



# Caversham Preparatory School

## Policies and Procedures

### 313 Risky Areas Policy

## Risky Areas Policy

Including those in the EYFS (Early Years Foundation Stage)

### Introduction

Caversham Preparatory School is fully committed to promoting the safety and welfare of its community so that effective education can take place. The highest priority, integral to which is safeguarding (child protection) is to ensure that all the operations within the school environment, both educational and support, are delivered in a safe manner which complies with both law and best practice. Risks are inherent in day to day life and they need to be identified along with the adoption of systems and control to mitigate them. The Proprietor is legally required to assess the risks in the workplace for everyone in the School.

### Purpose

The purpose of this policy is:

- to actively promote the safety and wellbeing of all pupils, staff, parents and visitors at the School
- to ensure that all employees of the School are aware of and follow the School's approach to pupil wellbeing
- to implement a framework for the assessment of risk(s) to the wellbeing of all who are at Caversham Preparatory School

### Risk Assessment

All risk assessments are reviewed and recorded regularly and also when major structural work is planned or in the event of an accident or a near miss. There is a separate Health and Safety Policy which should be read in conjunction with this policy. Copies of the Health and Safety Policy are provided to all new members of staff as part of our Induction Procedures. The School's Risk Assessment Process covers both adults and children and includes:

- checking for hazards and risks both indoors and outside and in all activities and procedures
- deciding which areas need attention, developing an action plan which specifies the action required
- the timescales for action and any funding required

In assessing the risks in the workplace, the Proprietor will require the Head Teacher, Bursar and Maintenance Staff to:

- look for the hazards, decide who might be harmed and how
- decide whether the existing precautions are adequate or whether more should be done
- record the findings, review the assessment and if necessary, revise it.

Regular and systematic inspections and risk assessments of all potential hazardous substances and work activities will be made by, or under the authority of the Bursar who is responsible for health and safety and will take into account all the relevant regulations and code of practice. Specialist advice will be obtained if necessary and the risk assessment will be reviewed



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periodically and annually. The significant findings will be recorded and appropriate preventative and/or protective measures taken as necessary.

### Looking for Hazards

We will look for hazards by

- consultation and conducting inspections of the workplace
- analysing jobs
- adopting a 'what if?' approach
- listing all Acts and Regulations as they apply to the workplace
- manufacturers' instructions, accident records, ill health records, etc., can help to identify hazards.

### Advice to all staff

Staff should only look for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide: slipping/tripping hazards (e.g. poorly maintained floors or stairs); fire (e.g. from flammable materials); chemicals (e.g. floor cleaner); moving parts of machinery (e.g. blades); work at height, (e.g. from ladders); pressure systems, (e.g. gas systems and bottles); electricity (e.g. poor wiring); dust fumes (e.g. welding); manual handling; noise; poor lighting; low/high temperatures.

This policy applies to the whole school and is inclusive of activities outside of the normal school hours. It applies to all staff and visitors working in the school. The Risk Assessment Policy is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office. All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours including activities away from school.

This policy is subject to continuous monitoring, refinement and audit by the Head Teacher and Business. The Proprietor (Board) will undertake a full annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay.

In undertaking the monitoring and review of relevant risk assessments and this policy (as necessary), the Head Teacher and Bursar will seek to identify trends and understand issues of concern, and to take steps to improve systems to manage these.

### Recording the Findings

Significant hazards and conclusions must be recorded and staff should be informed of the findings where relevant. The Head Teacher should be able to show that:

- a proper check was made.

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- all the obvious significant hazards were dealt with, the precautions were reasonable, and the remaining risk was low.
- staff must ensure that records are kept for future reference: an inspector may ask for them or in the case of any legal action they will be required.

#### Risk assessments should be recorded in one or more of the following ways:

- On a School Risk Assessment Form.
- On a specific Health & Safety risk assessment record from e.g. COSHH, Manual Handling, Visual Display Screen Equipment, Personal Protective Equipment.

#### Lists of health and safety issues are checked

- daily, before the start of morning school
- termly and when work has been done
- annually, when a full risk assessment is carried out

#### Specific risk assessments for which specialists are engaged by the Bursar include:

- Fire Safety
- Asbestos
- Legionella
- Gas Safety
- Electrical Safety
- Security

| Risky Areas   | Location   | Control Measures  |
|---|--|---|
| Climbing Frame                                      | Playground   | <ul style="list-style-type: none"> <li>• Always supervised</li> <li>• No more than 15 children at any time</li> <li>• Annual Maintenance Inspection by Equipment Specialists</li> <li>• Bark replaced when needed</li> <li>• Class rota maintained for safer practice</li> <li>• Termly power wash to get rid of moss in case of slips</li> </ul> |
| Activity Trail                                      | Playground   | <ul style="list-style-type: none"> <li>• Always supervised</li> <li>• Termly power wash to get rid of moss in case of slips</li> </ul>  |
| Walk between Caversham Prep and Queen Anne's School | Peppard Road and Derby Road                              | <ul style="list-style-type: none"> <li>• Always supervised (See Accompanying Children Policy)</li> </ul>  |
| Library   | The Lodge  | <ul style="list-style-type: none"> <li>• Always supervised in case the fire bell goes off (See Library Policy)</li> </ul>   |
| Cleaning Cupboards                                  | Opposite Reception Toilets In Library<br>Outside Juniors | <ul style="list-style-type: none"> <li>• Always kept locked</li> </ul>  |
| Servery   | The Lodge  | <ul style="list-style-type: none"> <li>• Locked from Inside</li> <li>• No access for children</li> <li>• Knives kept in locked boxes</li> </ul>   |



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|  |  |   |
|--|--|---|
|  |  | <ul style="list-style-type: none"> <li>• Staff with appropriate Food Hygiene Training</li> </ul>  |
| The Prep Kitchen   | Beside the School Office                               | <ul style="list-style-type: none"> <li>• No access for children</li> <li>• Knives kept in locked boxes</li> <li>• Staff with appropriate Food Hygiene Training</li> </ul>   |
| The Staffroom Kitchen  | Staffroom  | <ul style="list-style-type: none"> <li>• Not accessible for children</li> <li>• Water Boiler turned off at the end of the day by last member of staff to leave. Checked by cleaner</li> <li>• Knives kept in locked boxes</li> </ul>  |
| Maintenance Sheds  | Two outside security wire Box under Fire Escape        | <ul style="list-style-type: none"> <li>• Not accessible for children</li> <li>• Only garden pots kept here</li> </ul>   |
| Gardening Shed   | Quiet Garden   | <ul style="list-style-type: none"> <li>• Kept locked</li> <li>• Supervised when open during Gardening Club</li> </ul>   |
| PE Shed  | Quiet Garden   | <ul style="list-style-type: none"> <li>• Kept locked and adult only access</li> </ul>   |
| Walking between Buildings  |  | <ul style="list-style-type: none"> <li>• See Accompanying Children Policy</li> </ul>  |
| Water Butt   | Outside Juniors  | <ul style="list-style-type: none"> <li>• Chained</li> </ul>   |
| Motor Mower  | Side of Main Building                                  | <ul style="list-style-type: none"> <li>• Locked Cage</li> </ul>   |
| School Laundry facilities  | In Outside Loo   | <ul style="list-style-type: none"> <li>• Read manual after machines have been installed</li> <li>• Visual check for machines and address any concerns to the Business Manager to action</li> <li>• Keep area dry, clean and tidy</li> <li>• Do not carry overloaded heavy laundry baskets, always ask for help</li> <li>• Bend from the knees with a straight back</li> </ul> |
| Queen Anne's Swimming Pool   | Queen Anne's School                                    | <ul style="list-style-type: none"> <li>• Safe ratio of staff to children in pool</li> <li>• Swimming Teacher always out of the pool</li> <li>• Swimming Teacher is a qualified lifeguard</li> <li>• Swimming Pool Risk Assessment in place</li> </ul>   |
| Windows  | Second floor all three buildings                       | <ul style="list-style-type: none"> <li>• Wooden bars across the windows in the infants</li> <li>• Window restrictors in the Juniors</li> </ul>  |
| DT Equipment   | In Year 6 Cloakroom                                    | <ul style="list-style-type: none"> <li>• Locked Purpose Built Box</li> </ul>  |
| Water Taps   | All around the school                                  | <ul style="list-style-type: none"> <li>• Hot water marked</li> <li>• Drinking water marked</li> <li>• Separate hand washing sink in Servery</li> </ul>  |
| Wet Floors   | Front Door Access on Wet Days                          | <ul style="list-style-type: none"> <li>• Warning Notice placed</li> </ul>   |
| Wet Exit   | Veranda  | <ul style="list-style-type: none"> <li>• Warning Notice placed</li> </ul>   |
| Slippy steps and pavement in winter  | Steps to the playground The pavement between buildings | <ul style="list-style-type: none"> <li>• Grit and salt put down when frost expected</li> </ul>  |
| Slippy steps and pavement in winter  | The front steps to the School                          | <ul style="list-style-type: none"> <li>• Snow procedures activated</li> </ul>   |
| Temporary contractors' compounds and areas of work (e.g. building works, tree felling, road works) | Steps to the playground The pavement between buildings | <ul style="list-style-type: none"> <li>• Work programmed for weekends or holiday periods wherever possible</li> </ul>   |



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|                              |                               |  |
|------------------------------|-------------------------------|--|
|                              |                               | <ul style="list-style-type: none"> <li>• If necessary during term time specific hazards will be briefed to all pupils</li> <li>• Workmen will be supervised at all times</li> </ul>  |
| Access to intruders          | The front steps to the School | <ul style="list-style-type: none"> <li>• CCTV in School Office</li> </ul>  |
| General Classroom Activities | Area fenced or cordoned off   | <ul style="list-style-type: none"> <li>• Annual PAT Testing</li> <li>• All electrical sockets with covers</li> <li>• Trailing wires kept to a minimum by keeping computers charged</li> <li>• Frayed carpets to be reported by teacher/cleaners</li> </ul> |

### General Classroom Control Measures

- The layout of all teaching rooms will be such as to ensure ease of exit in the event of fire.
- Access to the exit door, including any additional fire exit doors will be free of obstruction and readily accessible.
- All aisles between desks or other furniture will be sufficient width to allow easy passage.
- Fire exit routes will be clearly marked in all corridors serving teaching rooms.
- Ensuring that floors are free of obstructions and trip hazards e.g. trailing cables; that electric socket outlets are free of physical damage or discoloration due to overheating and that no other hazards are present e.g. inappropriate substances left in the teaching area.
- Electrical sockets are covered when not in use.
- Any faults due to accidental damage that may give rise to significant risks will be reported and remedial action taken.
- Immediate action will be taken to prevent danger where there is a significant risk.
- Where manual handling has to be carried out e.g. moving large items of furniture or equipment, this will be done by the Maintenance Team in the appropriate way.
- All equipment and other items stored in teaching rooms will be stored safely.
- Items will not be stored in situ where they may give rise to risk of manual handling injury or where they may fall and cause injury e.g. heavy items on tops of cupboards.
- Where access is required to shelves, displays, cupboards that are above head height, sturdy steps will be readily available and used.
- Items will not be stored where they may cause obstruction or be a trip hazard.

### The School Buildings

Significant hazards: Machinery hazards; electric shock; falls from height; slips, trips and topples.

Control Measures:

- The buildings will be maintained in a safe condition.
- Where deterioration/wear and tear could give rise to significant risk to health and safety, monitoring will be carried out.
- Where appropriate, schemes of preventative maintenance will be put in place to further minimise risk.
- Staff will be encouraged to report accidental damage and other faults and remedial action will be taken before significant risks arise.



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- The selection of contractors will be undertaken by the Business Manager.
- He will seek to ensure the selection of competent contractors, effective collaboration between the School and contractors in the performance of contracts and to monitor the health and safety performance of contractors.
- A fire risk assessment will be carried out and reviewed as necessary e.g. in the event of changes to buildings.
- Fire arrangements will be recorded and fire evacuation procedures established and maintained in respect of potential evacuations during the day.
- Suitable personal protective equipment will be provided in respect of all activities where it can further reduce risk.

### Indoor and outdoor sports and games activities

Significant Hazards: slips, trips, topples, injury

Control Measure: Supervision by qualified and competent staff is the principal control measure in respect of pupil safety during physical education and sports activities. There is no professional or legal requirement for a teacher to have a specific award or accreditation before teaching any physical education activity but Caversham Preparatory School is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. The Head Teacher must be satisfied that teachers or others who supervise such activities are competent to do so. All staff will be given relevant medical/emergency information in respect of pupils liable to suffer adverse medical problems arising from involvement in any physical education or sports activities. Staff will ensure that each pupil is physically fit for any activity they may undertake and that pupils know how to use safely all the equipment that they are required to use. Where appropriate, staff will ensure that suitable warm-up exercises are performed prior to the start of games and similar strenuous activities.

All outdoor playing fields/areas and the equipment used on them, including fixtures such as goalposts etc. will be suitable for the purpose for which they are used. Hazards may include damage to surfaces, glass, small potholes, stones, dog faeces or insecure/unstable/unsuitable equipment. Surfaces may also be unsafe as a result of ice, frost or excess surface water. Staff will make a simple visual inspection of playing areas etc. before any activity begins to ensure the conditions and equipment are safe. Where pupils are to be involved in the setting out of equipment etc. they will receive appropriate instruction and supervision in respect of how to carry this out safely. In particular staff will ensure that pupils do not lift loads in an unsafe way, not lift excessive loads having regard to vicinity of each sports area. A travel first aid kit will be taken to all sporting events away from the School premises. Where the supervising member of staff is not a qualified first aider, there will be a reasonable access to such a person. EYFS children will always have an accompanying trained Paediatric First Aider.

### Off-site activities and visits

Significant hazards: Security, slips, trips and falls; health problems arising from contact with animals.

Control Measures: Refer to the Off-Site Visits Policy.

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All building and grounds maintenance, machinery and related activities. Significant hazards: Machinery hazards; electric shock; falls from height; slips, trips and topples.

#### Control Measures:

- All machinery and work equipment will be suitable for the purposes for which it is used.
- It will be maintained in a safe condition.
- It should be stored in the locked shed and never left unattended on the School grounds or building.
- An inspection and testing procedure will be maintained in respect of all portable electrical appliances. This will be carried out annually by a qualified professional. Records will be kept of this inspection.
- All electrical equipment will be suitable for the purposes for which it is used, will be correctly fused and will be maintained in as safe condition.
- Suitable precautions shall be taken to reduce the risks associated with working at height. Access equipment will be suitable for the purpose.
- Ladders will be used when suitable.
- Staff will not undertake manual handling activities that present significant risk unless they have received appropriate training.
- Risk assessment and training is required for equipment, as well as for manual handling, slips and trips, working at heights, lone working, asbestos, control of contractors on site and COSHH.
- Support Areas:
- Catering: As the school's provision of catering services is outsourced to a third party provider the primary responsibility for compliance is with the outsourcer. However, the School is responsible for ensuring that receiving and serving the food is done in compliance with Food Hygiene regulations and Health and Safety Regulations.
- Housekeeping: Cleaning of the School building will be done by a cleaning company and all cleaning materials are kept in a locked cupboard. They will only use products that have been authorised by the Cleaning Company. Risk assessment and training is required for every item of cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). The training is provided by the Cleaning Company.

## Review and Revision

If there is a significant change in working practices, e.g. purchase of new machinery or substances, employment of new staff, etc., this could present new hazards, the school will review assessments to ensure precautions are still working effectively.

All risk assessments should indicate on them the required review period that should be:

- at least annually where there is a generic risk assessment and on each occasion when it is an activity/site specific assessment
- also at regular periods dependent of the level of risk of the activity
- immediately following an accident (or a near miss)
- when new activities are introduced



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This policy will be reviewed annually, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

### Annex 1 Legal Status:

- Regulatory Requirements, Part 3 Welfare, Health and Safety of Students and Part 5 Premises and Accommodation of the Education (Independent School Standards) (England) (Amendment) Regulations, Section 547 of the Education Act 1997
- Prepared with regard to Health and Safety at Work etc Act 1974 and associated amendments and regulations including any relevant supporting documents including: The Management of Health and Safety at Work Regulations 1999, and The Regulatory Reform (Fire Safety) Order 2005, including any further amendments and supporting documents.
- Prepared with regard to the Equality Act 2010, Race Relations Act 1976, Race Relations Amendment Act 2000, Sex Discrimination Act 1986, Children's Act 1989 and Special Educational Needs and Disability Act 2001.
- Health and Safety: Department of Education (DfE) Advice on legal duties and powers for local authorities, head teachers, staff and governing bodies (DfE February 2014) and the Health and Safety Executive (HSE)
- The School has regard to Government recommended guidance and advice re: Learning outside the Classroom (LOtC) - National Guidance from the Outdoor Education Advisers' Panel (OEAP) on School trips and offsite activities.





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## Policy Administration

### Linked Policies

This policy also needs to be in line with other school policies and therefore should be read in conjunction with the following school policies:

- Risk assessment
- Health and Safety
- Fire
- Safeguarding
- Trips and Outings
- Playground
- Outdoor
- Dynamic Evacuation and Lockdown

### Quoted Legislation and Guidance

None

### Review Schedule

This policy is subject to annual reviews unless circumstances require an earlier review.

### Update and Review Log

| Updated/<br>Reviewed By | Date         | Notes  |
|-------------------------|--------------|--|
| J Lawson                | January 2018 | Updated  |
| J Lawson                | January 2019 | Removing roll bars   |
| J Lawson                | August 2020  | 1. Number on climbing frame<br>2. Science Lab<br>3. Covid-19 |
| A Lawson                | August 2021  | Updated and Formatting                                       |
| A Lawson                | August 2022  | Updated and Formatting                                       |
|                         |              |  |