



Halliford
School
SHEPPERTON

Health and Safety Manual

Section A

Part 3 of 3

Section A		Updated	Next Review
5	Risk Assessment Policy & Risk Assessment Template	Sept 25	Sept 26
6	Student access to high risk areas	Sept 25	Sept 26



Halliford
School
SHEPPERTON

Risk Assessment Policy

September 2025

*Approved by the Governing Body September 2025
To be reviewed September 2026*

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Mission Statement

Halliford is a school based on strong family values where we know and respect every student as an individual. We encourage and support Hallifordians to flourish and become the best version of themselves that they can possibly be.

We aim for excellence by being academically ambitious but at the same time academically sensitive.

We inspire Hallifordians within a community that is founded on high quality teaching and learning, outstanding pastoral care and first class sporting, cultural and extra-curricular opportunities.

Aim

Halliford School are fully committed to promoting the safety and welfare of all in our community so that effective education can take place.

Our highest priority is ensuring that all School activities both on an offsite are carried out in a safe manner that complies with the law, and also best practice within the education sector.

Legal Requirements

The School has a duty under the Health and Safety at Work etc. Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare at work of its employees. The School also has a duty to ensure that persons not in its employment who may be affected are not exposed to risks to their health or safety (e.g. students, visitors, contractors etc.).

This procedure will deal with the requirements under the Management of Health and Safety at Work Regulations 1999 for the School to make a suitable and sufficient assessment of:

- The risks to the health and safety of employees whilst they are at work; and
- The risks to the health and safety of persons not in its employment arising out of or in connection with the conduct of its undertaking (i.e. students, visitors, contractors etc.).

For the purpose of identifying the measures it needs to take to comply with the requirements imposed upon the School by or under the relevant statutory provisions.

The law does not expect us to eliminate all risk, but we are required to protect people as far as 'reasonably practicable'.

What is a Risk Assessment?

A risk assessment is a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

A hazard is something with the potential to cause harm, i.e. something that could cause personal injury, ill health, and/or damage to plant, equipment, property or the environment. A hazard can include objects, equipment, substances, plant or machinery, methods of work, living organisms, the working environment and other aspects of work organisation.

A hazardous event is when someone, or something, interacts with the hazard and harm results.

Risk is the chance or likelihood of the hazardous event occurring, together with an indication of how serious the harm could be. When assigning a risk level, staff will need to consider:

- The likelihood of that harm occurring (e.g. high, medium or low);
- The potential severity of that harm (e.g. death, major injury, ill health, minor injury etc.); and
- Any historical data (e.g. any previous accidents etc.), as this will impact upon likelihood.

A significant risk is one which could foreseeably result in harm.

Risk control measures are the measures and procedures that are put in place to minimise the consequences of unfettered risk.

Identification of Areas, Activities, Events and Educational Visits that Require a Risk Assessment

Accidents and work-related ill-health can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments make good sense focusing on prevention as an active part of the planning process, rather than reacting when things go wrong.

It is the responsibility of Heads of Department to liaise with their department staff (and Bursar where necessary) to ensure that suitable and sufficient area, activity, event, and/or educational visit risk assessments are undertaken and recorded for their areas of responsibility. This will normally include:

- Area risk assessments to cover the buildings, premises, grounds etc. Particular attention should be paid to higher risk areas such as labs, workshops, kitchens etc.;
- Activity risk assessments for individual tasks/practical activities, use of tools/equipment/machinery, science experiments, sporting activities, after school activities, and cleaning and maintenance tasks etc.;
- Event risk assessments for school-organised events, e.g. open days etc.; and
- Educational Visits (please refer to the Educational Visits Policy).

All risk assessments will be stored in the risk assessment folder on the shared drive.

Conducting a Risk Assessment

The aim of the risk assessment is to eliminate the risk, or where the risk cannot be eliminated, reduce the risk 'so far as is reasonably practicable'. Risk assessments need to be suitable and sufficient; the level of detail in the risk assessment should be proportionate to the risk.

When completing the risk assessment, it is very important that staff familiarise themselves with minimum legal requirements and industry practice where relevant. Staff should consult relevant legislation, Approved Codes of Practice (ACOPs) and guidance documents (available from the HSE website), as well as any available industry guidance (e.g. CLEAPSS, British Standards etc.).

When completing an area, activity, event and/or educational visit risk assessment, staff should follow the methodology known as Five Steps to Risk Assessment, provided by the Health and Safety Executive (HSE) as outlined below.

HSE's Five Steps to Risk Assessment

Step 1 – Identify the Hazards

The first step for staff is to identify the hazards associated with the area, activity, event or educational visit that is being assessed, and record them on the Risk Assessment Form (appendix 1). A hazard can include objects, equipment, substances, plant or machinery, methods of work, living organisms, the working environment and other aspects of work organisation.

Wherever possible, the risk assessment should be carried out in the area of interest (i.e. it should not be done sat at a desk), and should involve other relevant staff where deemed necessary in order to gather information on possible hazards and existing/further control measures.

Where an area, activity, event, or educational visit involves children (i.e. those under 16), and/or young persons (i.e. those aged 16 and 17) then staff should identify this as a specific hazard on the risk assessment (i.e. due to their lack of knowledge, experience, emotional/physical maturity, and risk perception; and the likelihood of horseplay etc.) where relevant, and provide details of existing risk control measures and any further risk control measures required. Example risk control measures may include provision of an area-specific health and safety induction, supervision, one-to-one supervision for certain tasks, ongoing training, code of conduct, and/or any prohibitions necessary.

Step 2 – Decide Who Might be Harmed and How

For each of the hazards, staff should think about who could be harmed and how; and list the groups of people who are at risk, with some examples of how they could be harmed, on the Risk Assessment Form (appendix 1).

For example:

- Staff
- Students
- Parents
- Visitors
- Contractors
- Young persons (those aged 16 and 17)
- Children (those under the age of 16)
- Disabled persons
- New and/or expectant mothers
- All (where anybody could be affected)

Step 3 – Evaluate the Risk

Firstly, staff should consider what is already being done to reduce the risk – i.e. what risk control measures are already in place, and record these on the Risk Assessment Form (appendix 1).

Based on the existing risk control measures that are in place, staff will then need to assign a risk level of either high, medium or low, and record this on the Risk Assessment Form (appendix 1). Regardless of the level of risk, staff will then need to consider whether there are any further risk control measures that can be introduced in order to reduce the risk so far as is reasonably practicable, and record these on the Risk Assessment Form, together with full details of what action is required on the action plan.

Step 4 – Record the Significant Findings

Staff must record the significant findings on the Risk Assessment Form (appendix 1).

Where personal protective equipment (PPE) is identified as an existing/further risk control measure, staff should clarify exactly what type of PPE is required. For example, stating 'wear PPE' or 'eye protection required' is not sufficient. Staff must be clear on what type of eye protection is required, e.g. glasses, goggles etc. and should also state the relevant standard – e.g. 'safety glasses to EN166 1.F must be worn'. Staff should seek advice from the School's chosen PPE supplier, or the Bursar where required.

Step 5 – Review

Heads of Departments must ensure that all risk assessments within their area of responsibility are reviewed annually as a minimum (N.B. event and educational visit risk assessments should be reviewed prior to each event/educational visit). All Risk Assessments are stored on the H&S Team and accessible to all. These are reviewed at Governors H&S Committee meetings termly.

In addition to this requirement, risk assessments must be reviewed if:

- An accident, incident, or near miss has occurred;
- There have been any significant changes (e.g. new legislation/ACOP/guidance, new machinery/equipment, changes to the environment, or changes to the way in which work is carried out); and/or
- There is any reason to suspect that the risk assessment is no longer valid.

Specialist Risk Assessments

The Bursar will arrange for specialists to carry out the following risk assessments;

- Fire
- Asbestos
- Legionella

Responsibilities of all staff

All members of staff are given a thorough induction into the School's arrangements for risk assessments as indeed all policies including Health and Safety.

Specialist training is given to those whose work requires it.

All teaching staff receive regular induction and refresher training in risk assessments tailored to their specific areas. Each time a student is introduced to a new hazardous activity (e.g. use of a tool, use of a hazardous substance etc.), it is the responsibility of the teacher to ensure that all the hazards and control measures are explained to them. The teacher must be confident that students have understood the risks before they are permitted to commence the activity.

All staff receive induction and refresher training on the importance of completing risk assessments.

Training was carried out for all staff on Tuesday 4th February 2025 by Michelle Pearson from Pearson Webb. All staff attended this training either in person or online and training certificates kept by the Assistant Bursar.

However, staff are responsible for taking reasonable care of their own safety together with that of students and visitors. They are responsible for cooperating with the SMT in order to comply with their health and safety duties, and therefore must adhere to the content of risk assessments to ensure that risks are reduced so far as is reasonably practicable.

This policy will be reviewed annually.

Members of staff who completed Risk Assessment Training with Michelle Pearson from Pearson Webb Consulting

February 2025

4/2/25 In Person Halliford School Theatre

E Sanders	N Makkar
J Davies	T Hetherington
C Batt	A Carroll
F Smith	G Boyes
A Rooke	S Slocock
R Bruno	A Wright
C Moore	H Mobbs
M Fieldhouse	S Brooks
D Morriss	E Whitticase
T Lyons	C Lamy
D Hewitt	A Sessions

R Fulford

M Gruner

I Arriandiaga

F Wilbraham

G Gillies

D Mitchelmore

M Quereshi

M Aarons

R Cook

L Laszcz

S Watson

C Jarvis

J Bignell

D Howard

H Churchill

J Norman

S Luterbacher

M Turner Smith

J Aung

S Brown

A Wain

J Hoare

S Jenkins

Watched recording

M Shales

H Foster

V Harden-Chaters

H Jones

K Gerry

D Patel

M Alder

J Perks

S Baker

D Orlowski

R Martin

C Marismari

Risk Assessment Blank Pro-forma

Risk Assessment Form

Risk assessor(s)				Date Assessed:			
Type of risk assessment	☐ Area	☐ Activity	☐ Event	☐ Educational visit	☐ Other	Please specify:	
What does this risk assessment cover?				Location(s)			

What are the hazards?	Who might be harmed and how?	What are you already doing to reduce the risk (i.e. existing control measures)?	Risk level (i.e. H, M, or L)?	What further action is necessary (i.e. are any further control measures required)?	Additional action required (Y or N)?
				•	



Risk Assessment Form

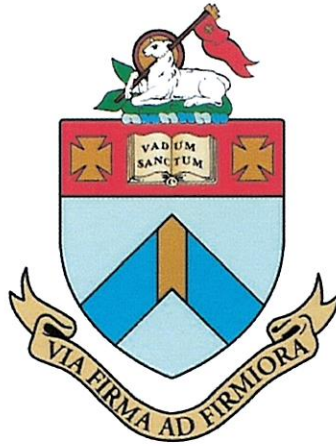
What are the hazards?	Who might be harmed and how?	What are you already doing to reduce the risk (i.e. existing control measures)?	Risk level (i.e. H, M, or L)?	What further action is necessary (i.e. are any further control measures required)?	Additional action required (Y or N)?



Risk Assessment Form

[illegible][illegible]

Risk Assessor Name		Signature		Date
Approver Name		Signature		Date



Halliford
School
SHEPPERTON

Student Access to High-Risk Areas Policy

September 2025

*Approved by the Governing Body September 2025
To be reviewed September 2026*

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Mission Statement

Halliford is a school based on strong family values where we know and respect every student as an individual. We encourage and support Hallifordians to flourish and become the best version of themselves that they can possibly be.

We aim for excellence by being academically ambitious but at the same time academically sensitive.

We inspire Hallifordians within a community that is founded on high quality teaching and learning, outstanding pastoral care and first class sporting, cultural and extra-curricular opportunities.

Introduction

At Halliford School we want to ensure that our students are kept safe. This policy outlines the procedures in place to control student access to high-risk areas within the school, to comply with our duties to non-employees under the Health and Safety at Work etc. Act 1974.

High-Risk Areas

The specific high-risk areas in our School that we have identified include:

Internal

- DT Workshops and Prep Room
- Boiler Rooms & Electrical Stores / Cupboards
- Chemical Stores in Science, DT & Art
- Catering Areas including lower ground storage cupboards / changing room.
- Costume Cupboard
- Backstage Theatre & Theatre Control Room
- Cleaners Cupboards and Stores
- Lift Space
- Access to all roof spaces via internal hatches – theatre, PC & Woodward.
- Art Kiln and Pottery wheel
- Medical Room
- Server Rooms

External

- Storage Units at rear of Baker Building and PC Centre
- Area between Woodward and Sports Hall

Some of these areas have been deemed as completely 'out of bounds' to students under any circumstances, due to the nature of the risks. These include:

- Boiler Rooms & Electrical Stores / Cupboards
- DT Prep Room
- Chemical Stores in Science, DT & Art
- Catering Areas including lower ground storage cupboards / changing room.
- Cleaners Cupboards and Stores
- Lift Space
- Access to all roof spaces via internal hatches – theatre, PC & Woodward.
- Server Rooms

- Storage Units at rear of Baker Building and PC Centre
- Area between Woodward and Sports Hall

However, we acknowledge that there are some areas in the school that have been identified as high risk areas, but with supervision and the appropriate risk assessments and control measures in place, students will be allowed limited access. These areas include:

- Science Laboratories
- DT Workshops
- Costume Cupboard
- Backstage Theatre & Theatre Control Room
- Art Kiln and Pottery wheel
- Medical Room

Control Measures

To ensure the safety of our students, the following measures are in place:

- We make sure that areas of high risk are kept secure by [*e.g. locking, fencing*] the areas off, to prevent unauthorised access to the area.
- We ensure that keys or padlock codes for each high risk area are held by an appointed person(s).
- We ensure that all high risk areas are locked and/or secured when they are not in use.
- Whilst in use, we ensure that equipment, tools, machinery and chemicals are not left unsupervised.
- If a high risk area is found to be unsupervised whilst access is available, employees are instructed to report to the Premise Manager / Bursar immediately so that action can be taken.
- If the high risk area is used for students during the school day, the member of staff that is in charge has the overall responsibility to ensure that students are kept safe and do not engage in any dangerous activities.
- We ensure that students are regularly reminded of the dangers of entering unauthorised, high risk areas, and the consequences of doing so.
- All areas that are identified as high risk undergo a full risk assessment, which is updated at least annually, or when there has been a significant change.
- We ensure that all hazardous substances are stored securely in locked cabinets or chemical stores.
- Signs are displayed around the school site to indicate unauthorised / restricted access areas.