

## **1.0 AIMS AND OBJECTIVES**

It is the intention of the British Junior Academy of Brussels (BJAB) to protect the whole school community and any visitors from potential harm or injury, ensuring a safe and healthy work environment at all times.

With this in mind, the school will regularly assess the risk levels and hazards impacting both daily life on the school premises and off-site activities such as visits to the Sports Centre and school trips to other venues.

Risk assessments will be conducted on an ongoing basis as part of the school's overall health and safety regime. They will be documented and recorded for reference. The school will seek to upgrade health and safety arrangements when necessary and without undue delay.

## **2.0 PURPOSE**

The purpose of this policy is to set out the responsibilities and procedures to follow for the assessment of risks at the British Junior Academy of Brussels.

This policy is to be read in conjunction with the Risk Assessment Guidelines (see Appendix A below).

## **3.0 RESPONSIBILITIES**

### **3.1 The Proprietor**

The Proprietor and the Headteacher have ultimate responsibility for the safety of the school as a workplace. They must ensure that measures are documented and standards maintained to safeguard the well-being of the school community. This responsibility extends to all off-site activities undertaken by the school on a regular or occasional basis.

### **3.2 The Headteacher**

The Headteacher (or in her absence, a Senior Leadership Team member) shall:

- inform the Proprietor of all potential risks/hazards to pupils, staff and visitors to the school both on and off-site
- advise the Proprietor in writing of any risk assessments judged to require significant funding for repairs/alterations or building works
- take appropriate action if an identified risk/hazard is judged to present a real and immediate danger to the school community
- appoint a Health, Safety and Welfare (HSW) Officer to coordinate risk assessment procedures and documentation
- review and approve, in advance of proposed events and trips/visits, the risk assessment prepared by the teacher with leadership responsibility
- liaise with the Works Coordinator to ensure that any outstanding repairs/alterations to address identified risks are actioned promptly
- ensure that staff are trained to undertake risk assessments

### **3.3 Health, Safety and Welfare Officer**

The Health, Safety and Welfare (HSW) Officer shall:

- complete annual risk assessments for all Fire / Public Areas of the school and update this document as necessary
- complete annual risk assessments for timetabled sports activities at the Etterbeek Sports Centre and update this document as necessary

- coordinate the timely completion of annual classroom risk assessment worksheets by other staff
- collate risk assessments for both buildings and inform the Works Coordinator of any changes in risk status and/or increased hazards on the school premises
- inform the Headteacher of any changes in risk status and/or increased hazards at the Sports Centre

### 3.4 Works Coordinator (Justine De Maertelaere)

The Works Coordinator should:

- liaise with the Headteacher to confirm that works are done to reduce risks, as advised by the HSW Officer
- ensure that necessary works are completed without undue delay
- maintain a record of work done to reduce risks e.g. copies of contractor invoices

### 3.5 Staff

Staff should:

- take immediate action to remove or isolate any risk if an identified hazard presents a clear and immediate danger
- complete a risk assessment of their assigned teaching areas each academic year
- update their classroom risk assessments on an ongoing basis, if new risks are identified
- advise the HSW Officer promptly of any updates made to their classroom risk assessment
- prepare, in advance, a risk assessment for proposed events and off-site visits/trips for which they have leadership responsibility and submit a copy to the Headteacher for approval and filing. See Off-Site Visits and Trips Policy

This policy is the responsibility of Francis Retter, Headteacher, and Madame De Maertelaere, Proprietor	Revised: January 2024
Francis Retter Headteacher .....  Madame De Maertelaere School Proprietor .....	
<b>To be reviewed:</b>	January 2025

## **APPENDIX A**

### **RISK ASSESSMENT GUIDELINES**

#### **1.0 Introduction**

The objective of a Risk Assessment is to achieve a school environment in which everyone at BJAB is kept safe from harm and which complies with relevant statutory Safety Regulations. Conducting them is a dynamic process that requires teachers and staff to regularly assess potential hazards in school activities and determine any need for upgrading of safety arrangements.

Risk assessments are a comprehensive audit of the school premises, procedures and activities. Individual risk assessments will be completed for specific areas of the school premises and specific school activities. Taken together they will provide feedback to allow the Headteacher, in liaison with the Proprietor and the Board of Governors, to prioritise resolution of any identified deficiencies in safety arrangements. The regular completion of risk assessments is an integral part of the BJAB health and safety regime.

#### **2.0 Completing a risk assessment**

No one knows the school premises and school activities better than the BJAB team of teachers and staff. Risk assessment is not a responsibility given just to one, or a few persons. It is a task for everyone and everyone is judged competent to stand back occasionally, to consider and to document potential hazards in the workspaces they use or the school activities they participate in. Even if you are not assigned to complete a risk assessment worksheet for a workspace or activity with which you are familiar, check with the person responsible if you believe there are risks/hazards that might escape notice.

If a member of staff has leadership responsibility for an off-site school trip a Risk Assessment is to be prepared and submitted for Headteacher approval before departure.

There are 5 essential steps to completion of a Risk Assessment:

- **Step 1 - Identify risk sources and hazards in the workspace or the activity**

All potential risks and hazards and their underlying source should be identified and listed on the risk assessment worksheet. For example, a source could be cables, with consequent hazard of children tripping or electrocution by an exposed cable. Another source might be a school activity, such as swimming, with risk of a child non-swimmer drowning because it gets into deep water.

Most potential risks are obvious but the reviewer should take the widest possible view and also consider less probable events that may lead to a hazard to staff and/or pupils.

- **Step 2 - Determine who might be harmed**

Consider who is at risk from an identified hazard. This may be an individual, a group or class of children, everyone in a certain building or even the entire school community.

The more people who are at risk, the more important it becomes to ensure that action is taken to mitigate or eliminate the underlying risk/hazard, so this step of the assessment will help to prioritise follow-up actions.

- **Step 3 – Consider if control measures are adequate or if changes are needed**

Wherever practicable, identified risks should be eliminated or reduced. Very often, control measures will already be in place. For example, dangerous substances or items may be kept in secure containers or locations.

However, taking a wider view, it is appropriate to consider whether the dangerous substance or item should be replaced with a safe alternative that performs equally well. In this way, the root cause of possible problems is addressed.

Determine if control measures such as secure storage, supervision of children, provision of handrails etc. are already in place to address a risk. To help prioritise follow-up actions the reviewer should consider how effectively they mitigate the risk and evaluate the remaining risk level as High/Medium/Low.

- **Step 4 - Record the assessment and further actions recommended**

A Risk Assessment Worksheet is to be used to make a formal record of the assessment for each workspace or school activity.

- **Step 5 - Review the assessment from time to time and update if necessary**

All staff will be reminded to review their risk assessments each term and to document any changes e.g. classroom reorganisation, new school activities.

The HSW Officer will oversee the completion of these risk assessments which should be done by all responsible persons without undue delay. The risk assessments should be returned directly to the HSW Officer, who is available to provide advice if requested.

*Risk Assessment / Day Trips Checklist Template*

Hazard <i>Element or action posing risk</i>	Impact <i>Injury or other</i>	Persons affected <i>Staff, pupils, etc</i>	Risk level <i>Low to high</i>	Likelihood <i>Unlikely to likely</i>	Planned precautions <i>How will the risk be minimised?</i>	Additional action to be taken
<b>Off-site travel</b>						
<b>Trip activities</b>						
<b>Health &amp; Medical</b>						