

Health and safety school risk assessment

This is the statement of general policy and arrangements for:		LA PETITE ECOLE BILINGUE KT – STEWART INTERNATIONAL SCHOOL
Charlotte BEYAZIAN		has overall and final responsibility for health and safety
Charlotte BEYAZIAN		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/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	C. BEYAZIAN	Daily school & class risk assessments; yearly fire risk assessment; building maintenance under on-going monitoring.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	C. BEYAZIAN	H&S policies in place & periodically reviewed; staff communication book to communicate updates, reminders on a day to day basis. Back to School Inset Days tour of the school for accurate vision of potential areas of risk/hazard (especially gestures & postures for staff caring for EYFS pupils).
Engage and consult with employees on day-to-day health and safety conditions	C. BEYAZIAN	Informal & formal on-going discussions with CB to point out issues, explain systems; use of staff daily communication book.
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	C. BEYAZIAN	H&S policies in place & emergency evacuation training implemented at least once per term; Fire log book kept updated in the secretary's office with outcomes of exercises & relevant action to take whenever needed.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	C. BEYAZIAN	Daily school & class risk assessments to raise issues & take action at once; daily school & class tidy-up to be done by all staff; dangerous resources such as scissors to be used age appropriately & under supervision only. All cleaning products to be safely stored & kept away from pupils' access.

Signed: * (Employer)	 <small>Stewart International School La Petite Ecole Bilingue de Kentish Town 22 Vicars Road London NW5 4NL Tel: 020 7284 2620 education.kt@pebi.com</small>	Date:	02/09/2019
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You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Next to the secretary's office downstairs
First-aid box is located:	In the office, in the Medical Room, in each classroom and two playtime kits.
Accident book is located:	In each playtime first aid bag as well as in both staff rooms.

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>
To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>
Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Risk assessment

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name: **LA PETITE ECOLE BILINGUE KT – STEWART INTERNATIONAL SCHOOL**

Date of risk assessment: **02/09/2019**

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
Trips, falls...	Pupils, staff, visitors...	Daily cleaning, strict rules to move around the building: no running, jumping; spillage cleaned away at once	Ensure that brooms are available in most risk areas, i.e., staff room, dining hall..	CB	CB 08/2019	Y
Stairs falls	Pupils, staff, visitors...	Strict rule to walk on the left in the building; no staff to carry pupils in the stairs whatever the circumstances	Displays, rules to be reminded	All staff	CB 09/2019	Y
Cuts	Pupils, staff	Scissors use strictly supervised; guillotine to be kept at unreachable level in staff rooms	Remind staff how to use guillotine	CB	CB each inset day	Y

Gas intoxication	Pupils, staff, visitors...	Gas safety visit on a yearly basis	On-going check of the boiler	CB	CB 09/2019	Y
Car accident	Pupils, staff	Playtime risk assessment & procedure to be followed strictly	Constant review of the procedure to prevent any incident	CB	CB on-going	Y

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

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