



# Sacred Heart School

Service Before Self

## Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

## Aims:

- To foster spiritual growth in Christian faith and values
- To value, appreciate and enjoy learning
- To work for excellence
- To further curiosity and creativity
- To aspire to high ideals

## Health & Safety Policies

# Risk Assessment Policy

Unfortunately, there is no such thing as absolute safety but we must cultivate a culture where staff and pupils assume responsibility for their actions and take all reasonable steps to reduce any risks.

## Aims

1. To minimise risk to persons and property within the school
2. To provide practicable, manageable, workable solutions to situations where risk is involved.

## Objectives

- To assess security risks within the school
- To identify risk to health and safety in all areas of the school.
- To evaluate the risks involved.
- To take steps to control the risks.

## Responsibility - Everyone

It is the responsibility of all persons within the school, teaching staff, pupils, administration, classroom assistants, lunch supervisors, maintenance staff and cleaners to evaluate risks within the school.

The question to address is - 'is the risk certain or remote and what potential is there for injury?'

Annual Risk Assessment will be carried out by all members of Staff.

Specific Risk Assessments are completed for journeys and visits

## Practice

Hazards are reduced by the following:

- The School's ethos of 'Service before Self' and a feeling of ownership and responsibility
- Provide an environment of calm, logical thought and practical thinking
- Access the School Discipline Policy when necessary
- Provide training and reminders for Staff during INSET and Staff Meetings
- Deliver Awareness Sessions to Pupils. H & S notices given in Assembly and reinforced by staff
- Increase communication between different sections of the school
- Maintain Perimeter fencing, security coded gates and security cameras
- The Fire Officer & Crime Prevention Officer visit in order to assess risks and advise on security and alarm systems.
- All the schools valuable property is to be marked with indelible ink
- All staff complete a risk assessment for the areas where they work
- All outings are risk assessed by staff, recorded and information is shared with pupils
- All to be prepared for the unexpected

## Monitoring and Review:

This policy is reviewed annually.

Prepared 1996: Last review Spring 2016: Next review scheduled Spring 2017



## Appendix 1 RISK ASSESSMENT – off site activities

Staff preparing to take children on out of school activities should reduce risks wherever possible by visiting the site of investigation before taking pupils and making careful assessment of the risks involved. Pupils and other adults must then be informed of the perceived risks **before the visit** and advised on safety and behaviour in the field.

In carrying out this type of activity, it is the responsibility of the individual, both Staff and student to exercise discretion with regard to safety and to inform others of any potential hazard.

Staff must therefore assess the risk both before the visit and make further assessments during the visit. Some localities will provide their own risk assessment which will be adhered to by Sacred Heart staff and pupils.

All off site activities carry with them inherent risks and hazards eg. coasts, river sections, climbing, potholing etc. Severe and dangerous weather conditions can be encountered in any season, especially in mountainous areas and on the coast. The potential dangers therefore make it imperative that everyone behaves responsibly in order to reduce the risk of accident.

**Each individual is ultimately responsible for his or her safety.**

To this end the party leaders must give clear safety information to all the party, both adults and children.

### Off site rules for pupils

1. Stay with the party or group to which they are allocated
2. Assemble when requested. Always stick to time schedules.
3. Report any injury or illness
4. Report any risk or hazard encountered
5. Inform Staff of any illness which may be brought on in the field eg. Asthma or allergies.

### Specific risks:-

1. **Adverse weather conditions:**  
Suitable clothing must be worn for the weather and terrain likely to be encountered  
ie. Goggles in wet weather.  
Shoes / wellingtons for protection when collecting data in a river or at the coast
2. **Access to exposure, rivers and coasts**  
Students must not clamber over cliffs, rock faces or crags. Rocks which are damp are extremely slippery and can cause serious injury.
3. **Working in small groups**  
Under no circumstances will a student participate in an activity alone.  
The minimum number of students in a group will be three
4. **Pests and Diseases**  
Pupils must be made aware of the possibilities of contracting diseases in the field.  
In particular children could be exposed to:  
**Weil's Disease** - rats urine in water (River investigations)  
**Lyme's Disease** - deer ticks (Brecklands / Broads)  
Pupils are to be advised that:  
a) If they have cuts or abrasions to exposed surfaces, they must not enter the water  
b) In grassy areas / woodlands they must keep legs and arms covered  
Pupils and their parents need to know the symptoms of these diseases and that they should contact a doctor the child should develop any of the symptoms.

## **Appendix 2 SACRED HEART SCHOOL, SWAFFHAM**

### **Check-list of the main precautions for School Visits to Farms**

Ensure that those leading the trip are familiar with the school guidelines on school trips

2. Please check that the farm is well managed, has a good reputation for high standards and stock welfare and that the grounds and public areas are clean The school must take a first aid kit. Farm animals should not have access to any outdoor picnic areas. A prior visit to the farm by a member of staff is essential.
3. On the pre visit please check the farm has suitable washing facilities, appropriately signposted, with running hot and cold water, soap and disposable towels or hot air hand dryer. Any drinking water taps should be clearly labelled.
4. Ensure suitable precautions are in place with clear signs on restricted areas.
5. Ensure that there are an adequate number of adults to supervise the pupils.
6. Female visitors to farms should be warned that there is a possible risk of disease being transmitted to pregnant women during lambing time.
7. Please prepare pupils for the trip by explaining the expected standards of behaviour and the importance of following any rules eg shutting gates.
8. Wellington boots are ideal footwear, or a shoe that can easily be washed clean.
9. No food should be eaten while on the visit, until the designated break.
10. Visitors should be aware of the dangers posed by farm machinery and chemicals used on farms.
11. If visitors are in contact with, or feeding, farm animals, they should not place their faces against the animals or put their hands in their own mouths
12. Before contact with animals, ensure cuts and grazes are covered with waterproof plasters. After contact with animals wash and dry hands thoroughly.
13. Pupils must wash their hands and meal breaks should be taken away from areas where animals are kept. Water for drinking should be taken only from taps clearly labelled as drinking water.
14. Ensure visitors do not consume unpasteurised produce, eg milk or cheese.
15. Manure or slurry presents a particular risk of infection. If visitors do touch manure or slurry, they should thoroughly wash and dry their hands immediately.

#### **At the end of the visit:**

16. Ensure all visitors wash their hands thoroughly before departure.
17. Ensure footwear is as free as possible from faecal material.