



ST PHILIP'S SCHOOL

HEALTH AND SAFETY (RISK ASSESSMENT) POLICY

Author/reviewer responsible:	AT	Last amended:	Sep 2024
Reviewed by:	SMT	Date of authorisation:	Nov 2024
Authorisation by resolution of:	Governors	Date of next review:	Sept 2025

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](#).

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;
- EYFS policy
- Pupil behaviour policy;
- Anti-bullying policy;
- Fire safety policy;
- First aid 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 (i.e. The Governors). The Chair of Governors will appoint a Governor in charge of health and safety. Responsibility for managing health and safety in the School is held by the Head Master and coordinated by the Deputy Head.

Specific roles and responsibilities¹

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.

ii) The Head Master

The Head Master has assigned the coordination of Health & Safety procedures to the Deputy Head, who will undertake 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;

¹Based on HSE [guidance](#).

- 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 Deputy Head 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. Chemicals and hazardous substances are stored securely in locked cabinets in line with *COSHH 2002*. 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 Head Master, Deputy Head Pastoral and Deputy Head Co-curricular.

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 SMT works with staff (through weekly staff meetings at which Health & Safety is a standalone item on the agenda) 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 SMT and/or 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 Deputy Head Co-curricular, and included in the documentation taken by all accompanying staff.

All risk assessments must be submitted to the Deputy Head Co-curricular 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.

EYFS

In addition to written risk assessments, staff in the EYFS conduct a daily visual risk assessment to ensure:

- External doors are locked, and safe procedures are in place to receive parents/carers, children and visitors
- The building is clean and tidy – fire exits are clear.
- No potentially dangerous items left out
- Furniture and play equipment (indoor and outdoor) are in good order – removal of any damaged items
- All cleaning materials/substances are safely stored as per this policy
- First aid boxes and equipment are replenished and in good order
- The outside play area is secure.

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 (which is kept in the School staff room). 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. The Serious Accident book is kept by the Deputy Head. 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 SMT 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 and separate arrangements may be made.

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 (8.00am – 5.00pm). 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 high-risk activities such as – but not limited to – 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, and briefing meetings will be held for parents in advance.

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

SUPERVISION POLICY

Scope

This policy applies to all children, including those in EYFS, and should be read in conjunction with the lost pupil policy and attendance policy

Introduction

Ensuring the safety and well-being of all pupils, irrespective of their age, capabilities, skills, and any special educational needs, is the prime duty of the School. All staff at the School play a crucial role in ensuring pupils' safety by providing appropriate supervision during all activities.

This policy sets out our supervision arrangements.

Morning arrival

Children are not supervised until 8.00am, when the Front Doors is opened. Boys proceed to the communal garden, where they are supervised by two members of staff. Boys in Reception arrive from 8.20am and proceed directly to their classroom for supervision with the EYFS TA.

If it is raining or icy, those in the garden will go to the classrooms on the ground floor of the school. As the ground floor classrooms fill up, older pupils will be sent to classrooms on the upper floors as required.

The bell is rung at 8.30am, and boys line up in silence in form order until they are sent to their classrooms in form order. Staff on duty remain outside until all classes have left the garden (or classrooms in the case of wet weather).

Break-time supervision

The safety of the children outside is the priority and is the responsibility of staff on duty. All children must respond immediately if they are asked to do something by a member of staff; if they do not, staff must seek assistance from another member of staff or member of SMT.

Staff on duty ensure that they can see, between them, the entire garden area. The following rules apply whilst in a supervisory role on the playground:

- Do not carry hot drink
- Do not use personal mobile phones in the playground
- Do move proactively around the garden and maintain a visible presence to all pupils
- Be prepared to intervene to prevent any potentially negative situation from escalating
- Be aware of the Behaviour Policy and use the strategies outlined in this policy to help a child who is upset, or to manage any friendship issues which may arise.

Wet breaks

In bad or uncertain weather, the members of staff on duty that day will decide just before break time as to whether it is to be an indoor or outdoor break. Supervision will follow this pattern:

First break

EYFS pupils in EYFS classrooms with EYFS staff

F3&4 in F4 room with duty staff member

F5 in form room with duty staff member

Second break

F6 in form room with staff member called from staff room

F7 in form room with duty staff member

F8 in form room with duty staff member

Arrangements for EYFS supervision

When EYFS pupils are on break times, there is always a member of the EYFS team on duty. This member of staff is only responsible for EYFS children, in a clearly designated area of the garden set aside only for children in Reception.

Dismissal

Classes will be dismissed via the Front Door and the garden gate by their class teachers with a member of SMT on hand to oversee the process.

Reception pupils will depart from the Front Door at 3.30pm.

Forms 3 to 6 pupils will depart from the Front Door at 3.55pm.

Forms 7 and 8 pupils will depart from the garden gate at 4.00pm.

It is important that Form 7 and 8 form teachers escort pupils through the garden for dismissal, mindful of the residents in the properties surrounding the garden, and perform a hand-over the member of SMT on duty.

Pupils are checked off against a dismissal register, usually by a member of the SMT. The registers are stored by the Front Door.

Late collection

If a child has not been collected within 15 minutes of their dismissal time, the staff member dismissing the class should contact the parents or carers. A member of staff (usually a member of SMT) will be on duty to supervise the child following this.

Health and safety policy

This is the statement of general policy and arrangements for St Philip's School		
The Trustees of the St Philip's School Trust has overall and final responsibility for health and safety		
Alexander Thomas (Head Master) has day-to-day responsibility for ensuring this policy is put into practice.		
Statement of general policy	Responsibility of: Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	HM	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	HM	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.
Engage and consult with employees on day-to-day health and safety conditions	HM	Staff are routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety committee meetings.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	All staff	Escape routes are well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	All staff	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.

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

Risk assessment - classrooms

Name and position:	Signature:
Location/name of classroom:	Date: 1 st September 2024

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
Questions you should ask:			Yes	Further action needed		
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?		Y			
	Are class 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 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			
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 interactive whiteboard firmly fastened to the wall?		Y			
	Where window restrictors are fitted to upper-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			
Fire	If there are fire exit doors in the classroom, are they:		Y			



	<ul style="list-style-type: none">• clear?• unlocked?• easy to open from the inside?			
	Is fire-fighting equipment in place in the designated areas?	Y		
	Are staff and pupils aware of the evacuation drill, including all possible exits? Are fire alarms in working order?	Y		
Electrical hazards	Is the use of computers closely supervised?	Y		
	Are rules regarding tampering with electrical equipment regularly re-enforced?	Y		

Further action needed

Hazards noted	Action taken and when?

Risk assessment – EYFS setting

Company name: **St Philip's School** Date of risk assessment: **1st September 2024**

Signed:

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
Malleable activities	Boys through possible allergic reactions to materials or accidental consumption of materials.	<p>Check all information on allergies and avoid allergens.</p> <p>Make sure all other materials are sensitive and are diluted according to the instructions.</p> <p>Pupils follow the no consumption rule unless under specific adult instruction</p>	<p>Keep information on allergies to hand ensure all practitioners are aware of it.</p> <p>Ensure supervision is suitable and effective at all times.</p>	All EYFS staff	Sep 2024	
Storage boxes	Boys through falling items, heavy boxes being moved unsafely, trapped fingers, drops on toes.	<p>Ensure boxes, baskets, drawers, cupboards are not overloaded.</p> <p>Provide low storage for boxes.</p> <p>Adults oversee handling of storage equipment and model safe techniques.</p>	<p>Encourage pupils to think: <i>We have to think before we move the boxes</i></p> <p>Discuss items of general concern at weekly staff meetings under H&S</p>	All EYFS staff	Sep 2024	
Potentially hazardous equipment: Scissors, hole punches	Boys through handling items carelessly and cutting or injuring themselves and/or others	<p>Ensure a code of conduct is in place</p> <p>Ensure that pupils are aware of the rules</p> <p>Make it clear to the children that you don't use the scissors to cut hair or each other's clothes.</p> <p>Model safe use of potentially hazardous equipment</p>	<p>Publish the rules in prominent place around the setting</p> <p>Discuss items of general concern at weekly staff meetings under H&S</p>	All EYFS staff	Sep 2024	



Sand trays through sand on floor, sand in eyes, sand contamination	Boys through slipping hazard, eye irritation, potential ingestion	<p>Ensure a code of conduct is in place</p> <p>Ensure that pupils are aware of the rules</p> <p>Make it clear to the children that sand always belongs in the sand tray and must be cleared up if it falls on the floor.</p> <p>Model safe use</p>	<p>Publish the rules in prominent place around the sand tray</p> <p>Discuss items of general concern at weekly staff meetings under H&S</p>	All EYFS staff	Sep 2024	
Water tray through slips	Boys through slipping hazard, having wet clothes	<p>Ensure a code of conduct is in place</p> <p>Ensure that pupils are aware of the rules</p> <p>Make it clear to the children that water belongs in the water tray and must not be splashed onto others and/or the floor.</p> <p>Model safe use</p>	<p>Publish the rules in prominent place around the sand tray</p> <p>Discuss items of general concern at weekly staff meetings under H&S</p>	All EYFS staff	Sep 2024	
Open shelving	Boys and, potentially, staff by through boys climbing the shelves, hanging from shelves causing the shelves or equipment to fall.	<p>Ensure a code of conduct is in place</p> <p>Ensure that pupils are aware of the rules</p> <p>Talk to the children about open shelves and how to use them safely.</p> <p>Encourage the children to find an adult if another child is using the shelves incorrectly.</p>	<p>Publish the rules in prominent place around the setting</p> <p>Discuss items of general concern at weekly staff meetings under H&S</p>	All EYFS staff	Sep 2024	
Slips, trips and falls	Pupils and staff	<p>Create, publish and enforce a set of classroom rules for the pupils.</p> <p>Ensure that surfaces are well-maintained</p> <p>Ensure that classrooms are clear of extra equipment (or that equipment is safely stored)</p>	<p>Set expectations about how much equipment can be out at any one time and encourage children to tidy up what they are no longer playing with to keep the environment safe.</p> <p>Any spills on floor to be mopped up straight away.</p> <p>Any objects on floor that could be a trip hazard to be picked up.</p>	All EYFS staff	Sep 2024	Y



Equipment failure	Pupils and staff	Ensure that all equipment is in good working order via regular checks (at least weekly) and careful monitoring (ongoing).		All EYFS staff	Sep 2024	Y
Pupil supervision	Pupils	Ensure that out of bounds areas are clearly marked. Ensure that staff supervision is robust and consistent. Ensure all supervising staff understand their roles and responsibilities.	Check signage at the start of a new term. Re-visit the duty rota at the start of a new term or after any significant incident. Discuss items of general concern at weekly staff meetings under H&S	All EYFS staff	Sep 2024	Y

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Risk assessment – Games: Barn Elms & away fixtures

Company name: **St Philip's School** Date of risk assessment: **1st September 2024** 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	Sep 2024	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	Sep 2024	Y
Exposure to hostile weather conditions	Boys and staff may be harmed in cold or hot conditions.	Consider possible weather conditions and plan accordingly. Standing water on the pitches represents a high risk and alternative games need to be considered (cross-country, drier ground etc.). Plan for pupils who do not bring suitable clothing – either additional clothing or option to be supervised in off-games.	Sun cream to be available in hot conditions. Water to also be available in hot conditions.	All games staff	Sep 2024	Y



Indirect/remote supervision (includes any longer distance running)	Pupils may be lost, especially when taking part in cross-country running.	Members of staff to be clearly placed around sports ground so boys know where they are meant to be running. Ensure pupils and staff sufficiently briefed. Rendezvous points clearly set out.	Monitor after issues arise.	All games staff/all staff	Sep 2024	Y
Lost pupils or inadequate supervision	Pupils may be lost from the rest of the year group whilst walking from pitches.	Roll-calls at the end of sessions to check attendance and any potential missing pupils. These roll-calls take place on the coaches. Games staff to remain vigilant of pupils leaving without permission. Games staff check sports pitches for any boys before departure.	Ratios to comply with LEA guidance 1:15 pupils.	All staff/games staff	Sep 2024	Y
Pupils missing registration	Pupils may not be collected by parents as planned	Pupils only collected with prior written permission from parents. Parents must personally sign pupils out with teacher in charge. Roll-calls on coach to check attendance and any potential missing pupils. Games staff to remain vigilant of pupils leaving without permission. Games staff check sports pitches for any boys before departure.	Ratios to comply with LEA guidance 1:15 pupils.	All staff/games staff	Sep 2024	Y



Illness or injury to any group member	<p>Pupils or staff may be injured at Barn Elms or away fixture</p> <p>Boys may be injured in contact sports such as rugby.</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>All boys to have gum-shields during rugby and hockey sessions – any boy without a gum-shield is off-games.</p>	Monitor after issues arise.	All staff/games staff	Sep 2024	Y
Special needs of specific pupils – medical, behavioural or educational	<p>Pupils may have specific needs that need catering for.</p> <p>A number of pupils are asthmatic and/or need auto-injectors.</p>	<p>Obtain up-to-date medical lists from parents/School Office and take advice from SENCO (all information on file NB Dyspraxic 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/ auto-injectors taken on games sessions by the members of staff running the sessions. Each year group to also have their own medical bag.</p>	All games staff to check inhalers and auto-injectors are with them during games sessions and to know which boys suffer from asthma and allergies.	All games staff	Sep 2024	Y

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Risk assessment – Games: travel to & from venues

Company name: **St Philip's School** Date of risk assessment: **1st September 2024**

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	Sep 2024	Y
Use of private vehicles for collection – boys being collected by parents from venues	Boys may be lost or collected by the wrong person.	Designated member of staff (usually MW) 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	Sep 2024	Y
A traffic accident	Boys and staff injured from force of impact	Rules for moving between buildings made clear to boys before first session of each term: <ul style="list-style-type: none"> • never cross the road unaccompanied • do not hold conversations while crossing road • always follow directions of adult in charge Three adults must supervise boys crossing the road – one to the front, one to the rear, and one in the road to marshal boys across.	Check all fellow staff are aware of rules for supervision when crossing the road	All staff	Sep 2024	Y



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>Form teachers (or those allocated to supervise form) register boys in classrooms, perform a headcount on way to coach, and handover to designated person on relevant bus.</p> <p>Register taken on bus by designated person, supported with headcount.</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	Sep 2024	Y
Illness or injury to any group member	Pupils or staff may be injured on the coach.	<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	Sep 2024	Y
Special needs of specific pupils – medical, behavioural or educational	<p>Pupils may have specific needs that need catering for.</p> <p>A number of pupils are asthmatic and/or need auto-injectors.</p>	<p>Obtain up-to-date medical lists from parents/School Office and take advice from SENCO (all information on file nb Dyspraxic 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/ auto-injectors taken to games sessions by the members of staff running the sessions. Each year group to also have their own medical bag.</p>	All games staff to check inhalers and auto-injectors are with them during games sessions and to know which boys suffer from asthma and allergies.	All staff on trips/at games	Sep 2024	Y



ST PHILIP'S SCHOOL

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Risk assessment – moving between 5 Wetherby Place and 6 Wetherby Place

ST PHILIP'S SCHOOL

Company name: St Philip's School

Date of risk assessment: 1st September 2024

Signed:

Movement of pupils between 5 Wetherby Place and 6 Wetherby Place

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 accident	Boys and staff injured from force of impact	<p>Rules for moving between buildings made clear to boys before first session of each term:</p> <ul style="list-style-type: none"> • never cross the road unaccompanied • do not hold conversations while crossing road • always follow directions of adult in charge <p>Three adults must supervise boys crossing the road – one to the front, one to the rear, and one in the road to marshal boys across.</p>	Check all fellow staff are aware of rules for supervision when crossing the road	All staff	Building opening date	Y

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Risk assessment – Games: swimming

ST PHILIP'S SCHOOL

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

Date of risk assessment: **1st September 2024**

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.	All pupils are assessed on their swimming ability in the shallow end of the pool, before being allowed to swim out of their depth. Pupils are taught how to enter/leave the pool safely. Pupils know not to enter the pool without supervision and permission. Two lifeguards are on duty at all times at the pool. At least one member of games staff on-site is first aid trained.	Reinforce expectations of behaviour and reaffirm constant dangers of water before each session.	All staff/games staff who are taking swimming sessions	Sep 2024	Y
Poor behaviour when swimming	Boys may be harmed in or outside the pool where it is dangerous.	Basic rules to apply: <ul style="list-style-type: none"> • No running or diving, unless taking part in diving practice • No dunking or pushing people into or under the water. • No standing on or jumping onto floats • No holding or standing on lane ropes • When in operation the lane direction must be adhered to. 	Constant reaffirmation of pool rules and expected standards of behaviour.	All games staff	Sep 2024	Y
Changing for swimming	Boys change in rooms assigned to schools, although these may be used by other schools and their staff.	Ensure all supervising staff are competent and understand their roles and responsibilities when supervising changing All pupils change in a children-specific changing room when at Fulham Pools. The changing room is monitored by staff from St Philip's and (when used simultaneously by other schools) by other schools' staff. All staff should adhere to the Staff Code of Conduct.	Games staff to be aware of their expectations when boys are changing.	All games staff	Sep 2024	Y



Illness or injury to any group member	Pupils or staff may be injured when swimming or playing in the sports hall.	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. Fulham Pools has first-aid trained staff on duty both by the pool (lifeguards) and behind reception.	Monitor after issues arise.	All staff/games staff	Sep 2024	Y
Special needs of specific pupils – medical, behavioural or educational	Pupils may have specific needs that need catering for. A number of pupils are asthmatic and/or need auto-injectors.	Obtain up-to-date medical lists from parents/School Office and take advice from SENCO (all information on file). 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. Those with asthma/allergies to have inhalers/ auto-injectors taken to games sessions by the members of staff running the sessions. Each year group to also have their own medical bag.	All games staff to check inhalers and auto-injectors are with them during games sessions and to know which boys suffer from asthma and allergies.	All games staff	Sep 2024	Y
EYFS children's particular needs	Younger pupils are inexperienced and lack the strength of older pupils to recover from danger if it arises	Ensure that swimming staff at the venue are specifically trained to handle EYFS-aged children	Head of Games to receive written confirmation ahead of term relating to swimming staff and their qualifications	Head of Games	Sep 2024	

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Risk assessment – Science laboratory

Name and position:	Signature:
Location/name of classroom: Science laboratory	Date: 1st September 2024

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
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General classroom questions you should ask:		Yes	Further action needed	N/A
Movement around the lab (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		
	Do boys know how to clear up properly after lessons – especially practicals - 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		
Work at height (falls)	Are procedures in place to deal with spillages, e.g. water, blood from cuts?	Y		
	Is the teacher the only person to get books down from high shelves?	Y		
Furniture and fixtures	Is the teacher the only one to operate the windows?	Y		
	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 upper-floor windows, are they in good working order?	Y		
Sharp implements and objects	Are hot surfaces of radiators etc. protected where necessary to prevent the risk of burns to vulnerable young people?	Y		
	Are boys supervised when using sharp objects?	Y		
	Are boys shown how to use sharp instruments properly, before they use them themselves?	Y		
Fire	Are sharp instruments safely stored away when not needed?	Y		
	If there are fire exit doors in the laboratory, are they: <ul style="list-style-type: none"> • clear? • unlocked? • easy to open from the inside? 	Y		
	Is fire-fighting equipment in place in the laboratory?	Y		
	Are staff and pupils aware of the evacuation drill, including all possible exits?	Y		



	Are fire alarms in working order?		Further action needed	N/A
Specific questions you should ask:		Yes		
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?	TBC	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?	TBC		
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: <ul style="list-style-type: none"> • clear? • unlocked? • easy to open from the inside? 	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?	Y		
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	Are lap-tops securely stored, clearly marked as no-access and do pupils know not to tamper	Y		
	Is the use of computers in the science laboratory closely supervised?	Y		
	Are rules regarding tampering with electrical equipment regularly re-enforced?	Y		
	Do the SMT and science teachers know where the on/off switch for the power supplies is?	Y		

Further action needed

Hazards noted	Action taken and when?

Risk assessment - the Oratory Church

ST PHILIP'S SCHOOL

Company name: **St Philip's School** Date of risk assessment: **1st September 2024**

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
Walking to and from The Oratory Church	Pupils - the Oratory Church is a fifteen minute walk from St Philip's, through South Kensington.	<p>A roll-call must take place before the boys depart and when they arrive back at school</p> <p>Boys to walk in pairs to and from St Philip's and they know not to cross roads without permission</p> <p>When crossing roads, staff to use the traffic lights and to supervise at all times.</p> <p>A member of staff must walk at the front and back of the group so that everyone stays together.</p>	Monitor after issues arise.	All staff present	Sep 2024	Y
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	Sep 2024	Y



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	Sep 2024	Y
Use of private vehicles for collection – boys being collected by parents from venue	Boys may be lost or collected by the wrong person.	Boys gather in their forms outside the venue. Parents and boys are reminded that they must make contact with form teachers before departing so boy can be 'signed out'.	All staff to be aware of their expectations.	All games staff	Sep 2024	Y

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Risk assessment – the garden

Company name: **St Philip's School** Date of risk assessment: **1st September 2024**

Signed:

Site visiting: **The garden**

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 – keep a stock of spare blazers, jumpers. Daily weather forecast checked and published via Staff Notices, and plans adjusted accordingly.	Keep a stock of sun cream to be available in hot conditions.	All staff	Sep 2024	Y
Dangerous objects in the garden	Pupils, staff and visitors	Ensure basic maintenance is undertaken in the garden via a reputable gardener. Ensure staff are aware of basic dangers, alert to changes and report on concerns quickly to the Deputy Head	Check basic upkeep of the garden daily – staff walk around and inspect as they supervise, alert to specific dangers (such as dogs having fouled, enthusiastic neighbors leaving equipment out, branches hanging too low) Discuss items of general concern at weekly staff meetings under H&S	All staff on duty	Sep 2024	Y
Dangerous play in garden	Pupils and staff on duty	Ensure a code of conduct is in place Ensure that pupils are aware of the rules Ensure that rules are applied via the house point/minus system	Publish the rules in prominent place around school Publish rules in prep diaries Discuss items of general concern at weekly staff meetings under H&S	Deputy Head and all staff	Sep 2024	Y
Circulation of users	Pupils and staff on duty	Ensure that a safe number of pupils are using the garden.	Split longer break times into two sessions for seniors and juniors to control numbers. This protects the younger pupils in particular.	Senior management	Sep 2024	Y



Pupil supervision	Pupils	<p>The garden is in an enclosed space and is not open to the general public.</p> <p>Ensure that out of bounds areas are clearly marked.</p> <p>Ensure that staff supervision is robust and consistent.</p> <p>Ensure all supervising staff understand their roles and responsibilities.</p> <p>Ratios comply with LEA guidance, noting especially EYFS</p>	<p>Check signage at the start of a new term.</p> <p>Re-visit the duty rota at the start of a new term or after any significant incident.</p> <p>Discuss items of general concern at weekly staff meetings under H&S</p>	Deputy Head	Sep 2024	Y
Non-St Philip's adults in the garden	Pupils	<p>Some residents of Wetherby Place do have access to the garden. Boys are instructed to be polite but not to engage with anyone they do not recognise and to tell a member of staff if they have any concerns about other garden users or their property.</p> <p>Ensure that staff supervision is robust and consistent.</p> <p>Ratios comply with LEA guidance, noting especially EYFS.</p>	<p>Check signage at the start of a new term.</p> <p>Re-visit the duty rota at the start of a new term or after any significant incident.</p> <p>Discuss items of general concern at weekly staff meetings under H&S</p>	Deputy Head	Sep 2024	Y
Slips, trips and falls	Pupils and staff	<p>Create, publish and enforce a set of garden rules for the pupils.</p> <p>Ensure that surfaces are well-maintained</p> <p>Ensure that leaves are cleared regularly</p> <p>Ensure that garden is clear of other users' equipment (or that equipment is safely stored)</p>	<p>Be vigilant of boys who do not play sensibly and may be harming themselves or others. Most likely event is running without due care and attention.</p> <p>Remove pupils who are not displaying due care and attention from their games – send them to sit and cool down on a bench for several minutes.</p> <p>Use the house point/minus system, if necessary/appropriate.</p>	All staff	Sep 2024	Y



Equipment failure	Pupils and staff	Ensure that the table tennis tables are in good working order via regular checks (at least half-termly) and careful monitoring (ongoing). Ensure table tennis tables are in sound working order – maintained and/or replaced as appropriate.	Staff to close tables (if necessary) and report any concerns to Deputy Head immediately, to be discussed under H&S at weekly staff meeting.	All staff	Sep 2024	Y
EYFS note	EYFS pupils	Ensure that EYFS pupils play in clearly designated areas under appropriate supervision all times in line with the EYGS policy	Be vigilant of EFYS pupils moving away from designated areas. Separate EYFS pupils from older boys, generally in line with the following splits: Reception, Y1 and Y2 / Y3, Y4 and Y5 / Y6, Y7 and Y8.	All staff	Sep 2024	

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RISK ASSESSMENT OF RISK ASSESSMENTS

ST PHILIP'S SCHOOL

Company name: **St Philip's School** Date of risk assessment: **1st September 2024**

Signed:

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
Lack of information	Boys and staff may be harmed because they are not aware of the risks	Publish risk assessments to Staff Handbook within the H&S Policy. Publish risk assessment sin areas with specific risk – e.g: science lab and art room.	Ensure risk assessments that are displayed re current and relevant	Deputy Head via HoD	Sep 2024	Y
Review of assessments	Boys and staff may be harmed because circumstances may change	Reviewing risk assessments before start of new academic year and/or after any major change	Review before start of each term. Particularly important for games (hockey, cricket).	Deputy Head	Aug 2019	Y
Completeness of assessment coverage	Boys and staff may be harmed because an area may have been missed	Reviewing risk assessments before the start of a new academic year and adding assessments as appropriate.	Consult other/similar schools as to the scope and breadth of their own assessment	Deputy Head	Sep 2024	
Lack of pupil engagement	Boys may be harmed because of a lack of information	Ensuring that there is a clear code of conduct and that this is clearly explained at assembly of inform time	Re-enforce codes at least termly, but as much as incidents suggest is required.	Deputy Head, Form Teachers	Sep 2024	Y

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