to the school and displayed in the medical room. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

See also our Administration of Medicines Policy.

### **Cash in school**

All cash in school will be kept in the locked safe. In an attempt to minimise the risk from theft, the banking of school monies does not follow any set routine or pattern.

### **Children moving equipment**

In the normal day to day running of the school, there are certain situations where children will need to move equipment or items of furniture, e.g. chairs and tables, PE equipment, small items of equipment. Children must always be supervised when moving any equipment or item of furniture. They must not be asked to carry heavy or awkward to handle items. Children need to be shown how to lift and carry safely. This needs reinforcing on a regular basis. All children will be trained to move PE equipment safely.

No child may move or open dining tables, **ONLY** trained adults.

### **Contractors on site**

Contractors must telephone and make appropriate arrangements before visiting the school. All contractors must report to the office and sign in. Contractors will work under the supervision of the Caretaker or Headteacher so as not to endanger the Health & Safety of children and adults in school.

Discussions will be held before each job commences to ensure that contractors are working in line with Health & Safety standards e.g. equipment is safely used and stored. Work will not be carried out in an area where the children are. No radios, smoking or bad language is to be used, etc. Contracted workers will not be allowed to approach or speak to children in any circumstances.

### **Visiting organisations**

Staff must ensure that visiting organisations such as theatre groups or individuals who will be performing for or working directly with children have the appropriate police checks in place or are never left alone with children. This is the duty and responsibility of the teacher organising the visit and the team leader.

### **Electrical Safety**

In classrooms and in the Hall, care must be taken when siting electrical appliances to minimise the risks from trailing wires.

Electrical equipment must be sited away from water sources – sinks/water trays. All appliances must be checked on installation and at regular intervals.

The condition of electrical leads, plugs and sockets must be visually checked at all times. If wear or damage is reported then the item must be taken out of use and the fault reported and corrected before using again.

All electrical items are checked annually by an external agent and records kept.

### **Photocopier and laminator**

Staff have been given instructions on how to use both these items. They are designed and tested to meet present safety requirements. They are sited according to manufacturers' operating recommendations as regards ventilation and minimum working clearances. They are serviced regularly. No children may operate either of these items.

### **Use of computers**

Staff who regularly work at computers for a significant part of the day are aware of safety issues. The school has a comprehensive e-safety policy.

### **Use of cameras and photographic images**

Members of staff must always seek permission from parents/carers before using an image of a child in a public forum.

### **Supervision of children**

Whilst the children are in our care, the staff of Green Park School will endeavour to provide a safe and secure environment for them. However, this does not apply after children are picked up from school. It is the responsibility of the parents/carers to ensure that children are supervised before and after school. Children can be at risk if left alone. Staff do not commence their play ground duty until 8.35am and children should not be left on school premises before this time. Staff must make sure that they are on duty, on the playground, at 8.35am.

At all other times, including breaks and lunchtimes, children are properly and adequately supervised by at least two members of staff. No children are left alone without supervision on the playground at any time. If pupils are asked to stay in at break times they must be supervised or placed outside the staffroom to complete their tasks.

### **School Educational Visits**

We have adopted the MK School Visits and Journeys policy. Before any out of school visit or event is taken, a risk assessment form must be filled out by the lead member of staff. No child will be taken from school premises without the knowledge and written permission of the parents and the signed permission form from the headteacher.

Transport will be arranged through approved operators. Buses/coaches hired are equipped with safety belts and pupils are always adequately supervised by members of staff and other adult volunteers. Teachers or other staff members must not transport pupils in their own cars unless they have the appropriate insurance, MOT, etc and written permission from the parents. Booster seats must be used for younger children and pupils may only travel, with seat-belts, in the back of the car.

### **Conclusion**

These standard instructions are provided to enable all staff to fully understand their responsibilities and duties and to provide a source of information which will be kept updated. Staff should be constantly aware of their responsibilities and ever vigilant for the unusual which may well indicate that something is amiss. A high level of motivation is necessary to maintain a continued alertness in respect of security and Health & Safety in spite of the routine nature of the duties performed.

These instructions are not intended to inhibit staff from displaying initiative and common sense. No individuals will be criticised for acting reasonably and in good faith.

Claire Worrall

November 2011. Reviewed July 2013

