



British Junior Academy of Brussels

Risk Assessment Policy

Revised September 2018



The British Junior Academy of Brussels

Risk Assessment Policy

This policy is for the whole school including the Early Years Foundation Stage

1.0 AIMS AND OBJECTIVES

It is the intention of the British Junior Academy of Brussels to protect the whole school community and any visitors from potential harm or injury, ensuring a safe and healthy work environment at all times.

With this in mind, the school will regularly assess the risk levels and hazards impacting both daily life on the school premises and off-site activities such as visits to the Sports Centre and school trips to other venues.

Risk assessments will be conducted on an ongoing basis as part of the school's overall health and safety regime. They will be documented and recorded for reference. The school will seek to upgrade health and safety arrangements when necessary and without undue delay.

2.0 PURPOSE

The purpose of this policy is to set out the responsibilities and procedures to follow for the assessment of risks at the British Junior Academy of Brussels.

This policy is to be read in conjunction with the Risk Assessment Guidelines (see Appendix A below).

3.0 RESPONSIBILITIES

3.1 The Proprietor

The Proprietor and the Headteacher have ultimate responsibility for the safety of the school as a workplace. They must ensure that measures are documented and standards maintained to safeguard the well-being of the school community. This responsibility extends to all off-site activities undertaken by the school on a regular or occasional basis.

3.2 The Headteacher

The Headteacher (or in her absence, a Senior Leadership Team member) shall:

- inform the Proprietor and Board of Governors of all potential risks/hazards to pupils, staff and visitors to the school both on and off-site
- advise the Board of Governors and Proprietor in writing of any risk assessments judged to require significant funding for repairs/alterations or building works
- take appropriate action if an identified risk/hazard is judged to present a real and immediate danger to the school community
- appoint a Health and Safety (HS) Officer to coordinate risk assessment procedures and documentation
- review and approve, in advance of proposed events and trips/visits, the risk assessment prepared by the teacher with leadership responsibility

- liaise with the Works Coordinator to ensure that any outstanding repairs/alterations to address identified risks are actioned promptly
- ensure that staff are trained to undertake risk assessments

3.3 Health and Safety Officer

The Health and Safety (HS) Officer shall:

- complete termly risk assessments for all Fire / Public Areas of the school
- complete termly risk assessments for timetabled sports activities at the Etterbeek Sports Centre and ensure that a copy is taken to both the swimming pool and sports hall each week
- coordinate the timely completion of annual classroom risk assessment worksheets by other staff
- collate risk assessments for both buildings and inform the Works Coordinator of any changes in risk status and/or increased hazards on the school premises
- inform the Headteacher of any changes in risk status and/or increased hazards at the Sports Centre

3.4 Works Coordinator (Justine De Maertelaere)

The Works Coordinator should:

- liaise with the Headteacher to confirm that works are done to reduce risks, as advised by the HS Officer
- ensure that necessary works are completed without undue delay
- maintain a record of work done to reduce risks e.g. copies of contractor invoices

3.5 Teaching staff

Teaching staff should:

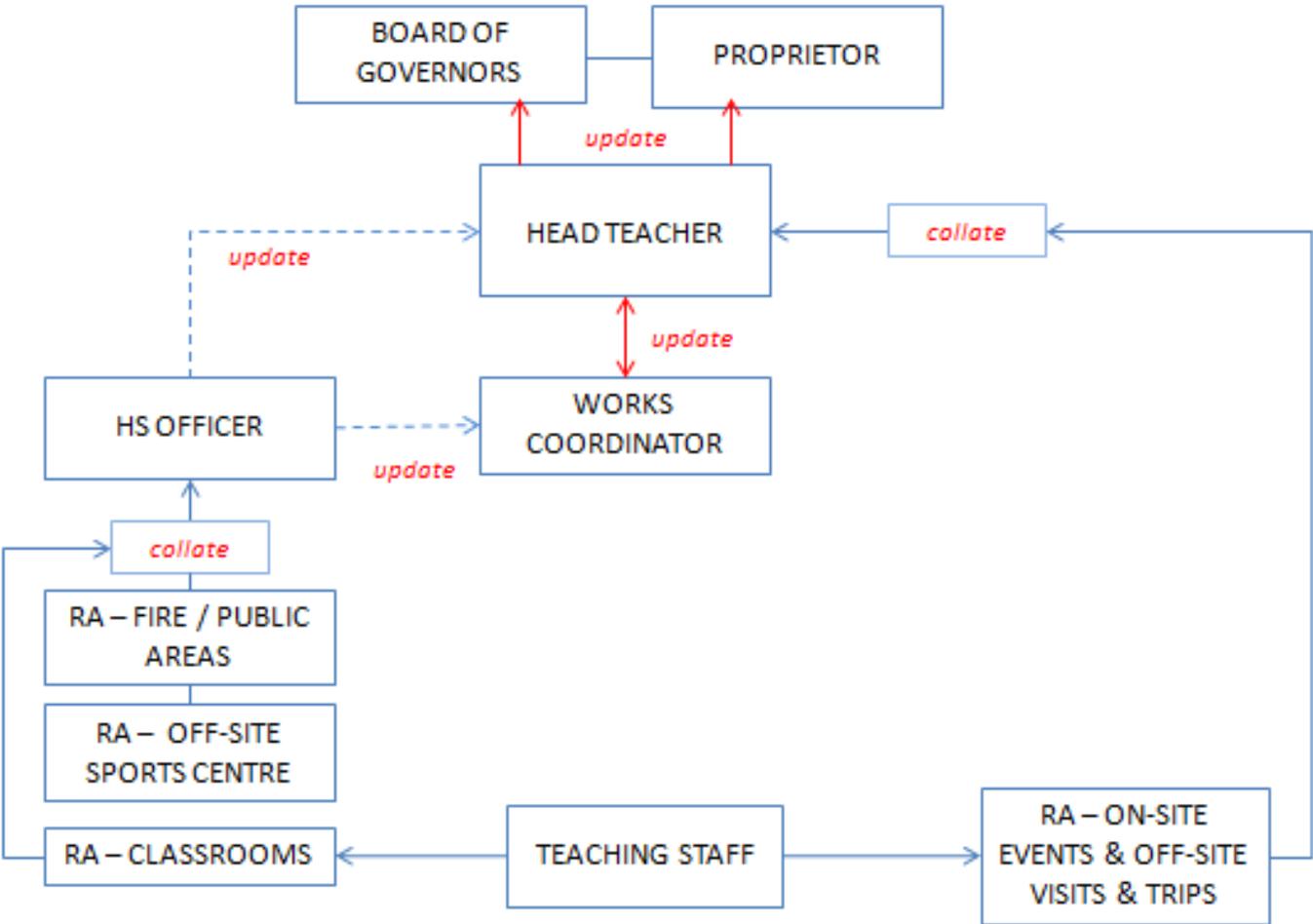
- take immediate action to remove or isolate any risk if an identified hazard presents a clear and immediate danger
- complete a risk assessment of their assigned teaching areas at the start of the new academic year and forward it directly to the HS Officer
- update their classroom risk assessments on an ongoing basis, if new risks are identified
- advise the HS Officer promptly of any updates made to their classroom risk assessment
- prepare, in advance, a risk assessment for proposed events and off-site visits/trips for which they have leadership responsibility and submit a copy to the Headteacher for approval and filing. See Off-site Visits and Trips Policy.

3.6 Non-teaching staff

Non-teaching staff should:

- report any new/increased risk or hazard verbally without delay to the HS Officer and Works Coordinator
- take immediate action to remove or isolate any risk if an identified hazard presents a clear and immediate danger

BJAB - RISK ASSESSMENT REPORTING



This policy is the responsibility of Sarah White, Headteacher, and Madame De Maertelaere, Proprietor	Revised: September 2018
Sarah White Headteacher	
Madame De Maertelaere	
School Proprietor	
To be reviewed:	September 2019

APPENDIX A

RISK ASSESSMENT GUIDELINES

1.0 Introduction

The objective of a Risk Assessment is to achieve a school environment in which everyone at BJAB is kept safe from harm and which complies with relevant statutory Safety Regulations. Conducting them is a dynamic process that requires teachers and staff to regularly assess potential hazards in school activities and determine any need for upgrading of safety arrangements.

Risk assessments are a comprehensive audit of the school premises, procedures and activities. Individual risk assessments will be completed for specific areas of the school premises and specific school activities. Taken together they will provide feedback to allow the Headteacher, in liaison with the Proprietor and the Board of Governors, to prioritise resolution of any identified deficiencies in safety arrangements. The regular completion of risk assessments is an integral part of the BJAB health and safety regime.

2.0 Completing a risk assessment

No one knows the school premises and school activities better than the BJAB team of teachers and staff. Risk assessment is not a responsibility given just to one, or a few persons. It is a task for everyone and everyone is judged competent to stand back occasionally, to consider and to document potential hazards in the workspaces they use or the school activities they participate in. Even if you are not assigned to complete a risk assessment worksheet for a workspace or activity with which you are familiar, check with the person responsible if you believe there are risks/hazards that might escape notice.

If a member of staff has leadership responsibility for an off-site school trip a Risk Assessment is to be prepared and submitted for Headteacher approval before departure.

There are 5 essential steps to completion of a Risk Assessment:

- **Step 1 - Identify risk sources and hazards in the workspace or the activity**

All potential risks and hazards and their underlying source should be identified and listed on the risk assessment worksheet. For example, a source could be cables, with consequent hazard of children tripping or electrocution by an exposed cable. Another source might be a school activity, such as swimming, with risk of a child non-swimmer drowning because it gets into deep water.

Most potential risks are obvious but the reviewer should take the widest possible view and also consider less probable events that may lead to a hazard to staff and/or pupils.

- **Step 2 - Determine who might be harmed**

Consider who is at risk from an identified hazard.

This may be an individual, a group or class of children, everyone in a certain building or even the entire school community.

The more people who are at risk, the more important it becomes to ensure that action is taken to mitigate or eliminate the underlying risk/hazard, so this step of the assessment will help to prioritise follow-up actions.

- **Step 3 – Consider if control measures are adequate or if changes are needed**

Wherever practicable, identified risks should be eliminated or reduced. Very often, control measures will already be in place. For example, dangerous substances or items may be kept in secure containers or locations.

However, taking a wider view, it is appropriate to consider whether the dangerous substance or item should be replaced with a safe alternative that performs equally well. In this way, the root cause of possible problems is addressed.

Determine if control measures such as secure storage, supervision of children, provision of handrails etc. are already in place to address a risk. To help prioritise follow-up actions the reviewer should consider how effectively they mitigate the risk and evaluate the remaining risk level as High/Medium/Low.

- **Step 4 - Record the assessment and further actions recommended**

A Risk Assessment Worksheet is to be used to make a formal record of the assessment for each workspace or school activity (Appendix 1).

- **Step 5 - Review the assessment from time to time and update if necessary**

Each year, in Autumn term, a new series of Risk Assessments will be produced for the academic year. These worksheets will be completed by staff for their dedicated workspace and will include the weekly visit off-site to the Sports Centre. These will be published annually as standard practice on Staff Files:

 Risk Assessment - 001 - MH - Fire - Sep 2015-DSU.doc	 Risk Assessment - 017 - BSM - Level 2 Rear - YR4 - MOR.doc
 Risk Assessment - 002 - MH - Public areas - Sep 2015-DSU.doc	 Risk Assessment - 018 - BSM - Level 2 - EAL - JL.doc
 Risk Assessment - 003 - MH - Level 5 - Office Medical - DSU.doc	 Risk Assessment - 019 - BSM - Level 1 Rear - YR5 - KC.doc
 Risk Assessment - 004 - MH - Level 4 - Staffroom - DSU.doc	 Risk Assessment - 020 - BSM - Level 1 Front - YR2 - LJ.doc
 Risk Assessment - 005 - MH - Level 3 - YR6 - MDK.doc	 Risk Assessment - 021 - BSM - HeadTeacher Office - Level 1 - GE.doc
 Risk Assessment - 006 - MH - Level 2 - Rec - GB.doc	 Risk Assessment - 022 - BSM - Ground Floor Front - YR3 - TG.doc
 Risk Assessment - 007 - MH - Level 2 - Rec - SL.doc	 Risk Assessment - 023 - BSM - Ground Floor Rear - YR3 - TC.doc
 Risk Assessment - 008 - MH - Level 1 - KG - CP.doc	 Risk Assessment - 024 - BSM - Ground Floor - Fin Office - JDM.doc
 Risk Assessment - 009 - MH - Sunshine Gym - DSU.doc	 Risk Assessment - 025 - BSM - Basement Front - Y1 - DC.doc
 Risk Assessment - 010 - MH - Courtyard - CCh.doc	 Risk Assessment - 026 - BSM - Basement Rear - Y1 - RS.doc
 Risk Assessment - 011 - BSM - Fire - Sep 2015-DSU.doc	 Risk Assessment - 027 - BSM - Garderie - DSU.doc
 Risk Assessment - 012 - BSM - Public areas -Sep 2015 DSU.doc	 Risk Assessment - 028 - Playground - DSU.doc
 Risk Assessment - 013 - BSM Level 3 - FR1 - VE.doc	 Risk Assessment - 029 - Swimming Pool - Sep 2015-DSU.doc
 Risk Assessment - 014 - BSM Level 3 - FR2 - CW.doc	 Risk Assessment - 030 - PE - Sep 2015-DSU.doc
 Risk Assessment - 015 - BSM Level 3 - FR3 - KB.doc	 Risk Assessment - 031 - Coach Trips - Sep 2015-DSU.doc
 Risk Assessment - 016 - BSM - Level 2 Front - YR4 - SMC.doc	

All staff will be reminded to review their risk assessments each term and to document any changes e.g. classroom reorganisation, new school activities.

The HS Officer will oversee the completion of these risk assessments which should be done by all responsible persons without undue delay. The risk assessments should be returned directly to the HS Officer, who is available to provide advice if requested.

Risk Assessment Worksheet

Subject of Assessment: Yr2 Assessor: R. Stankova

Date: Sept 2014

Source of Hazard	Effect of Hazard	Persons Affected	Control measures in place	Risk Level	Further action required
Cables	<ul style="list-style-type: none"> ➤ Falls leading to injury ➤ Tripping 	All	<ul style="list-style-type: none"> ➤ No running policy ➤ Cables behind desk 	Medium	
Doors (hinges and thresholds)	<ul style="list-style-type: none"> ➤ Trapped fingers (cuts, bruises etc) ➤ Injury from slamming door ➤ Tripping and falling 	All	<ul style="list-style-type: none"> ➤ All doors maintained to ensure safe operation, free movement, no sharp edges on door or door frame. ➤ Children reminded not to stand too close to doors / line up clear of doorways ➤ Children reminded not to put fingers near to hinges 	Low	
Windows and other glazed surfaces	<ul style="list-style-type: none"> ➤ Falling against closed windows and glazed surfaces resulting in lacerations and bleeding. ➤ Falling through an open window with possible outcome of fractures, cuts and bruises. 	All	<ul style="list-style-type: none"> ➤ Mats and rugs are not placed near windows or glazed areas to avoid trips and falls against the glass 	Low	
obstacles on floor	<ul style="list-style-type: none"> ➤ Slips, trips, falls 	All	<ul style="list-style-type: none"> ➤ chairs to be pushed under tables when not in use ➤ Children reminded to use correct areas for storing belongings 	Low	
Radiators	<ul style="list-style-type: none"> ➤ Burns 	All	<ul style="list-style-type: none"> ➤ Temperatures regulated by staff members 	Low	
Floors	<ul style="list-style-type: none"> ➤ Slips and falls 	All	<ul style="list-style-type: none"> ➤ Minimise use of door onto terrace ➤ Floor by the door to the balcony wiped when wet ➤ Floor by the wash hand basins regularly wiped 	Low	
Fireplace mantelpiece	<ul style="list-style-type: none"> ➤ Hitting the corners and edges 	All	<ul style="list-style-type: none"> ➤ Children reminded to move round carefully and sensibly. 	Low	