

# WESTMINSTER ABBEY CHOIR SCHOOL

## Annex to WESTMINSTER ABBEY STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE AT WORK

### ADDITIONAL SPECIFIC CONSIDERATIONS

#### Appointed Person

The Bursar is the appointed person for the Choir school.

#### Particular Hazards

There are several areas that have been identified as “hazards” and these include the following:

- a) Science laboratory (Vania Silvares)
- b) Kitchens (Contractor: Holroyd Howe)
- c) Art department (Claire Davies)
- d) Boarding accommodation (Mair Hill)
- e) Minibus (Vanessa Adair)
- f) Trips out of school (EVC - Head)

Staff (listed above) responsible for the above areas are to ensure that they are maintained in a condition that is safe and without risk to health and to publish, where appropriate, written orders for the guidance of the staff and pupils. It may be appropriate to include the following points in any directive:

1. The procedure to be followed in case of an accident and the completion of the accident report.
2. The regulations regarding the wearing of protective clothing and other protective devices.
3. The maintenance and serviceability of equipment particularly insofar as safety in operation and encasement of moving parts is concerned.
4. The safe storage and accurate labelling of all chemicals and drugs used in the department.

Staff undertaking trips off the school premises are required to complete a Risk Assessment form / Out of School checklist form. (See policy on OUT OF SCHOOL TRIPS and details given in the appendix below)

#### Hazard Monitoring

It is the duty of anyone in the school (teaching and non-teaching staff) who becomes aware of a hazard or a potential hazard to report it to the Bursar via their representative. Requests to remove the hazard through premises improvements or maintenance will be passed to the Clerk of Works with an indication of the level of risk associated with the hazard.

## **Accident Investigation Reports and Records**

Accidents and incidents including near misses should be reported by the Bursar to the Administration Officer in the Chapter House and action taken to prevent recurrence. Fire incidents are investigated by the Fire Officer.

All accidents to pupils, employees and visitors are to be reported to the Headmaster and then recorded in the accident book held in the School Office. A copy of the entry in the accident book is to be sent by the bursar to the Administrative officer. Accidents to pupils, prospective or current, should be reported immediately to the Headmaster or, in his absence, to his deputy. The Abbey H&S consultant is responsible for reporting notifiable injuries to the Health and Safety Executive (RIDDOR). All accidents or incidents (events that do not require an entry in the accident book) should be reported by the Bursar to the Administrative assistant in accordance with Abbey policy.

Incidents, including 'near misses' are also reported to the Administrative officer.

## **Training**

The Headmaster or Bursar as appropriate will ensure that staff joining the school are given instructions on how to use machinery and equipment safely including advice on potential hazards, the procedure to be taken in case of an accident and the regulations concerning the use of safety clothing and safety equipment. Regular fire drills both in day and in boarding-time will be carried out as directed by the Headmaster. The Fire Officer is to liaise with the fire authorities to ensure that the operational fire units remain familiar with the school premises, hydrants and other appliances as well as those buildings containing items of an explosive or dangerous nature. Training needs will be notified to the Abbey HR department.

## **Risk Assessments**

Risk assessments and codes of practice are prepared to minimise the risks presented by identified hazards.

Risk assessments are prepared for fire, school trips and premises. Other risk assessments are prepared when hazards are identified.

Risk assessments and a timetable to review standing risk assessments are saved on the Choir school drive.

The hazards presented by school trips and pupil access to risky areas are addressed in policies S43 and S47 respectively

Risk assessment proformas are attached:

Appendix A School Trips

Appendix B For other areas of specific risk

Minibus driver risk assessment – see Bursar

Training in the completion of risk assessments is given to new staff.

## Appendix A

### **RISK ASSESSMENT FOR OUT OF SCHOOL TRIPS**

#### Guidance Notes

Please refer to the detailed guidance given in the document: [S43 SCHOOL JOURNEYS and EDUCATIONAL VISITS.pdf](#) It will be the teacher in charge's responsibility to demonstrate that risks associated with the activity/outing have been identified, considered and, where necessary, documented. Hazards will broadly fall into the following categories:

1. Transport and travel
2. Destination environment
3. Destination activity

### **Conducting a Risk Assessment:**

#### **Step 1: Look for the hazards**

Look for the hazards which you could reasonably expect to result in serious harm or affect several people.

#### **Step 2: Decide who might be harmed and how**

There is no need to list by name individuals likely to be affected by the risk– just think about groups of boys who may be affected. You should also record how they may be harmed.

#### **Step 3: Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more should be done.**

- Decide the probability of an accident happening
- Decide the severity of the harm.
- Decide if more needs to be done to minimise the risk.
- Decide who is responsible.
- Ensure action has been taken to minimise the risk.
- Decide what action should be taken if harm occurs.
- Decide on the worst-case scenario and what action should be taken.

#### **Step 4: Record your findings**

Using the attached forms, you should record your findings. This should then be given to the Headmaster at least 24 hours before the activity. You must also inform others who may be affected by your findings.

#### **Step 5: Review and revise**

Although many activities are repeated, from time-to-time circumstances or procedures change which can lead to new hazards. The assessment does not need to be amended for every trivial change but if there is a significant change, the teacher in charge should update the risk assessment to take account of the new hazard. All risk assessments should be reviewed at least every three years.

A full **written** risk assessment is not required for every activity. Staff should assume that one is required for activities that involve higher levels of risk, or those that are beyond the regular school

curriculum. It may be that the same risk assessment could be applied to more than one type of activity, and if so there is no need to re-invent one for its own sake. The important thing is that the member of staff in charge has considered the risks involved and taken time to think about how they might be reduced, and what action might be appropriate if an accident were to occur.

If in any doubt, staff should consult the Headmaster at the beginning of the process.

There follow two different sample assessment forms. The first is a Risk Assessment which will be needed for activities that involve higher levels of risk or for activities which are beyond the regular curriculum. The second is a much simpler form which is used to list factual information about a trip out of school.

# OUT OF SCHOOL TRIPS AND VISITS RISK ASSESSMENT

**Visit to :**

**Date :**

**Contact phone number of the venue :**

**Mobile number for the party leader:**

**School Contact number : 020 7222 6151/020 7654 4918**

**Staff :**

**Pupils :**

**Travel Details :**

(Please include method of transport, names of companies and approximate times of travel)

**Itinerary :**

(Please give a brief outline including approximate timings)

## Risk Assessment

Please note any identified risks involved in the trip along with measures undertaken to reduce them. Consider what you would do in the event of the risk being realized. Consider in particular levels of staffing and supervision during travel. If the minibus is to be used will it be necessary to have an additional supervising adult?

Activity	Possible Associated Hazards	Measures to Reduce Risk	Assessment of Risk
			Low/Med/High
			Low/Med/High
			Low/Med/High
			Low/Med/High
			Low/Med/High
			Low/Med/High
			Low/Med/High
			Low/Med/High
			Low/Med/High

## Tick list

- First Aid Kit
- Inhalers and medication
- Mobile Phone
- Adequate staffing (e.g. travel supervision)
- Copy of Risk Assessment
- Risk Assessment given to the secretary
- Money, incl. change

## Trips in school hours involving regular procedures

Date :

Destination :

Staff :

Transport (if applicable) :

Children :

List any specific risks identified:

Travel:

Activity:

### Tick list

First Aid Kit (if applicable)  
Inhalers and medication  
Mobile phone  
Adequate staffing (e.g. travel supervision)  
Copy posted by the front door  
Money, incl. change

## Appendix B

A template for use with other areas of specific risk:

<O:\General Administration\Risk Assessments\RA Templates\HS12 - General Risk Assessment Pro Forma Sept 17.docx>