



## **The Italia Conti Academy Theatre Arts School RISK ASSESSMENT POLICY**

### **Aims**

The school is fully committed to promoting the safety and welfare of all in our community so that effective education can take place. The aims of the risk assessment procedure is in ensuring that all the operations within the school environment whether educational, vocational, enrichment and support, are delivered in a safe manner that complies fully, not just with the law, but with best practice.

Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated into how to cope safely with risk.

### **What Is A Risk Assessment?**

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation. A hazard is something with the potential to cause harm (e.g. fire). A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended). A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property). Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

### **Risk Assessment Policy**

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong. In many cases simple measures are very effective and not costly. Risk assessments need reviewing and updating regularly. At Italia Conti Academy Theatre Arts School we are very

aware that all staff and pupils need to receive training. A “library” of risk assessments is maintained by the Head Teacher and Health and Safety Lead.

### **What Areas Require Risk Assessments?**

There are numerous activities carried out in Italia Conti, each of which requires a separate risk assessment. The most important of these cover: Fire safety and procedures Educational visits and trips But risk assessments are also needed for many other areas, including:

Educational

Science

Art

Vocational

Drama (including the theatre back stage, stage, props room and lighting box)

Dance

Staff, e.g. pregnancy, return under ‘fit for work’ limitations issued by GP

To help us carry out effective risk assessments, and assess all risks adequately, we make use of model or generic risk assessments, for our educational activities and visits. We subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science and Design Technology, as well as providing professional training courses for both teachers and technicians who work in Science.

All teaching staff and technicians receive regular induction and refresher training in risk assessments tailored to their specific areas.

### **Pastoral**

The focus of our pastoral care policy is to ensure that every pupil leaves as a confident, articulate young person capable of keeping him/herself safe on the streets, in the home and in all situations. Our PSCHE programme and assemblies are directed towards promoting an increasing understanding as the pupils develop, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken.

The pastoral structure is also able to flag up and monitor pupils bullying/being bullied. This can then be dealt with immediately. Pupils at risk of being bullied or experiencing bullying are immediately identified.

**Child Protection issues:** Records of concern are in place to identify children at risk beyond the environment of school.

## **Medical and First Aid**

The Safeguarding team has risk assessments for first aid and all other treatments and procedures. Accident forms are maintained in the Medical Room and the DSLO and Welfare Assistant are responsible for ensuring that accident reports are passed to the Head Teacher and staff as appropriate. The Principal, Vice-Principal, Head Teacher are each in turn responsible for reporting any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

## **Unsupervised Access by Pupils**

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the science laboratories, the art room etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked. Pupils do not have access to the Catering and Caretaking areas of the school.

## **Child Protection**

Our Child Protection policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, and are not allowed to work in the UK. By extending this regime to volunteers and the adult members of the households of staff who are accommodated on site, and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

## **Support Areas**

**Catering and Cleaning:** risk assessments and training are required for every item of catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.

**Caretaking and Security:** risk assessments cover every room, laboratory, stairs, corridor and emergency exit in the entire school. Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.

**Maintenance:** risk assessments and training are required for every tool and item of equipment, as well as for manual handling, slips and trips, working at height, lone

working, asbestos, control of contractors on site, electricity, gas, water and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.

**Office staff:** risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

## **Conducting A Risk Assessment**

Our policy at Italia Conti is not to carry out any high risk activity. Activities involving pupils are normally low risk. Pupils are always given a safety briefing before participating in these activities, and are expected to wear protective equipment, where appropriate, and to follow instructions. We will always employ specialists to undertake high risk tasks. Support staff may only carry out medium rated activities if they have been properly trained. All members of staff and pupils are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

## **Specialist Risk Assessments**

The Health and Safety lead arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Gas safety
- Electrical safety
- Reviews

All risk assessments are reviewed and recorded annually or when major structural work is planned or in the event of an accident. A separate policy on the management of health and safety describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for water sampling.

## **Responsibilities of all Staff**

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Principal, the Vice-Principal, the Head Teacher, the Health and Safety lead and other members of the SLT in order to enable the school to comply

with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Health and Safety Lead, Bev Thomas.

**Reviewed by:** \_\_\_\_\_

**Date:** January 2016