



British School of Tenerife
Risk Assessment Policy for staff

Students, staff and all adults attached to the school are entitled to a safe and healthy environment in which to work and learn. Visitors and parents must be provided with the same assurance. All activities carried out on and off-site must have strict safety measures in place to ensure that they comply with Spanish law and best practice as set out in the DfES Health and Safety in Schools November 2018.

Areas of risk

There are numerous activities carried out at our school, many of which require a separate risk assessment. The most important of these cover:

- Fire safety and procedures (risk assessment for this hazard is carried out by an external company)
- Educational visits and trips
- Certain educational areas (e.g. science during experiments, using DT and art equipment, PE & sports activities)

The school has a Health and Safety committee whose areas of responsibilities cover the following:

- Promote and participate in research of:
 - a) Risk assessment and control.
 - b) Incidence of work-related accidents.
 - c) Evaluation of the effectiveness of the Prevention Plan.

The Health and Safety committee, in conjunction with the Financial Manager, is responsible for ensuring that all areas in school are safe and fit for purpose.

Pastoral

Our PSHEE programme is directed towards promoting an increasing understanding of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken.

Medical and First Aid

This area covers first aid, allergies, administering medicines and all related procedures. Accidents are recorded in the accident books held in a locked cupboard in Y2B, in the classrooms in EYFS and in the secretary's office at Trinity. and parents informed immediately, if necessary, or at the end of the school day if not serious. Information from the accident book will be transferred to the Accident Log weekly by the school secretaries. Details about allergies are requested upon entry to the school and records are updated regularly. There is a designated First Aider on each site, Dr Marian Waugh (Secondary) Teresa Donoghue (Primary) and a Pediatric First Aider Isabel Adeler (Early Years) at the Yeoward (La Luz).

All staff receive basic First Aid training at least every 3 years.

Child Protection & Safeguarding

Our Child Protection & Safeguarding Policy and training for all staff forms the core of our child protection risk management. A Safer Recruitment Policy and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, are not allowed to work in the UK or are prohibited from teaching.

The school has a detailed Child Protection and Safeguarding Policy and all staff must complete a Child Protection course as part of the induction process. There is a Designated Safeguarding Lead whose responsibility it is to check that all training is up-to-date and understood by staff. The DSL is responsible for the well-being of all our students and deals with issues that arise which affect their well-being including Bullying.

The school's Safer Recruitment Policy ensure that a number of measures are in place when recruiting new staff to ensure that they have not been involved in safeguarding issues. Penales are requested

for all staff bi-annually and staff coming from the UK must have up-to-date DBS, Prohibition checks and medical checks.

Conducting a risk assessment

The DfES in its Health and Safety advice to schools suggests using the “Five Steps to Risk Assessment”.

- 1 – Identify the hazards;
- 2 – Decide who might be harmed and how;
- 3 – Evaluate the risks and decide on precautions;
- 4 – Record your findings and implement them;
- 5 – Review your assessment and update if necessary.

Pupils at the BST do not carry out any high-risk activities; they are mostly low risk. We may undertake a few medium risk activities with older pupils providing specialists are involved, safety briefings are given, and protective equipment is worn. Staff and pupils are advised to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

Specialists carry out risk assessments in areas such as electrical and fire safety.

All risk assessments are reviewed termly.

All members of staff are given an induction into the school’s arrangements for risk assessments and health & safety. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. All members of staff are responsible for reporting any risks or defects to the school office. Secretaries will enter details in the maintenance book if the problem can be solved internally by the school maintenance men and refer defects needing outside expertise to the Finance Manager. If equipment is faulty and dangerous it should be reported to the Financial Manager and to a member of the Health and Safety committee.

Monitoring and review

It is the responsibility of the Health and Safety committee to monitor and evaluate the effectiveness of this policy.

This policy will be formally reviewed every year; however, it will be amended earlier if legislation or school procedures change prior to that time.

Parents are welcome to review the school's Risk Assessment procedure at any time.