



CONSEJERÍA DE EDUCACIÓN
INSTITUTO ESPAÑOL
VICENTE CAÑADA BLANCH

Cañada Blanch Spanish School

Founded 1972



Risk Assessment Policy

15/01/2020

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Scope

Instituto Español Vicente Cañada Blanch is committed to maintaining the health, safety and welfare of pupils, staff and visitors. Risk assessments are completed as appropriate within School jointly by individual departments/teams and Health and Safety Coordinator to enable hazards to be identified and risks managed as far as is reasonably practicable. This includes the requirements of the Independent Schools Standards Regulations (ISSRs), National Minimum Standards for Boarding and Early Years Foundations Stage.

Objectives

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
- To meet the ISSR requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips.
- 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. That the risk management strategy and risk assessments are recorded and reviewed when appropriate.
- To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

Training

All staff will receive guidance on risk assessment school policy as part of their induction. Besides, online courses related will be completed by the staff through the school online platform Educare. Where necessary, this will include contract staff, visitors and volunteers. Training will be refreshed on an annual basis.

Completion of Risk Assessments

WHO

The Headteacher will ensure that regular written risk assessments are undertaken of premises, methods of work and all school activities.

The person responsible for the activity or premises owns the risk and is the person who will complete the Risk Assessment. Advice can be sought if required and the Risk Assessment must be checked by H&S Officer

The school employs a Facility manager as leader of the maintenance team and he is responsible for checking the premises risk assessment and taking actions to fix the problems.

The results of major issues found after risk assessments are reported to the Education Office of the Spanish Embassy, representative of the proprietor, who will prioritise issues and assign resources to undertake remedial/control measures where required.

RECORDS

The school adopts the risk assessment template for premises enclosed as Annex I and the risk assessment template for school trips enclosed as Annex II.

There are 6 steps to completing a Risk Assessment:

1. Identify the hazards (what could go wrong)
2. Identify who might be harmed and how.
3. Evaluate the risks – How likely is it to go wrong and how serious would it be if it did.
4. Decide whether existing controls are adequate or if more are required – What are you doing to stop it.
5. Record the findings.
6. Monitor and review – How are you going to check that your plans are working.

WHEN

Every school trip requires a tailored risk assessment to be made.

In high-risk areas such as laboratories, workshops, gymnasiums, etc., risk assessments

should be reviewed termly. In other activity areas, establishments should review risk assessments on an annual basis.

The Risk Assessment is a live document and will be continually consulted to ensure that the correct level of safety is being maintained. These must be reviewed following changes in circumstances or personnel or in accordance with agreed timetables.

Contractors

Contractors must telephone the School Office and make appropriate arrangements before commencing work. Major works must be done during non school days when children are not in the premises.

When they arrive, all contractors must report to the school entrance desk officer at the main door on Portobello Road and the Office Assistant is notified of their arrival. They are requested to sign the visitors' book and be given a visitor's badge to wear during their visit. At the end of their visit they must again report to the entrance desk school officer, return the badge and sign the visitors' book with the time of departure.

Contractors work under close supervision, so that there is no danger to the health and safety of children or adults in school. When not in use, any equipment that contractors bring into school must be stored in a safe place.

No repairs or maintenance can be carried out in areas that children or adults are occupying; this includes cloakroom and toilet areas. No work must be in progress in the playgrounds during break times and lunchtime.

The guidance below is communicated to contractors.

Guidance for Contractors on site.

The I.E.Vicente Cañada Blanch complies with the recommendations of the Health and Safety Inspector (Kensington and Chelsea Local Authority) and requests you to refrain from the following practices:

- Smoking in the building or in the grounds
- Talking to the children
- Moving vehicles while children are at play.
- Working on or near the playgrounds while the children are at play.
- Leaving equipment lying around or unattended.
- Playing music during school hours.

Risky areas (16b)

The following are designated as key areas of risk:

- School trips.
- Sport and adventure activities.
- Playground.
- School vegetable garden.
- Catering and cleaning.
- Medical room.
- Management of visitors on school premises.
- Fire and emergencies.
- Traffic and pedestrian interaction on site.
- Management of hazardous substances.
- Specific classrooms: art, computer rooms, laboratories, technology room.
- School parking and on site vehicle movements.

Out-of-bounds signs are located at risky areas of the School (such as edges of the playground or car park) to indicate to pupils that unsupervised entry into those areas is prohibited. The school ensures that pupils do not have unsupervised access to potentially dangerous areas, such as the Science laboratories, the Design Technology room, computer rooms, gymnasium, etc. Doors to these areas are kept locked at all times when not in use. All flammables and laboratory chemicals are kept securely locked in appropriate storage facilities. Pupils are not allowed to use gymnastic, athletic or climbing equipment without supervision. The medical room is locked at all times when a member of the staff is not on duty there. Members of staff supervise the playground at all times.

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. Areas temporarily out of bounds are, where possible, fenced or cordoned off and appropriate warning notices are placed to describe the danger.

Much of the school grounds away from the central buildings are lit from dusk to dawn and every effort is made to assess that the level of lighting is suitable.

Pupils are informed or reminded regularly of the dangers of entering risky areas of the School. They are made aware that to enter such an area deliberately is regarded as a very serious disciplinary offence that will be dealt with in an appropriate manner.

Our school is protected by CCTV. The Main school entrance has access controlled doors and the waiting room and hallways are cleared out after 15:30 to assure students are safe during after school lessons.

Cold weather

Occasionally during the year we suffer spells of very bad weather (e.g. snow). During these times we will always do our best to keep school open. However, Vicente Cañada Blanch Spanish School covers a big site which is impossible to keep totally clear from snow and ice in times of cold weather. The Local Authority does not have a responsibility to grit the school grounds. All gritting and its associated costs are the responsibility of the school. On the other hand, the school is not responsible for clearing or gritting the council pathways, and if you have any concerns or questions you should email streetline@rbkc.gov.uk.

The school has to give priority to children so that they can enter the building safely. We aim to keep as many routes as possible clear from ice and snow, but this may not always be possible. Our priority routes are:

1. From St. Lawrence Terrace gate to the Secondary building main front door.
2. From St. Lawrence Terrace gate to the Primary building main front door.
3. From St. Lawrence Terrace gate to the Primary building back door.
4. From St. Lawrence Terrace gate to the school office.

Emergency Closure Procedure

The decision to close the school is made by the headteacher prior approval from the Spanish Embassy Education Office and based on conditions at the school and the health and safety of staff and pupils on their way to and from school as well as once they are here on site. Please bear in mind that some staff are not local and may not be able to get to school and therefore we are not able to guarantee the health and safety of all the students.

If the decision is made to close, the school will:

- Update with a message on the the school website.
- Inform to parents via sms and email. It is therefore important that parents keep the school informed of any changes to their contact details.
- Inform any after school club provider by email.

If there has been snow or ice but the school is able to open, please bear in mind that access to the site may be only via the main entrance on Portobello Road until staff have been able to clear and make safe the usual access routes across the playground. Staff will be at the door letting children in or out. Parents will not be allowed to enter the building. We ask you to be patient as the entrance is narrow and it may take some time to let all children in or out. Teachers or staff will be inside the building directing children.

Should the weather conditions worsen unexpectedly in the middle of the day recess will take place indoors. In case a decision to close the school earlier is made, parents will be informed as explained above.

ANNEX I