



ÉTABLISSEMENT
PARTENAIRE



La Petite Ecole Française

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RISK ASSESSMENT POLICY

Risk Assessments are vital to ensure the safeguarding of pupils and staff at La Petite Ecole Française. The Risk Assessment policy gives regard to the DfE guidance 'Health and Safety: Advice on legal duties and powers.'

There are clear duties for risk assessment under acts such as the Health & Safety at Work etc. Act 1974 and The Management of Health & Safety at Work Regulations 1999. The following requirements are laid down in those regulations and can be applied to other areas of risk assessment :

"The risk assessment shall be 'suitable and sufficient' and cover both employees and non- employees affected by the employers undertaking (e.g. contractors, members of the public, pupils, etc.)"

The term 'suitable and sufficient' is important as it defines the limits to the risk assessment process.

A suitable and sufficient risk assessment should :

- Identify the significant risks and ignore the trivial ones.
- Identify and prioritise the measures required to comply with any relevant statutory provisions.
- Remain appropriate to the nature of the work and valid over a reasonable period of time.
- Identify the risk arising from or in connection with the work. The detail should be proportionate to the risk.

The significant findings that should be recorded include a detailed statement of the hazards and risks, the preventative, protective or control measures in place and any further measures to reduce the risks presented.

The Health and Safety (Consultation with Employees) Regulations 1996 requires employers to inform, and consult with, employees in good time on matters relating to their Health and Safety.

What is a risk assessment ?

Risk assessment identifies the hazard and makes a balanced judgment of the degree of risk. A risk assessment is the overall process of estimating the magnitude of risk and deciding whether the risk is tolerable or acceptable.

Completed risk assessments enable a prioritised action plan to be compiled, responsible persons identified and time scales determined for the completion of actions.

With risk assessments, the following definitions apply :

- Hazard - Something with the potential to cause harm
- Risk Rating - The overall judgement of the level of risk which may arise from the hazard, based upon the likelihood of the event occurring and the potential severity of the consequence.
- Control Measures - Method used to reduce or control risks arising from identified hazards.
- Residual Risk - The level of risk remaining once control measures have been applied to reduce risks so far as is reasonably practicable.

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Risk assessment is a logical process that can be broken down into five steps :

1. Identify the hazard. In most cases these can simply be identified by observation of the task/workplace and consulting those staff involved in the activity. The focus should be on identifying significant hazards and not the trivial.
2. Decide who or what might be harmed and how. For each hazard be clear about who might be harmed e.g. staff, pupils, contractors, visitors etc. this will help identify the best way of managing the risk.
3. Evaluate the risks and decide on precautions. Risk is usually evaluated by considering the likelihood of the harm occurring and the potential severity of the injury.
4. Record significant findings and implement them. The level of detail in an assessment should be proportional to the risk. The purpose is not to detail each trivial hazard but to ensure that significant hazards are adequately assessed with the aim of informing safe working practices.
5. Review the assessment and update if necessary. Risk assessments should be reviewed regularly i.e. annually or as soon as any significant changes have occurred and immediately after there has been an accident or incident in order to identify what went wrong and whether any additional controls are required.

The school does Risk Assessments in many areas including:

Fire Risk Assessment (See Fire Risk Assessment Doc)

Health & Safety (See Health & Safety Policy)

Trips and Outings (See Outing Policy)

Visitors

Activities in School

Playground risks etc

The Risk Assessments are documented and saved electronically.

Outings

Each outing can present different risks, therefore a risk assessment is written by the teacher before the outing. In most cases, the teacher visits the area in advance to assess dangers and risks of any kind.

The school respects the advised quota of responsible adults to children and for certain outings ensures that the number of adults per children is well above the required quota.

La Petite Ecole Française makes sure that the following documents are provided by the coach company before the school outing:

- liability insurance
- motor insurance
- written confirmation that all the drivers are DBS checked
- written confirmation that the coach has the correct types of seat belts for children between the ages 3-11

Before the outing Staff must do the following checks:

- Do a risk assessment for each type of outing whilst reviewing and saving the one received from the venue e.g. the theatre, museum etc.
- Check the adult and child ratio with the Headteacher. (may be adjusted depending on type of outing)
1:4 for Petite Section, 1:5 for Moyenne and Grande Section, 1:8 for CP to CM2.
- Parental permission is given for all outings electronically in the beginning of each academic year. Parental permission is required for outings outside of school hours.
- Ensure there is a first aider on the outing
- Take parental contact details and first aid kit

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EXAMPLE

RISK ASSESSMENT FOR :

Date of outing :

Time:

Class:

Accompanying adults:

Adult to child ratio:

Equipment taken:

Name of Assessor : Date :

Name of staff :

Activity Process Operation	What are the hazards to health and safety? (Hazard observed)	What risk do they pose? (Risk before control measures)	Person at risk	What precaution have been taken to control the risk? (Control Measures)	Comments actions	Residual Risk
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Transport to/from	On foot	Injury from road traffic accident	Pupils and staff	<ul style="list-style-type: none"> • Work on foot planned to avoid fast roads wherever possible • Supervision on pavements, roads and especially crossing of any fast roads is pre-planned • Pupils are briefed about hazards and behaviour required • Due care and attention from teachers and pupils Use pelican crossings where available. 	<ul style="list-style-type: none"> • Planning • Extreme vigilance going from school to Underground station while crossing the streets (same on way back) • Pupils were made aware of certain danger by visualizing a virtual trip with Google Earth • Supervisors given specific roles at certain crossing. 	Medium
	Use of public transport: Underground	Injury, death, separated from group.	Pupils and staff	<ul style="list-style-type: none"> • Journey is planned and assessed - key risk points identified. • Careful supervision, particularly in crowded areas and entry, exit and change points with head counts. • Large groups divided into small groups each with leader(s). • Pupils know their group and leader(s). • Emergency plan in place - pupils briefed where they are going, what to do if separated from group. 	<ul style="list-style-type: none"> • Planning • Adults have been reminded to be vigilant. • Pupils walk in line, adults are around • On platform students stay away from rails, adults are positioned between students and rails. 	Low