



## LYCÉE FRANÇAIS CHARLES DE GAULLE DE LONDRES RISK ASSESSMENT POLICY

**This policy will be reviewed at least every school year unless there is a change in legislation**

**Created:** January 2000

**Last reviewed:** June 2024 (Stephen Hayes (Health & Safety Officer), Sylvaine Rouzé)

**Next review:** September 2025

*This policy is publicly available on the School website and is available in hard copy on request.*

This is the risk assessment policy of Lycée Français Charles de Gaulle de Londres (the “School”).

## 1. Scope and legal requirements

This policy is applicable at the School’s four sites, to all those with responsibility for undertaking risk assessments for activities which are under their control.

Specific arrangements exist at Ecole de Wix and Ecole Marie d’Orliac, the two primary schools which share a site with Belleville Wix Academy and Holy Cross Catholic Primary School respectively.

For each of these sites, in the event of any inconsistency between this policy and the corresponding specific arrangements, the specific arrangements prevail.

In this policy, “pupils” means pupils in all year groups at the School, including the Early Years Foundation Stage (EYFS) (*maternelle*).

This policy is inclusive of School arranged activities outside of usual School hours.

All who work, volunteer or supply services to the School have an equal responsibility to understand and implement this policy and its procedures both within and outside of usual School hours including activities away from School.

The Management of Health and Safety at Work Regulations 1999 require risk assessments of all significant hazards in the workplace. They require employers to look at all hazards and assess them accordingly.

This includes the requirements of the Education (Independent School Standards) Regulations 2014 (ISSRs) and Early Years Foundations Stage.

## 2. Introduction and Purpose

**2.1** The School is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. It is the School’s aim that all pupils fulfil their potential.

**2.2** Risk assessments identify measures to control risks during school activities. Health and safety law requires the School to assess risks and put in place proportionate control measures. The law also requires it to record details of risk assessments, the measures taken to reduce these risks and expected outcomes.

The School needs to record significant findings of the assessment by identifying:

- the hazards
- how people might be harmed by them
- what they have in place to control risk

Records of the assessment should be simple and focused on controls. Outcomes should explain to others what they are required to do and help staff with planning and monitoring.

Risk assessments consider what measures are needed to protect the health and safety of all staff, pupils, visitors and contractors.

The School needs to think about the risks that may arise in the course of the school day. This could include anything related to the School premises or delivery of its curriculum, whether on or off site.

### 2.3 The purpose of this policy is:

- a. to protect the health, safety and wellbeing of pupils, staff, parents, visitors and others affected by the School's operation;
- b. to implement a framework for the assessment of risk(s) to the wellbeing of all who are at the School for staff to follow in the completion of risk assessments;
- c. to ensure that all operations within the School environment, educational, pastoral and safeguarding are delivered in a safe manner which complies with both law, guidance and best practice;
- d. to acknowledge that risks are inherent in day-to-day life and that they need to be identified along with the adoption of systems and controls to mitigate them.

## 3. Definitions

**3.1** A risk assessment is a tool for conducting a formal examination of the hazards or potential harm to people, particularly in the School's case to pupils, staff and visitors that could result from a business activity or situation and to identify action needed to reduce the level of risk.

Risk assessments focus on prevention rather than reacting to situations as they occur.

A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, injury or destruction of property) and what action needs to be taken to reduce the risks as low as is reasonably practicable. Careful examination of what could cause harm to people in a specific environment or when undertaking a certain activity, so that identified hazards can be countered with precautions and/or actions to prevent harm.

**3.2** A hazard is something with the potential to cause harm to people, such as chemicals, electricity, or working from height.

**3.3** A risk is an evaluation of the probability (or likelihood) of the hazard occurring, with an indication of how serious or severe the resulting harm could be.

The evaluation of risk is calculated as follows: Risk = Likelihood x Severity

**3.4** Risk control measures are the measures, actions and procedures that are put in place to minimise the consequences of uncontrolled risk (e.g. warning signs, preliminary visits, fire alarms, appropriate supervision, staff training).

**Hierarchy of Controls** are used, ideally to eliminate the hazard altogether (most effective), or use of personal protective equipment (least effective). See some examples below:

- **Eliminate** – risk of fire, by smoking – No smoking
- **Substitute / replace** – risk of harm, struck by sports ball – Foam / soft balls used
- **Isolate** – risk of harm, playground icy conditions – Deny use until assessed safe
- **Engineering controls** – risk of harm, fall from stairs / windows – hand rails raised/ windows restricted

- **Administrative controls** – risk of safeguarding – DBS checks & School visitor access controls
- **PPE personal protective equipment** – risk of harm, chemical contact – safety glasses worn.

## 4. Roles and responsibilities

### 4.1 The Proprietor

The Proprietor has ultimate responsibility for health and safety matters in the School and has a duty to assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks.

It has delegated day-to-day responsibility to the Provisseure.

### 4.2 The Provisseure

The Provisseure is responsible for ensuring that all relevant risk assessments are completed and reviewed within applicable timescales.

### 4.3 Health and Safety Manager

The Health and Safety Manager provides the School staff with support on all reasonably foreseeable risks, creates appropriate risk assessments and provides advice to the School staff who are required to create risk assessments.

### 4.4 School staff and volunteers

- a. Staff and volunteers should only identify hazards which could reasonably be expected to result in harm under the conditions of use of the space or activity in question.
- b. The School will provide training for staff required to complete risk assessments to ensure staff have the knowledge and understanding to fulfil this responsibility and undertake effective risk assessments.
- c. All Staff must:
  - co-operate with management arrangements in respect of workplace risk assessment;
  - follow any training, information, guidance and instruction given by the School;
  - comply with any control measures laid down within risk assessments;
  - report any hazards or defects to the School management team immediately;
  - make full and proper use of any PPE provided.

When responsible for undertaking risk assessments for activities which are under their control (for example teaching staff undertaking a risk assessment for an upcoming school outing), staff should follow the risk assessment steps listed in Section 5 hereafter. Staff are also advised to use the following examples of hazards as a guide:

- slipping / tripping hazards (e.g. poorly maintained floors or stairs), fire (e.g. from flammable materials), chemicals (cleaning fluids etc), moving parts of machinery, work at height, pressure systems, (e.g. gas systems and bottles);
- electricity (e.g. poor wiring);
- dust & fumes (e.g. welding, building work);
- manual handling;
- poor lighting;

- be alert to changing circumstances and should take appropriate actions to reduce or stop an activity if the level of risk seems inappropriate.

#### 4.4 Pupils and parents

Pupils and parents are responsible for following the School's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

## 5. Risk Assessment Process

When assessing risks in the School, the process outlined below will be followed.

The School will also involve staff, where appropriate, to ensure that risks within their areas of responsibility are identified, and, so far as is reasonably practicable, removed or adequately reduced and controlled.

Risk assessments will enable suitable controls, helping establish safe systems of work and Health & Safety training needs of staff.

Staff and managers should manage and reduce risk to reasonable levels by identifying what the basic level of risk is, and if necessary, put in place controls to reduce risk.

Risk Assessments are written, reviewed and stored electronically on the School's SMS (safety management system) called "Atlas" hosted by a specialist Health & Safety support company called "Citation". Staff may also complete paper based risk assessments but following a guidance template from the Atlas system, and the assistance of the School's Health & Safety Officer when required. The Atlas system has basic risk assessment training and guidance built into the platform, that the School is planning to share with the School's risk assessors during the 2024-2025 school year.

The risk assessment process will consist of the following steps:

#### **Step 1. Identify the hazard:** what could go wrong?

The School can look for hazards by:

- consultation and conducting inspections of the workplace, analysing jobs;
- adopting a 'what if' approach, noting all legislation and regulations as they apply to the workplace;
- noting manufacturers' instructions, staff accidents, etc., can help to identify hazards;
- observing the School's environment;
- liaising with colleagues using shared space.

When assessing risks, staff should only identify hazards which could reasonably be expected to result in harm (reasonably foreseeable) under the conditions of use of the space or activity in question.

#### **Step 2. Who might be harmed** (staff, pupils, visitors, members of the public etc...) **and how might they be harmed** (consider the potential for slips, trips and falls, for example)?

When preparing a risk assessment there is no need to list individuals who might be harmed by name, just groups conducting similar activities, or why they may be affected, e.g.: pupils, teachers, classroom

assistants, office staff, maintenance staff, contractors, people sharing the space, cleaners, parents/guardians/carers;

Pay particular attention to people with disabilities, young children, older people who may have mobility issues, visitors, inexperienced staff and lone workers.

**Step 3. Evaluate the risks** (how likely is it to go wrong and how serious would it be if it did go wrong?) **and decide on the appropriate control measures** (what are you going to do to stop or reduce the risks?)

Staff required to complete risk assessments must consider whether they have taken precautions against the risks from the hazards they listed.

For example, is/are there adequate information, instruction or training? Adequate systems or procedures?

And do the precautions:

- meet the standards set by a legal requirement?
- comply with a recognised industry standard?
- represent good practice?
- reduce risk as far as reasonably practicable?

If so, then the risks are likely to be adequately controlled, but the risk assessment still needs to indicate the precautions in place. You may refer to procedures, manuals, School rules, etc. If the risk is not adequately controlled and rated as medium or high, additional control measures should be identified and implemented in order to reduce such risk.

Not all risks can be eliminated, but the remaining or “residual risk(s)” should be reduced to tolerable.

**Step 4. Record significant findings:** the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment.

Significant hazards, assessments and conclusions must be recorded and staff and pupils should be informed of the findings that impact upon them where relevant.

The School should be able to show that:

- all the significant hazards have been addressed;
- the precautions are reasonable;
- the remaining risk is low.

Completed risk assessments (other than risk assessments for school outings and school trips) will be added to the relevant folder in a central Risk Assessment register.

Risk assessments for school outings and school trips will be kept in separate dedicated folders.

Completed risk assessments (other than risk assessments for school outings and school trips) in the central Risk Assessment register will be shared with relevant members of staff.

**Step 5. Review the assessment and update, as needed** – the Proviseure or a senior member of staff where this responsibility has been delegated will review the School’s risk assessments and actions taken in response to risk assessments, as needed (and at least annually during a formal risk assessment review attended by the School’s proprietor), and the following questions will be asked when doing so:

- Have there been any changes to the activity, to the type of people involved in the activity, legislative changes or changes in good practice?
- Are there improvements that still need to be made?
- Have staff or pupils identified a problem or problems ?
- The School will conduct accident trend analysis, by asking “has the School learnt anything from accidents or near misses?”

### Step 6. Retaining risk assessments

The School must ensure that records are kept for future reference. Regulators may request them or in the case of any legal action they may be required.

## 6. Statutory/mandatory risk assessments and activities requiring Risk Assessments

### 6.1 Statutory or mandatory risk assessments

The central Risk Assessment register referred to in Section 5 above will include all statutory or mandatory risk assessments completed by the School (or a third party provider appointed by the School) such as Asbestos, Substances hazardous to health, Fire, First aid, Manual handling, Working at height.

### 6.2. Systematic inspections and risk assessments of all potential hazardous substances and work activities

- a. 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 Proviseure who will take into account all the relevant regulations and codes of practice.
- b. Specialist advice will be obtained if necessary and the risk assessment will be reviewed periodically. The significant findings will be recorded and appropriate preventative and/or protective measures taken as necessary.
- a. The School has established a *Comité Hygiène & Sécurité (CHS, a health and safety committee)* and a *Comité Hygiène & Sécurité et des Conditions de Travail (CHSCT, a health and safety and working conditions committee)* which each meets at least twice per academic year, and whenever deemed necessary by the Proviseure, based on circumstances. These committees review key high-risk areas, risk assessment processes and discuss new and emerging risks for consideration and assessment by management.  
The findings and recommendations of these committees will be presented annually at the *Conseil d'Établissement*.

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

- fire safety,
- asbestos,
- legionella,
- gas safety and
- electrical safety

**6.3** There are numerous spaces and activities undertaken by the School, each of which requires its own risk assessment. These include (without limitation):

- a. Pupil activities
- b. Staff activities
- c. Some classrooms (science labs, art rooms, gym halls, etc.)
- d. Events
- e. Food preparation and cooking
- f. Medical
- g. School trips and visits
- h. Sports
- i. Areas identified by the School as requiring a risk assessment
- j. Pupils or persons with specific requirements, eg. Risk assessments for vulnerable pupils

## 7. Pupil Access to Areas of Risk

### 7.1 Introduction

The aim of this section is to state the School's procedures for managing, controlling or denying unauthorised access by pupils to potentially dangerous or risky areas of the School's buildings and grounds.

Rather than having a formal procedure for each and every identified area of risk within the School site (and pupil access therefore) for the most part the flow of pupils around site and off-site is based on common sense and trust. However, it is acknowledged that there are times when a formal proactive or reactive instruction is required in the form of a risk assessment or another relevant instructive tool.

The Proprietor, Provisure, Senior leadership and staff of the School are fully committed to ensuring the health, safety, welfare and wellbeing of all pupils at the School.

On a large and complex site such as this, there will inevitably be areas within the buildings or grounds that are considered to present risks to the safety of pupils who may accidentally or deliberately stray into them.

### 7.2 Procedures

- a. The School makes every effort to ensure that all potentially dangerous areas are, wherever possible, made secure by fencing, locking, access control, signage or otherwise physically preventing access to them.
- b. Areas temporarily out of bounds are, where possible, fenced or cordoned off and appropriate warning notices are placed to describe the danger.
- c. Areas of the School grounds away from the main buildings are illuminated where there is likely to be foot traffic, from dusk to dawn and efforts are made to recognise whether lighting levels elsewhere around the School grounds is suitable.
- d. Any damage to out-buildings and garages that would allow easy access must be reported to the School's site manager and repaired as soon as possible.



- e. It is imperative that no tools, equipment or machinery are left unsupervised or in an inappropriate area on the site that pupils can access. Where anything is found to be a danger, it must be reported immediately to the School site manager and action taken to remove the risk, secure it, or declare the area out of bounds.
- f. It is the responsibility of the member of staff in charge of any activity to explain to pupils what guidance/rules they must follow to ensure both their safety and the safety of others. Once the activity is finished it is the responsibility of that member of staff to account for the whereabouts for all the pupils involved and to secure the area, if appropriate.
- g. The School is protected by CCTV. Security officers tour the main School site throughout the day and in the evening to make sure it is secure. Circulation is segregated, access and egress are duly controlled (by access control or manned).
- h. The School ensures that pupils do not have unsupervised access to potentially dangerous areas, such as the science laboratories, the chemistry prep room, the Design Technology rooms, gym, sports hall, the School's workshops etc.
- i. Doors to these areas are kept locked at all times when not in use or equipped with access control. All flammables and laboratory chemicals are kept securely locked in appropriate storage facilities.
- j. Pupils are not allowed to use gymnastic, athletic or climbing equipment without supervision.
- k. Pupils are supervised and are not allowed unsupervised access to the site.
- l. The School will provide a copy of this policy to all staff so that they are aware of and committed to this policy and the values set out.