



# Combined Health and Safety Risk Assessment Policy

## **Aims of this policy**

To be a school where everyone can undertake their roles and responsibilities and fulfil their potential free from work related or education related injury or ill health. This includes all school staff, peripatetic staff, pupils and others who may be affected by our work activities.

This policy is designed to assist Jeanne D'Arc British International School in fulfilling their legal duties in assessing risks. Risk management is the consideration of the risks that arise in the workplace and then putting in place sensible health and safety measures to control them.

By focussing on prevention, as opposed to reacting when things go wrong, it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Once a risk assessment has been completed the significant risks must be communicated to staff and others, to enable their co-operation and informed decisions. Such communication should be done by providing a copy of the risk assessment form and discussing the findings during a leadership meeting.

Ultimately, the Proprietor is responsible for the overall health and safety standards being met. The leadership team is responsible for reviewing the risk assessments and reporting to the proprietor any risks that need addressing.

## **Objectives of this policy**

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting the safety and welfare of all in our school community
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk
- That identified control measures are implemented to control risk so far as reasonably practicable
- That those affected by school activities have received suitable information on what to do
- to be a school that promotes a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
- to conduct all our activities safely and in compliance with legislative standards
- to provide safe working and learning conditions
- to ensure a systematic approach to the identification of risks and the allocation of resources to control them



- to be a school that promotes a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
- to promote the principles of sensible risk management which enables innovation and learning

**This policy should be read in conjunction with the First Aid Policy and the School Trip Policy.**

**The school will:**

- Seek to ensure that its buildings, grounds and equipment meet appropriate health and safety standards.
- Promote health and safety training to ensure competence and awareness
- Develop and communicate information on sensible risk management and safe working practices.
- Require all employees and encourage and support all pupils to show a proper personal concern for their own safety, for that of the people around them through management example
- Require staff to exercise due care and attention, and observe safe working methods, including those inherent in their professional craft or training.

**This involves Jeanne D'Arc British International School in the:**

- Assessment of hazards and associated risks
- Identification and implementation of preventive and protective control measures against those risks to an acceptable/ tolerable level
- Monitoring the effectiveness of those measures including the enforcement of proper working practices by the senior leadership team and other supervising staff members and the review of incident statistics
- Including health and safety requirements/responsibilities into contract conditions which will be enforced by the governing body, senior leadership team and other supervising staff members
- Provision of information, instruction, training and protective equipment to staff (and pupils where required)
- Review of risk assessments, policies, procedures and practices at regular intervals and where additional information is gained through monitoring or following an incident.

**Please note that all employees have health and safety responsibilities when at work. Although some duties and responsibilities may be delegated, accountability for**



**health, safety and welfare at work is not transferable and cannot be evaded.**

**Responsibilities of the Leadership Team:**

- produce a school health and safety policy and devise appropriate procedures for managing health and safety related issues
- as part of their decision making, take into account the costs of implementing the health and safety policies, seeking and setting aside reasonable funding for their implementation
- receive and action regular and routine health and safety reports from the Head to enable it to monitor and evaluate the effectiveness of the health and safety management systems
- ensure that the school has access to competent health and safety advice

**Responsibilities of the heads of departments:**

- Ensure that all employees are aware of and accountable for their specific health and safety responsibilities and duties
- Ensure health and safety policies, procedures, action plan and risk management programme is implemented as an integral part of business, operational planning and service delivery
- Support accident and incident investigations and review reports
- Undertake monitoring and ensure the provision of adequate resources to achieve compliance
- Ensure that the school has access to competent health and safety advice
- Identify hazards, initiate risk assessments, record the significant findings and implement any necessary control measures
- Check and document that the working environment is safe; equipment, products and materials are used safely; that health and safety procedures are effective and complied with and that any necessary remedial action is taken
- Inform, instruct, train, supervise and communicate with employees and provide them with equipment, materials and clothing as is necessary to enable them to work safely; to complete the health and safety induction checklist for all new employees at the commencement of their employment
- Report all accidents, incidents and near miss events, undertake an investigation into the cause and take appropriate remedial action to prevent recurrence

**Responsibility of the named Competent Person:**

- is to give sensible guidance about managing the health and safety risks at the school.

A competent person is someone with the necessary skills, knowledge and experience. The competent person at Jeanne d'Arc British International School is **Stuart Le Heup**



### **Responsibilities of all employees and contractors:**

All employees and contractors must comply with the school's health and safety policy and associated arrangements and in particular are required to:

- Take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- Cooperate with the senior management to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to the management any health and safety concerns, hazardous condition or defect in the health and safety arrangements
- Support the school in embedding a positive safety culture that extends to the pupils of the school and any visitors to the site

### **Responsibilities of the pupils:**

All pupils are expected to:

- Take reasonable care for their own health and safety at school and of their peers, teachers, support staff and any other person that may be at school
- Cooperate with teaching and support staff and follow all health and safety instructions given
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- Report to a teacher or other member of school staff any health and safety concerns that they may have

### **Risk Assessment**

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people that could result from a particular activity or situation.

**A hazard** is something with the potential to cause harm (e.g. fire).

**A risk** is an evaluation of the probability (or likelihood) of the hazard occurring.

**A risk assessment** is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).

**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.

**Risk Assessments:** Focus on prevention, rather than reaction when things go wrong. In many cases simple measures are very effective and not costly.

**Risk assessments need reviewing and updating regularly.**

**Identified areas for risk assessment and the people responsible for regularly carrying out the risk assessment**

<p><b>Catering and cleaning:</b></p> <p>Risk assessments are performed to assess equipment, food handling, sanitary measures, and safety procedures in the food service areas and overall facilities.</p>	<p>Driss Tallabi</p>
<p><b>Maintenance and grounds:</b></p> <p>Risk assessments of the maintenance of the facilities will be assessed for potential hazards with brick and mortar, land area, equipment, or how repairs and staff are managed.</p>	<p>Driss Tallabi</p>
<p><b>Administration Offices:</b></p> <p>Risk assessments are required for the work area, display screen equipment, and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.</p>	<p>Yassine Aboussari</p>
<p><b>Unsupervised access by students</b></p> <p>Risk assessments are required for areas where non-authorized persons are avoided or restricted to the lowest practicable level.</p>	<p>Stuart Le Heup Jihane El Antri Soufiane Tabit Ichraq Laamoun</p>
<p><b>Medical and first aid</b></p> <p>Risk assessments of the infirmary, medical protocols, and communication flow.</p>	<p>Jihane El Antri Sara Ouadlamire Soufiane Tabit</p>

<p><b>Educational:</b></p> <ul style="list-style-type: none"> <li>● Science laboratories</li> <li>● Sport and recreation areas</li> <li>● Classrooms</li> <li>● Security</li> <li>● Staircases and corridors</li> <li>● Entry and exits</li> </ul>	<p>Angela M. Arigoni-Mesfioui Stuart Le Heup Jihane El Antri Soufiane Tabit Ichraq Laamoun</p>
<p><b>Field trips</b> Students outside school – sports</p>	<p>Angela M. Arigoni-Mesfioui Stuart Le Heup Soufiane Tabit Ichraq Laamoun</p>
<p><b>Fire risk-</b> Risk assessment for potential fire potential in all areas on the school property.</p>	<p>Stuart Le Heup Mohamed Amine El Bikha Simohamed Badssi</p>

### Fire Safety

Appropriate instruction and training relating to fire safety including safe evacuation and emergency procedures will be provided to staff and recorded.

Where staff, pupils or any other person who regularly attends the school are identified as needing additional support or assistance to evacuate the building in the event of an emergency, a personal emergency evacuation plan (PEEP) will be developed and implemented.

### Fire Drills and Alarm Activation

Regular fire drills will be undertaken on at least a termly basis. Drills will include before and after school activities and lunch and break periods.

Following either a planned or unplanned evacuation of the building, a debrief session will be held to review the effectiveness of the evacuation and consider where any review of the fire and emergency plan is required.

All activations of the fire alarm system will be recorded.



## **Body Fluids**

The Heads will ensure the following arrangements for body fluids are followed:

- All hazardous products in use for cleaning up body fluids will have a risk assessment completed.
- The use of bleach on site will be managed so that it does not react with other substances when in use (i.e. bleach and other toilet cleaning substances or urine). Bleach will be kept in a locked cupboard that is not readily accessible to all.
- All body fluids will be cleaned up as quickly as possible after spillage.
- Appropriate disposable gloves will be provided and worn.
- To ensure bacteria are removed, any spillage of body fluids will first be cleaned with a detergent.
- The dilution of the bleach solution depends on the product being used. Solutions will be made up fresh as required.
- Urine spillages will be cleared up using paper towels before washing the area with a detergent solution.
- Blood spillages will be cleaned up by gently pouring diluted bleach or granules over the blood spill, covered with disposable towels and cleaned up after 2 minutes with more disposable towels. The towels should be disposed of as clinical waste.
- Once the spillage has been completely cleaned, gloves will be removed and suitably disposed of and hands will be thoroughly washed using hot water and detergent.

## **Control of Substances Hazardous to Health**

The Head will ensure the following arrangements are followed:

- An inventory of all hazardous substances on site is kept and updated regularly
- Wherever possible non-hazardous substances are used and if this is not possible the least harmful substance is used
- A risk assessment will be completed for all hazardous substances used and shared with relevant staff
- Wherever possible exposure to hazardous substances is prevented, where exposure cannot be prevented, a risk assessment will be carried out and controls measures implemented
- Any need for exposure monitoring or health surveillance will be carried out
- Sufficient information, instruction and training is given to staff to ensure full understanding of the hazards to health posed by substances in the workplace, and the importance of control measures provided
- Training records are maintained for those who receive training
- Information will also be given to others who may be affected, such as contractors, temporary staff and visitors
- Only substances purchased through the school systems can be used on site
- Substances are stored correctly and those that are no longer used disposed of



properly

### **Driving and Transport:**

The school does not allow employees to drive students in their personal vehicles. All pupils must leave only with a designated person or people. If a change must occur the parents must communicate the change. Pupils in Year 8 to Year 13 must have a “Decharge de Responsibility” / Liability Release on file allowing them to leave without a designated person retrieving them. If the letter does not exist, the pupil will not leave the school premises until the designated person arrives.

The school will ensure all driving activities will be risk assessed:

- The driver holds the appropriate license for the vehicle being driven.
- The driver is medically fit to drive the vehicle.
- The vehicle is taxed and is in a roadworthy condition.
- The vehicle is insured.
- The vehicle is fitted with appropriate safety restraints and child seating for the age and height of the child (where required).
- Safety restraints are worn whilst the vehicle is in motion.

Jeanne D’Arc British International School recognises that it is an offence to use, cause or permit the driver to use a hand-held mobile phone or other electronic communication devices whilst driving or controlling a vehicle on the road and will instruct staff that:

- Drivers must not respond to calls or messages whilst driving. Calls or other communications must only be returned when safe and legal to do so, that is the vehicle is stationary and in safe position with engine turned off.
- Hand held radios and mobile phones are not to be used on petrol station forecourts.
- All accidents that occur whilst on school business will be reported
- Where staff are involved in an accident, they are instructed NOT to admit any liability or responsibility at the scene; to exchange insurance details and notify the Proprietor as soon as possible; the driver to complete an accident report form as soon as possible whilst the details of the accident are still fresh.

In the event of a vehicle fire, staff are instructed to:

- Stop the vehicle in as safe a position as the situation allows
- Get all persons out of the vehicle and move to a safe location
- Contact the emergency services if required
- Only if you feel it is safe to do so without endangering yourself or others, try to put out the fire



## **Electrical Systems and Equipment**

Formal termly workplace inspections are undertaken whereby all equipment is visually inspected.

Staff are instructed to undertake a visual inspection of equipment prior to use and not to use any equipment that appears damaged or defective.

The School's defect reporting procedure is followed as required. The reporting procedure is via a Whatsapp group.

## **First Aid**

Please refer to the separate First Aid policy

**A strict NO SMOKING policy exists in school buildings and on the school site.**

## **Security**

The Proprietor will ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The Proprietor will ensure parents and older pupils are fully informed of the security arrangements and should be encouraged to help.

The school undertakes an annual review of security risk assessments and undertakes regular routine security checks.

The Proprietor is responsible for the security of the premises during the school day; in their absence the Head assumes this responsibility.

Anyone entering the premises will need to follow the proper security procedures. A leaflet detailing emergency information and how to conduct themselves on campus is provided to all visitors.

All staff are made aware of the security procedures and know how to:

- Protect pupils from harm
- Guard against assault
- Safeguard property
- Contact the police/emergency services

New staff are informed of the school's security arrangements and of their responsibilities before taking up their post.



As children progress through the school, they are made increasingly aware of the security arrangements. They will be encouraged to assist with these when possible. The pupils will be taught about personal safety and social responsibilities.

The parents of pupils are kept fully informed of security procedures, and of their responsibilities when visiting the school, in the:

- School newsletters
- Individual letters
- Koolskool the school management system

### **Prevention of Work Related Violence Including Lone Working**

The school is committed to providing a safe and secure working and educational environment for staff, pupils and any other persons on its site. Where applicable, in addition to the control measures identified in the site-specific violence and assaults risk assessment and lone working risk assessment, the following procedures are in place:

Staff are advised to:

- avoid confrontation if possible
- withdraw from situation
- inform the Head or a member of the senior management team if confrontation has taken place

### **Working at Height:**

- Work at height is avoided whenever possible.
- If working at height cannot be avoided, the task is properly planned, suitably risk assessed, is carried out by competent staff and carried out in a manner which is, so far as is reasonably practicable, safe.

### **Risk Evaluation and Estimation**

Once hazards associated with activities have been identified, staff should establish what the potential hazardous outcomes or events could be associated with the hazard.

When identifying who could be harmed, identify how they could be harmed.

The next stage is to examine the likelihood of a hazardous event occurring. Infrequently occurring hazards, present less risk than frequently occurring hazards.

Once likelihood has been determined the probable consequence of the hazardous event, should be considered. Consequences can be considered in terms of severity of potential injury (is it probable that a person would die or sustain minor injuries) but consequence also can be considered in broader terms, including reputational consequences.

We will use the five-point model as below:

### Table of Risk Estimation

Multiply Likelihood by Consequence to obtain the Risk Factor to arrive at the Likelihood Consequence

Occurrence rating	Result of the occurrence
5 - Very likely or expected to occur	5 - Catastrophic - fatality or multiple fatalities; serious illness leading to fatality
4 - Likely - will probably occur	4 - Major - probable major injury, may affect more than one person, could have significant reputational damage
3 - Fairly Likely - might occur at some time	3 - Moderate - a less than 3 day injury, dangerous occurrence or reportable disease; likely to be costs associated with time off from work
2 - Unlikely - not expected but conceivable	2 - Minor - injury resulting in absence from work or school less than 3 days but more than 1 day
1 - Very Unlikely - not expected and would only occur in exceptional circumstances	1 - Insignificant - injury resulting in no absence from work or school or absence of 1 day or less e after hours

This risk estimation process helps to determine the significance of the risks associated with the hazards. The number of people who may be affected by a hazard is a relevant consideration during risk estimation.

Risk assessment is the overall judgement of the level of risk arising from the hazard, based upon the likelihood of the hazard occurring multiplied by the potential severity of the account existing risk control measures that are already established to be in place to reduce / control the risk. Using the risk matrix as a guide, the level of risk should be assessed to identify the risk rating.

All risks associated with activities will be identified and systematically assessed.

### Ratings



20-25 Severe risk  
15-19 High risk  
10-14 Moderate risk  
1-9 Low risk

### **Risk Control**

The School will identify and implement suitable and sufficient risk control measures to ensure that all risks are appropriately controlled and meet legal requirements as a minimum. All risk control measures will follow the hierarchy of risk control stated in this procedure. Risk control measures are methods used which reduce/control risks arising from the hazard.

#### **Hierarchy of risk control**

##### **A. Eliminate the risk**

Avoid the risk altogether by removing the hazard or no longer undertaking the activity

##### **B. Substitute the risk**

Reduce the risk by replacing the hazard or activity with one which entails lower risk

##### **C. Control the risk (Physical)**

Control the risk by physical isolation or separation of people from the hazard

##### **D. Control the risk (Procedural)**

Control the risk by procedural methods which are understood and effectively implemented; safe systems of work, information, training, instruction, supervision, Standard Operating Procedures etc

##### **E. Protect the individual**

Protect the individual by the provision of personal protective equipment

When considering additional control measures, the School will ensure that they will not introduce any new hazards.

#### **Communication of Risk Management**

Relevant information identified in the risk assessment regarding the hazards, their associated risks to health and safety and the appropriate risk control measures must be effectively communicated, and be readily accessible to employees and others as appropriate.

Those responsible for activities need to ensure that the findings of the Risk Assessments and the precautions to be taken are effectively communicated to, understood and implemented by those persons covered in the assessment.



**Monitoring and Review** The risk assessment and control process is not a one-off activity but part of the process for continuous improvement and should be reviewed and revised as appropriate.

**Risk assessments must be reviewed:**

- if there has been a significant change in the matters to which they relate
- if there is reason to suspect that it is no longer valid
- at least annually

This policy was written in September 2024 and reviewed in January 2025.  
It will be reviewed again in September 2027