



BERKHAMPSTEAD SCHOOL

AND DAY NURSERIES

Risk Assessments of trips, activities and areas

Definition

Risk Assessment: This is predominantly a Health and Safety term which refers to the process through which hazards are identified, and the risks they pose evaluated.

A risk assessment is a means of auditing the potential for unwanted situations to occur, enabling decisions to be made about steps which could minimise the possibility of the situation arising.

Hazard: A hazard is a source or a situation with the potential for harm in terms of human injury or ill health, damage to property, damage to the environment, or a combination of these. This could be:

- How people work and how plant and equipment are used.
- What chemicals and substances are used.
- What safe or unsafe practices exist.
- The general state of the premises/areas.

Risk: A risk is the chance of something happening that will have a negative effect. The level of risk reflects: the likelihood of the unwanted event and the potential consequences of the unwanted event.

The simplest way of assessing risk is to use a numerical system, in which calculations could be made, taking into account the precautions which are already in place and imagining the “worst case” scenario if nothing further is done. Once all these ratings have been recorded, the school can examine further measures which could be put into place to reduce the risk, if the risk rating appears to be too high. The key advantage of using a numerical approach to rate risk is that it is a simple way of working out which areas need most urgent attention.

Once the hazard has been identified, Staff will assess the likelihood of harm occurring, with ‘1’ being ‘not likely’ and 5 being ‘extremely likely’. Staff will also apply a severity rating, with ‘1’ being ‘low’ and ‘5’ being ‘high’, for example serious injury or death. The staff member completing the risk assessment will comment on the controls in place, before reapplying the risk calculations following these controls. Any further remarks or control measures will then be added.

What needs to be risk assessed?

- I. All classrooms, corridors, play areas, toilets and communal areas.

2. All regular activities carried out by the school – swimming, sport outside school, playing fields, trips to the recreational ground or the church.
3. Any school trip or expedition – outside agencies will also have a risk assessment.
4. Any one-off activity e.g. specialised science experiments.

Completing Risk Assessments

Multiplying the likelihood and severity of any risks together, will result in a risk rating. The issue at stake at all times when carrying out risk assessments is to ensure the safety and welfare of all those involved. Risk assessments are to be reviewed annually and completed for:

- i) **Trips:** A trip pack is to be completed by the lead teacher on the trip. The lead teacher will sign a complete a risk assessment for the trip, ensuring all members of staff on the trip sign to confirm they have read this before being reviewed by the Bursar. They will also attach a copy of the risk assessment from the venue where appropriate.
- ii) **Areas, rooms and activities:** Risk assessments for areas, rooms and activities are to be completed on an annual basis by the relevant member of staff responsible for that area and reviewed by the Bursar. See 'Appendix A' for staff responsibilities and areas, and 'Appendix B' for the location and references of each area.
- iii) **Children (e.g. disabilities, severe injuries):** Risk assessments for children are to be completed by the relevant member of staff responsible and reviewed by the Bursar.
- iv) **Staff (e.g. pregnancy, severe injuries):** Risk assessments for staff are to be completed by the employee's Line Manager and reviewed by the Bursar.

What extra measures need to be put in place?

Risk Assessment should not be an isolated process, but something which is ongoing across the whole school. Effective Risk Assessments always follow the five key stages outlined below (see 'Appendix C' for the risk assessment templates):

STEP ONE	Make a list of all hazard and outcome associated to the hazard with no controls in place. These should include the various types of hazards as mentioned earlier including unsafe acts, physical conditions and omissions.
STEP TWO	For each hazard, decide who might be harmed and calculate the risk with before controls measures are in place.
STEP THREE	Evaluate the risk of each hazard and determine what controls are in place to mitigate the risk.
STEP FOUR	For each hazard, calculate the risk with after controls measures are in place. Review the risk of each hazard with the controls in and evaluate whether the residual risk is at a comfortable level.
STEP FIVE	Review your assessment during the activity/period and revise as necessary.

Leadership Responsibilities

All risk assessments are to be reviewed by the Bursar. The Bursar may seek guidance from the Headteacher, Director of Day Nurseries, Executive Headteacher or Health and Safety Governor if/where required.

Any activity with a hazard with a risk of 15, after controls have been applied, should not be attended unless approved by the Bursar and/or Health and Safety Governor.

The Bursar and/or Headteacher/Day Nursery Manager should be made aware of any activity with a hazard with a risk of 12 or over, after controls have been applied.

The overall aim of any risk assessment is to reduce the level of all residual risks to a level where all those concerned accept and tolerate them.

APPENDIX A – STAFF RESPONSIBILITIES & AREAS

WHOLE SCHOOL

Ref	Location/Activity	Responsibility	Reviewer	Date
A.001	Crossing the Road	J Holland	T Denmead	30 th Nov
A.002	Walking to All Saints' Church	J Holland	T Denmead	30 th Nov
A.003	Use of All Saints' Church	J Holland	T Denmead	30 th Nov
A.004	Travelling by Minibus	J Holland	T Denmead	30 th Nov
A.005	Driving the Minibus	J Griffiths	T Denmead	30 th Nov
A.006	Pre-Prep Drop-off & Pick-up	J Griffiths	T Denmead	30 th Nov
A.007	Prep Drop-off & Pick-up	J Griffiths	T Denmead	30 th Nov

EARLY YEARS

Ref	Location/Activity	Responsibility	Reviewer	Date
Andrew's Building Ground Floor				
B.001	Disabled Toilet	Z Meredith-Smyth	T Denmead	30 th Nov
B.002	Lift	Z Meredith-Smyth	T Denmead	30 th Nov
B.003	Cleaner's Cupboard	J Griffiths	T Denmead	30 th Nov
B.004	Gym Store	C Keegan	T Denmead	30 th Nov
B.005	Gym	C Keegan	T Denmead	30 th Nov
B.006	Changing Room	C Keegan	T Denmead	30 th Nov
B.007	Toilets	C Keegan	T Denmead	30 th Nov
B.008	Foyer, Corridor & Stairs	Z Meredith-Smyth	T Denmead	30 th Nov
B.009	Outdoor Classroom	G Baker	T Denmead	30 th Nov
Andrew's Building First Floor				
B.101	Plant Room	J Griffiths	T Denmead	30 th Nov
B.102	Staff Room	Z Meredith-Smyth	T Denmead	30 th Nov
B.103	Classroom RG	J Gargan	T Denmead	30 th Nov
B.104	Classroom RMS	Z Meredith-Smyth	T Denmead	30 th Nov
B.105	Fire Escape/Stairs	Z Meredith-Smyth	T Denmead	30 th Nov
B.106	Toilets Between Classrooms	Z Meredith-Smyth	T Denmead	30 th Nov
Kindergarten				
B.201	Cloakroom & Toilets	G Baker	T Denmead	30 th Nov
B.202	Classroom	G Baker	T Denmead	30 th Nov
B.203	Utility Area	G Baker	T Denmead	30 th Nov
B.204	Winston the Tortoise	G Baker	T Denmead	30 th Nov
B.205	Toy Store/Outside Shed	G Baker	T Denmead	30 th Nov
B.206	Children walking to Pre-Prep	Z Meredith-Smyth	T Denmead	30 th Nov

PRE-PREP

Ref	Location/Activity	Responsibility	Reviewer	Date
Basement				
C.001	Science Room	T Morphey	T Denmead	30 th Nov
C.002	Toilets	A Stephenson	T Denmead	30 th Nov
C.003	Boiler Room	J Griffiths	T Denmead	30 th Nov
C.004	Cookery Room & Cookery Lessons	J Hannett	T Denmead	30 th Nov
C.005	Art & DT Room (COMBINED)	D Banks	T Denmead	30 th Nov
C.006	Storage	J Griffiths	T Denmead	30 th Nov
C.007	Kitchen/Maintenance Office & Toilets	J Griffiths	T Denmead	30 th Nov
C.008	Electric Fuse Box room	J Griffiths	T Denmead	30 th Nov
C.009	Storage Room under Kitchen	J Griffiths	T Denmead	30 th Nov
C.010	Kitchen Staff Toilets/Cloakroom	R Fisher	T Denmead	30 th Nov
C.011	Kitchen Storage (Cellar)	R Fisher	T Denmead	30 th Nov
Ground Floor				
C.101	First Aid Room	J Addis	T Denmead	30 th Nov
C.102	HR / Admissions	S Watkins	T Denmead	30 th Nov
C.103	Library	K Jones	T Denmead	30 th Nov
C.104	Dining Hall	J Hyde	T Denmead	30 th Nov
C.105	Small Dining Hall (next to Office)	J Kang Martinez	T Denmead	30 th Nov
C.106	Visitors Toilet	N Brooks-Hughes	T Denmead	30 th Nov
C.107	School Office	J Addis	T Denmead	30 th Nov
C.108	Lobby Fernbank	N Brooks-Hughes	T Denmead	30 th Nov
C.109	Lobby Beechmount	N Brooks-Hughes	T Denmead	30 th Nov
C.110	Small Dining Hall (next to Kitchen)	C Macpherson-Light	T Denmead	30 th Nov
C.111	Kitchen Room	R Fisher	T Denmead	30 th Nov
C.112	Kitchen Store	R Fisher	T Denmead	30 th Nov
C.113	Kitchen Store	R Fisher	T Denmead	30 th Nov
C.114	Cloakroom	M Main	T Denmead	30 th Nov
C.115	Kiln Room	J Griffiths	T Denmead	30 th Nov
C.116	Boiler Room (attached to Garage)	J Griffiths	T Denmead	30 th Nov
C.117	Garage	J Griffiths	T Denmead	30 th Nov
C.118	Uniform Shop	N Brooks-Hughes	T Denmead	30 th Nov
C.119	Pre-Prep Staircases	G Smith	T Denmead	30 th Nov
C.120	Equipment Shed by Garage	C Keegan	T Denmead	30 th Nov
C.121	Pre-Prep Playground	C Jones	T Denmead	30 th Nov
C.122	Wildlife Area	Z Meredith-Smyth	T Denmead	30 th Nov

Reviewed by: T Denmead

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Review date: Nov 25

First Floor				
C.201	Head's Office	M Bareham	T Denmead	30 th Nov
C.202	Admin Storeroom	J Addis	T Denmead	30 th Nov
C.203	Classroom 2J	G Smith	T Denmead	30 th Nov
C.204	Classroom 2S	K Jones	T Denmead	30 th Nov
C.205	Classroom 1ML	C Macpherson-Light	T Denmead	30 th Nov
C.206	Classroom 1S	A Stephenson	T Denmead	30 th Nov
C.207	The Den	M Main	T Denmead	30 th Nov
C.208	Year 1 Toilets	C Macpherson-Light	T Denmead	30 th Nov
C.209	Music Room	D Sallis	T Denmead	30 th Nov
C.210	Marketing	K De Burgh-Thomas	T Denmead	30 th Nov
C.211	Staff WC	J Hyde	T Denmead	30 th Nov
C.212	Estates / Exec Head	J Griffiths	T Denmead	30 th Nov
C.213	Year 2 Toilets	K Jones	T Denmead	30 th Nov
Second Floor				
C.301	Bursar's Office	T Denmead	T Denmead	30 th Nov
C.302	Finance Office	P Huckin	T Denmead	30 th Nov
C.303	Staff WC	P Huckin	T Denmead	30 th Nov
C.304	Pre-Prep Staffroom Rm 29	A Stephenson	T Denmead	30 th Nov

PREP

Ref	Location/Activity	Responsibility	Reviewer	Date
Ground Floor				
D.001	Gym	C Keegan	T Denmead	30 th Nov
D.002	Music Room	P Mitchell	T Denmead	30 th Nov
D.003	Music Practice Room	P Mitchell	T Denmead	30 th Nov
D.004	Changing Rooms (Outdoors)	C Keegan	T Denmead	30 th Nov
D.005	Changing Room (Indoors)	C Keegan	T Denmead	30 th Nov
D.006	Changing Room (Indoors)	C Keegan	T Denmead	30 th Nov
D.007	Boiler Room	J Griffiths	T Denmead	30 th Nov
D.008	Staff Room	B Amlani	T Denmead	30 th Nov
D.009	Classroom 4T	M Titley	T Denmead	30 th Nov
D.010	Foyer & Stairs	I Parker	T Denmead	30 th Nov
D.011	Toilets Girls	H Rees	T Denmead	30 th Nov
D.012	Toilets Boys	M Titley	T Denmead	30 th Nov
D.013	Toilets Unisex (NEW)	T Butcher	T Denmead	30 th Nov
D.014	Cleaners Cupboard	J Griffiths	T Denmead	30 th Nov
D.015	Prep Office	J Holland	T Denmead	30 th Nov
D.016	Classroom 4P	I Parker	T Denmead	30 th Nov
D.017	Playground (inc Trim Trail)	R Baker	T Denmead	30 th Nov
D.018	Traversing Wall	R Baker	T Denmead	30 th Nov
D.019	Jubilee Garden	J Taylor	T Denmead	30 th Nov
D.020	Prep Equipment Cupboard under stairs	C Keegan	T Denmead	30 th Nov
D.021	Disabled Toilet	B Amlani	T Denmead	30 th Nov
D.022	Music Pods	P Mitchell	T Denmead	30 th Nov
D.023	Fire Escape Stairs	B Amlani	T Denmead	30 th Nov
D.024	Wellbeing Pod	H Rees	T Denmead	30 th Nov
First Floor				
D.101	Classroom 5H	J Hannett	T Denmead	30 th Nov
D.102	Classroom 5B	D Banks	T Denmead	30 th Nov
D.103	Boost Room	J Shoukry	T Denmead	30 th Nov
D.104	Classroom 3C	M Cole	T Denmead	30 th Nov
D.105	Library	R Baker	T Denmead	30 th Nov
D.106	Classroom 3M	C McCreanor	T Denmead	30 th Nov
D.107	Stationery/Photocopier	C McCreanor	T Denmead	30 th Nov
D.108	Corridor & Hallways (COMBINED)	M Cole	T Denmead	30 th Nov
D.109	Staff WCs	J Shoukry	T Denmead	30 th Nov
Second Floor				
D.201	Art Room	N Hartley	T Denmead	30 th Nov
D.202	Classroom 6E	B Evans / S Leigh	T Denmead	30 th Nov
D.203	Music Practice Room	P Mitchell	T Denmead	30 th Nov
D.204	Classroom 6M	P McCreanor	T Denmead	30 th Nov

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D.205	Small Office	B Evans / S Leigh	T Denmead	30 th Nov
D.206	Top Staircase	J Hannett	T Denmead	30 th Nov

PE & GAMES

Ref	Location/Activity	Responsibility	Reviewer	Date
Equipment & Activities				
E.001	Gym Apparatus	C Keegan	T Denmead	30 th Nov
E.002	Supporting other pupils	C Keegan	T Denmead	30 th Nov
E.003	Free Standing Equipment	C Keegan	T Denmead	30 th Nov
E.004	Use of Mats	C Keegan	T Denmead	30 th Nov
E.005	Athletics	C Keegan	T Denmead	30 th Nov
E.006	Dance	C Keegan	T Denmead	30 th Nov
E.007	Gymnastics	C Keegan	T Denmead	30 th Nov
E.008	Team Games: Rugby, Lacrosse, Netball, Football, Hockey, Volleyball and Basketball	C Keegan	T Denmead	30 th Nov
E.009	Racket Games: Tennis	C Keegan	T Denmead	30 th Nov
E.010	Striking Games: Hockey and Cricket	C Keegan	T Denmead	30 th Nov
E.011	Swimming	C Keegan	T Denmead	30 th Nov
E.012	Generic Swimming Gala	C Keegan	T Denmead	30 th Nov
E.013	PE Activity: Away Matches / Home matches off Site	C Keegan	T Denmead	30 th Nov
E.014	PE Wednesday Afternoon	C Keegan	T Denmead	30 th Nov
E.015	Sports Days	C Keegan	T Denmead	30 th Nov
Onsite Facilities				
E.101	MUGA	C Keegan	T Denmead	30 th Nov
E.102	Playground Area & Grass Area	C Keegan	T Denmead	30 th Nov
E.103	Prep Hard Courts (Tennis/Netball & Football area)	C Keegan	T Denmead	30 th Nov
External Facilities				
E.201	Cheltenham Rugby Club (NEW)	P McCreanor	T Denmead	30 th Nov
E.202	Cheltenham North Rugby Club (NEW)	P McCreanor	T Denmead	30 th Nov
E.203	Cheltenham Cricket Club (NEW)	P McCreanor	T Denmead	30 th Nov
E.204	Walking to and from Victoria Ground	P McCreanor	T Denmead	30 th Nov
E.205	Charlton Kings Cricket Club	P McCreanor	T Denmead	30 th Nov

PITTVILLE CIRCUS DAY NURSERY

Ref	Location/Activity	Responsibility	Reviewer	Date
Ground Floor				
F.001	Front Office & Entrance	L Jones	T Denmead	30 th Nov
F.002	Kitchen	R Fisher	T Denmead	30 th Nov
F.003	Sensory Room	M Drew	T Denmead	30 th Nov
F.004	Laundry Room	M Drew	T Denmead	30 th Nov
F.005	Resource Room	M Drew	T Denmead	30 th Nov
F.006	Maintenance Office & WC	J Griffiths	T Denmead	30 th Nov
F.007	COSH Cupboard	J Griffiths	T Denmead	30 th Nov
F.008	Plant Room	J Griffiths	T Denmead	30 th Nov
F.009	Dining Room	L Finney	T Denmead	30 th Nov
F.010	Corridors & Stairs	L Finney	T Denmead	30 th Nov
F.011	Teddy Bears	TB Room Lead	T Denmead	30 th Nov
F.012	Teddy Bears Toilets	TB Room Lead	T Denmead	30 th Nov
F.013	Wise Bears	TB Room Lead	T Denmead	30 th Nov
F.014	Wise Bears Toilets	TB Room Lead	T Denmead	30 th Nov
F.015	Lift	L Jones	T Denmead	30 th Nov
F.016	Lift Motor Room	J Griffiths	T Denmead	30 th Nov
F.017	Library	L Finney	T Denmead	30 th Nov
F.018	Storeroom (by Under 2's garden)	M Drew	T Denmead	30 th Nov
F.019	Cloakroom	L Finney	T Denmead	30 th Nov
F.020	Manager's Office	L Jones	T Denmead	30 th Nov
F.021	PTA Cupboard	J Griffiths	T Denmead	30 th Nov
F.022	Staff Work Area	M Drew	T Denmead	30 th Nov
F.023	Visitor Toilet	M Drew	T Denmead	30 th Nov
F.024	Disabled Toilet	M Drew	T Denmead	30 th Nov
F.025	Front Car Park	L Jones	T Denmead	30 th Nov
F.026	Back Car Park	L Jones	T Denmead	30 th Nov
F.027	Under 2's Playground	L Finney	T Denmead	30 th Nov
F.028	Main Playground	L Jones	T Denmead	30 th Nov
F.029	Bin Area & Container	J Griffiths	T Denmead	30 th Nov
First Floor				
F.101	Staff Room	L Finney	T Denmead	30 th Nov
F.102	Cot Rooms	BC Room Lead	T Denmead	30 th Nov
F.103	Fuzzy Bears	FB Room Lead	T Denmead	30 th Nov
F.104	Nappy Changing Area	BC Room Lead	T Denmead	30 th Nov
F.105	Bear Cubs	BC Room Lead	T Denmead	30 th Nov
F.106	Storeroom	M Drew	T Denmead	30 th Nov
F.107	Cuddly Bears	CB Room Lead	T Denmead	30 th Nov

CHARLTON KINGS DAY NURSERY

Ref	Location/Activity	Responsibility	Reviewer	Date
Lower Ground Floor				
G.001	Front Office & Entrance	K Hawkes	T Denmead	30 th Nov
G.002	Manager's Office	K Hawkes	T Denmead	30 th Nov
G.003	Boiler Room & Utilities Cupboard	J Griffiths	T Denmead	30 th Nov
G.004	Dining Room	D Berry	T Denmead	30 th Nov
G.005	Dumbwaiter	K Hawkes	T Denmead	30 th Nov
G.006	Children's Toilet	K Hawkes	T Denmead	30 th Nov
G.007	Visitor Toilet	K Hawkes	T Denmead	30 th Nov
G.008	COSH Cupboard	J Griffiths	T Denmead	30 th Nov
G.009	Kitchen	R Fisher	T Denmead	30 th Nov
G.010	Storeroom	D Berry	T Denmead	30 th Nov
G.011	Corridors & Stairs	D Berry	T Denmead	30 th Nov
G.012	Car Park	K Hawkes	T Denmead	30 th Nov
Upper Ground Floor				
G.101	Office	K Hawkes	T Denmead	30 th Nov
G.102	Library	D Berry	T Denmead	30 th Nov
G.103	Server Room	T Denmead	T Denmead	30 th Nov
G.104	Fuzzy Bears	FB Room Lead	T Denmead	30 th Nov
G.105	Fuzzy Bears Toilet & Nappy Changing	FB Room Lead	T Denmead	30 th Nov
G.106	Teddy Bears	TB Room Lead	T Denmead	30 th Nov
G.107	Teddy Bears Toilets	TB Room Lead	T Denmead	30 th Nov
G.108	Wise Bears & Corridor	WB Room Lead	T Denmead	30 th Nov
G.109	Wise Bears Toilets	WB Room Lead	T Denmead	30 th Nov
G.110	Laundry Room	D Berry	T Denmead	30 th Nov
G.111	Playground	K Hawkes	T Denmead	30 th Nov
G.112	Wise Bears Playground	WB Room Lead	T Denmead	30 th Nov
First Floor				
G.201	Staff WCs	D Berry	T Denmead	30 th Nov
G.202	Bear Cubs	BC Room Lead	T Denmead	30 th Nov
G.203	Nappy Changing	CB Room Lead	T Denmead	30 th Nov
G.204	Cuddly Bears	CB Room Lead	T Denmead	30 th Nov
G.205	Cot Rooms	BC Room Lead	T Denmead	30 th Nov
G.206	Sensory Room	D Berry	T Denmead	30 th Nov
Second Floor				
G.301	Staff Kitchen	D Berry	T Denmead	30 th Nov
G.302	Staff Room	D Berry	T Denmead	30 th Nov
G.303	Staff Work Area	D Berry	T Denmead	30 th Nov
G.304	Loft Space	J Griffiths	T Denmead	30 th Nov

Reviewed by: T Denmead

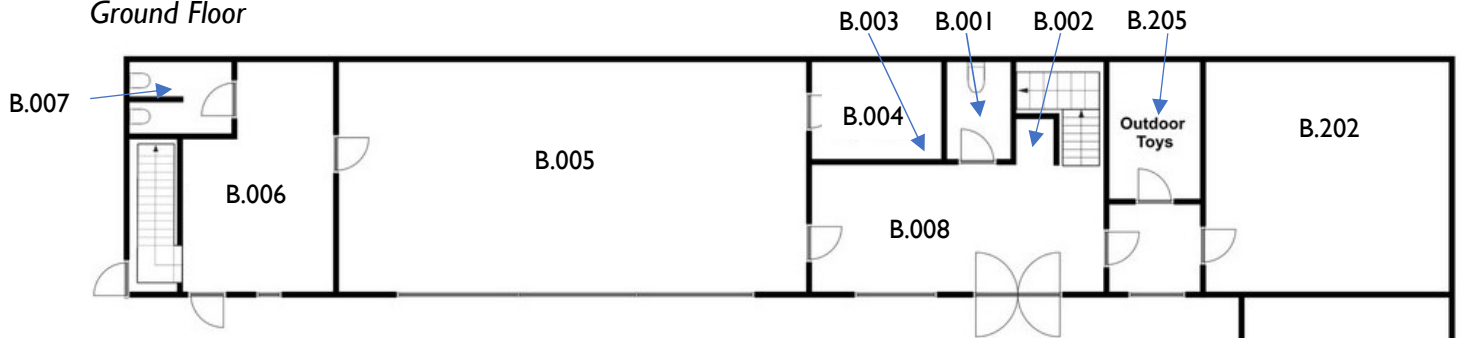
Safeguarding Handbook/Updated Nov 24

Review date: Nov 25

APPENDIX B – LOCATIONS & REFERENCES

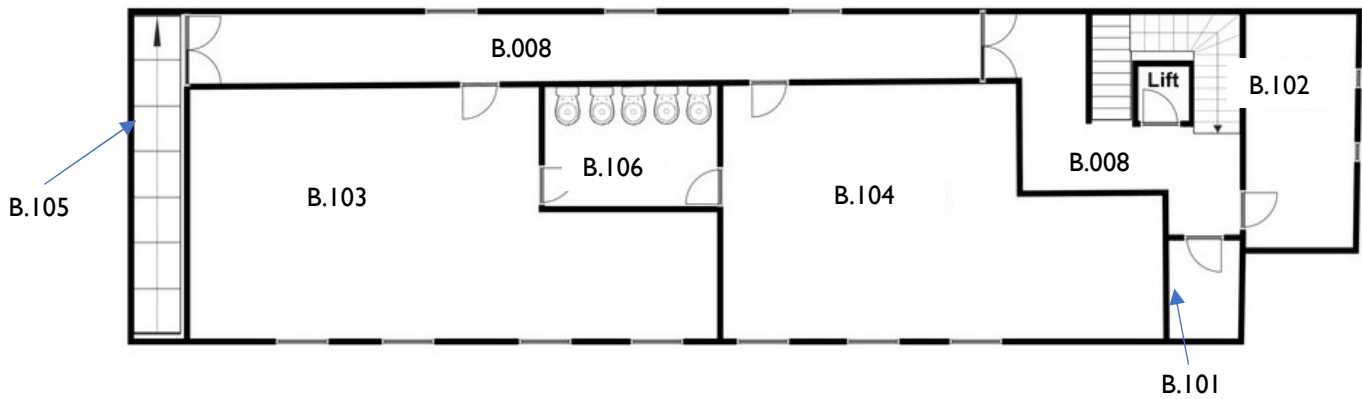
Andrews Building

Ground Floor



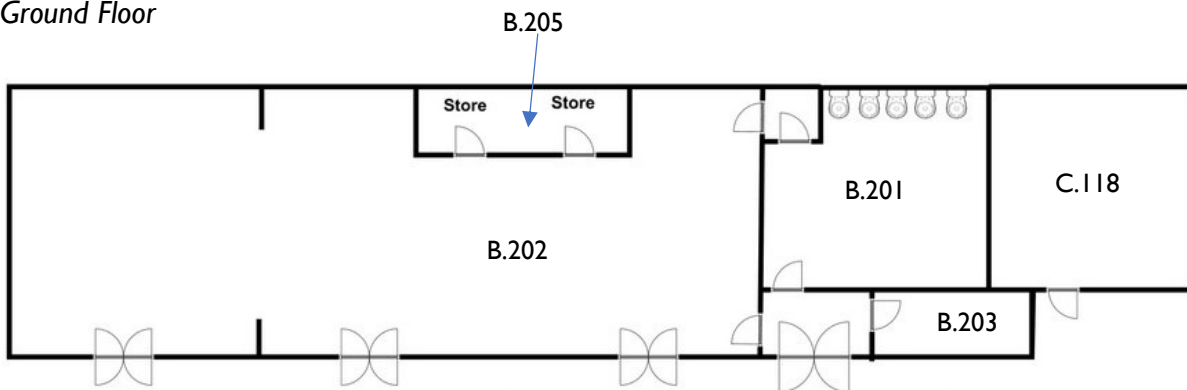
Andrews Building

First Floor



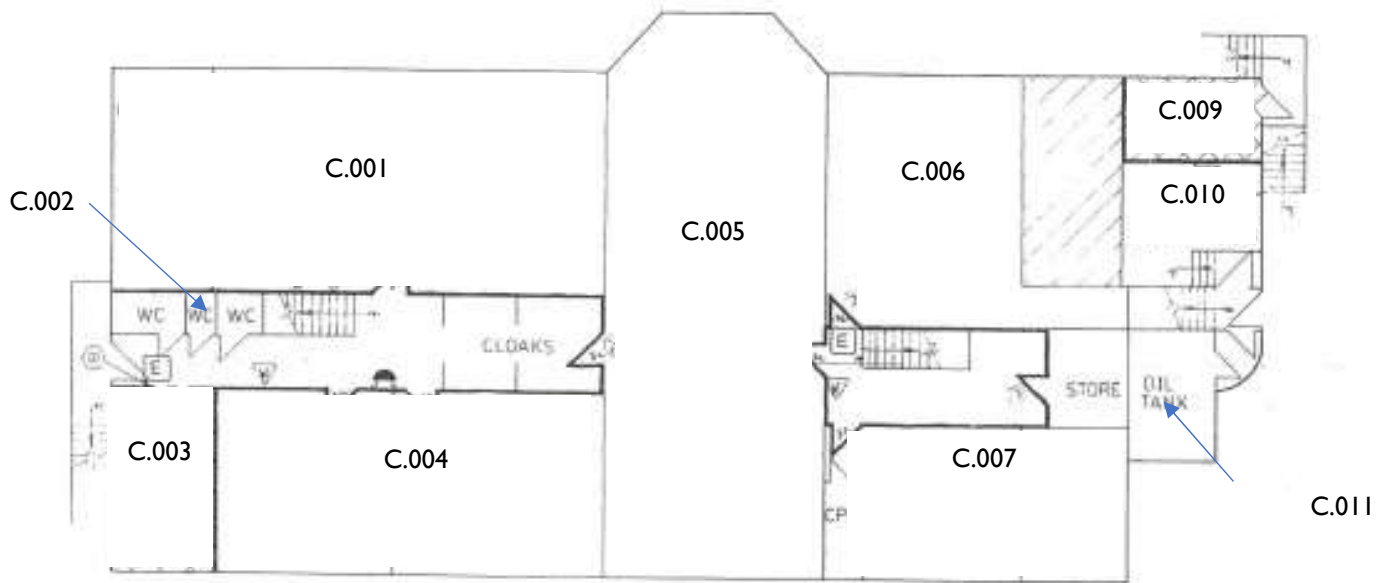
Kindergarten

Ground Floor



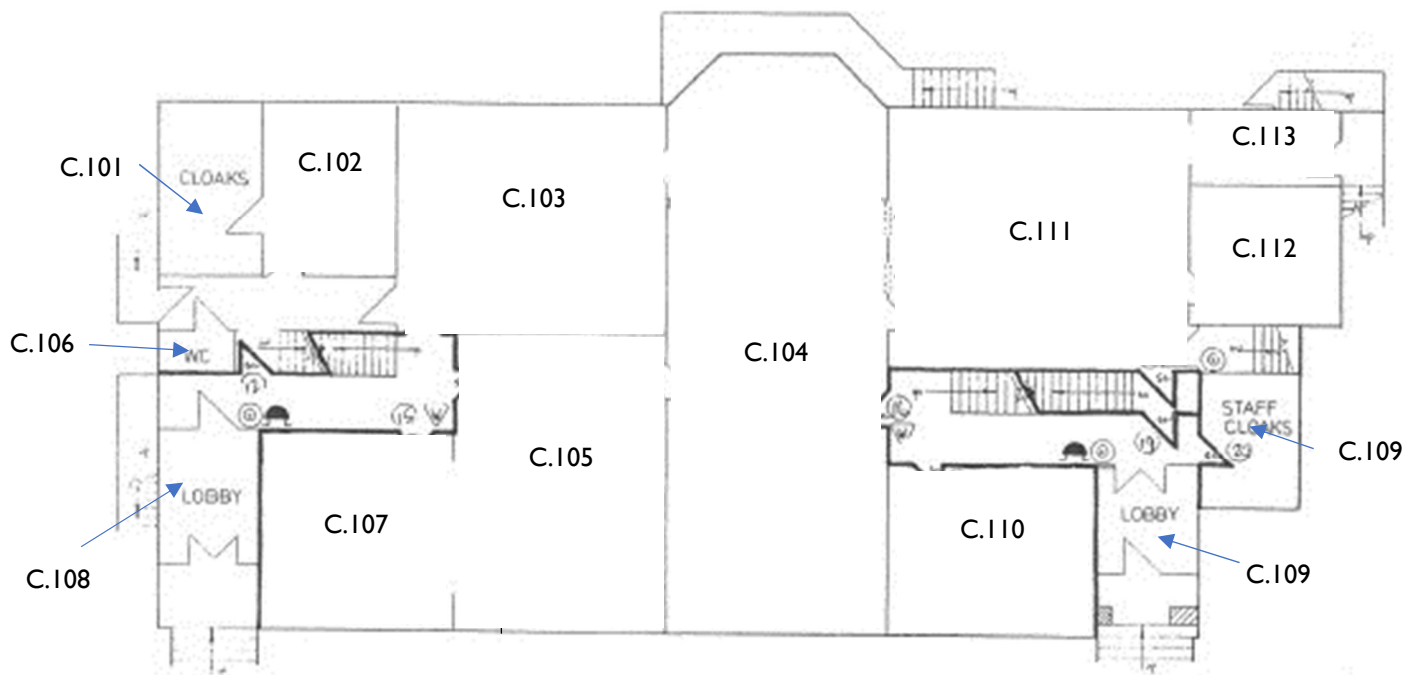
Pre-Prep Building

Basement



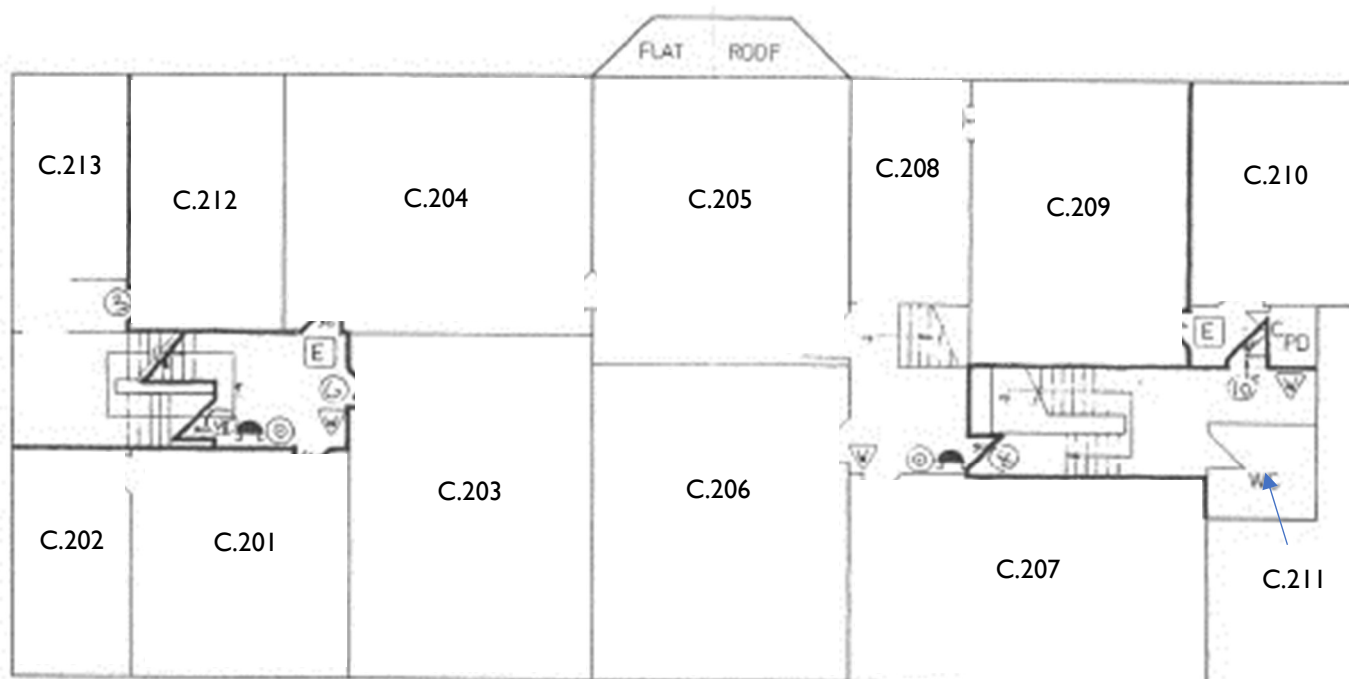
Pre-Prep Building

Ground Floor



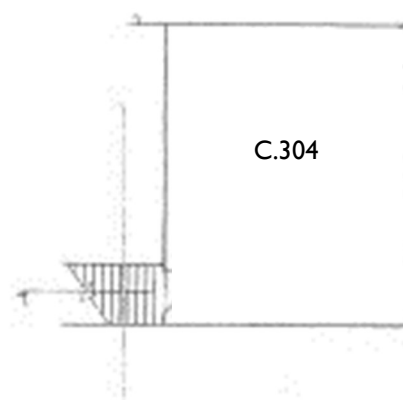
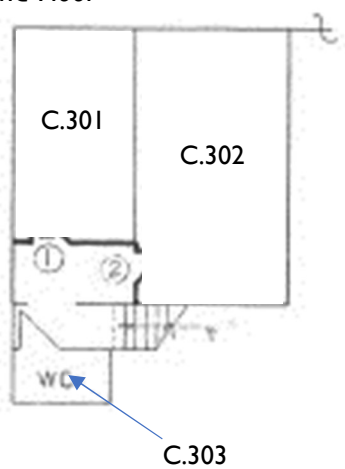
Pre-Prep Building

First Floor



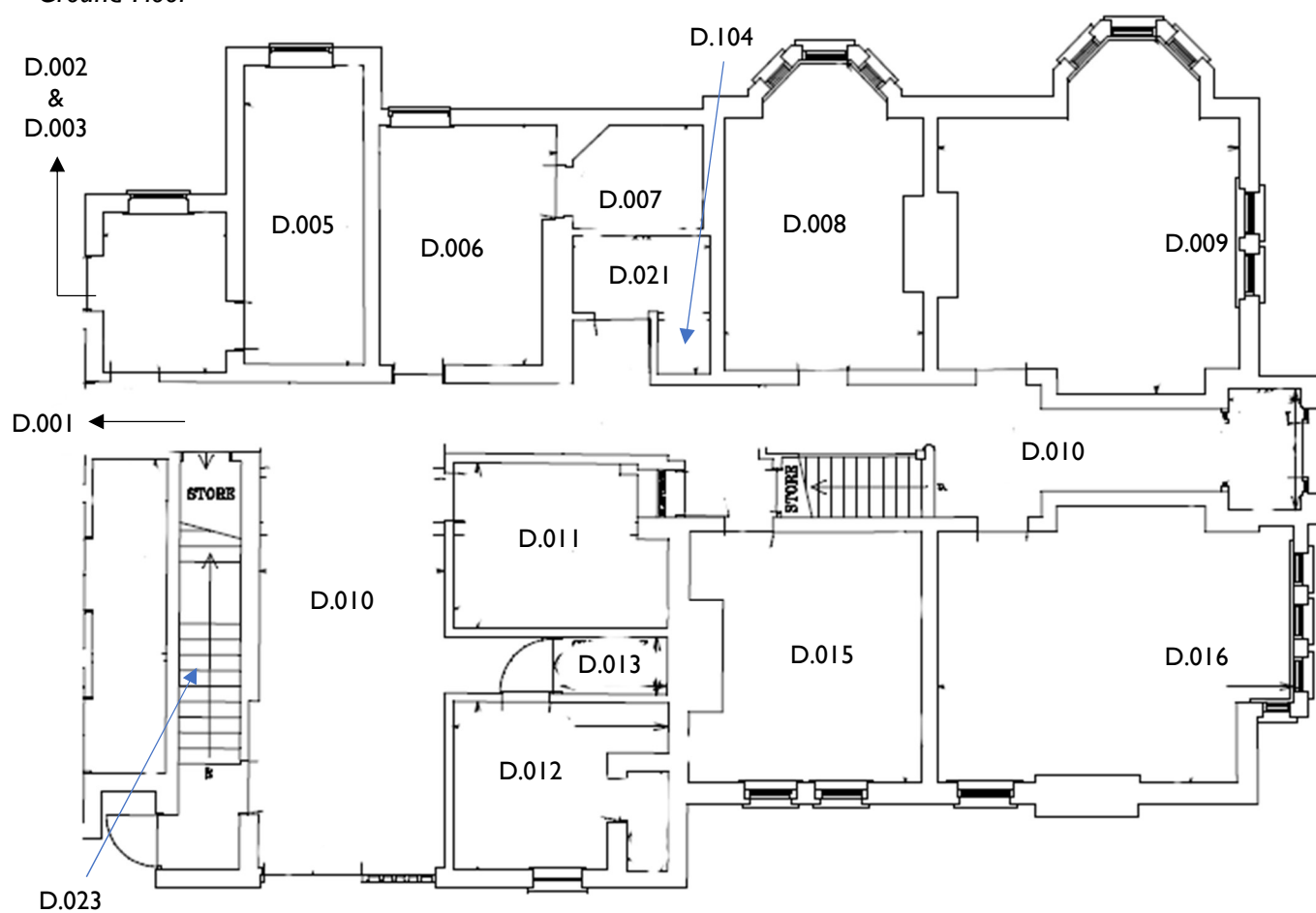
Pre-Prep Building

Second Floor

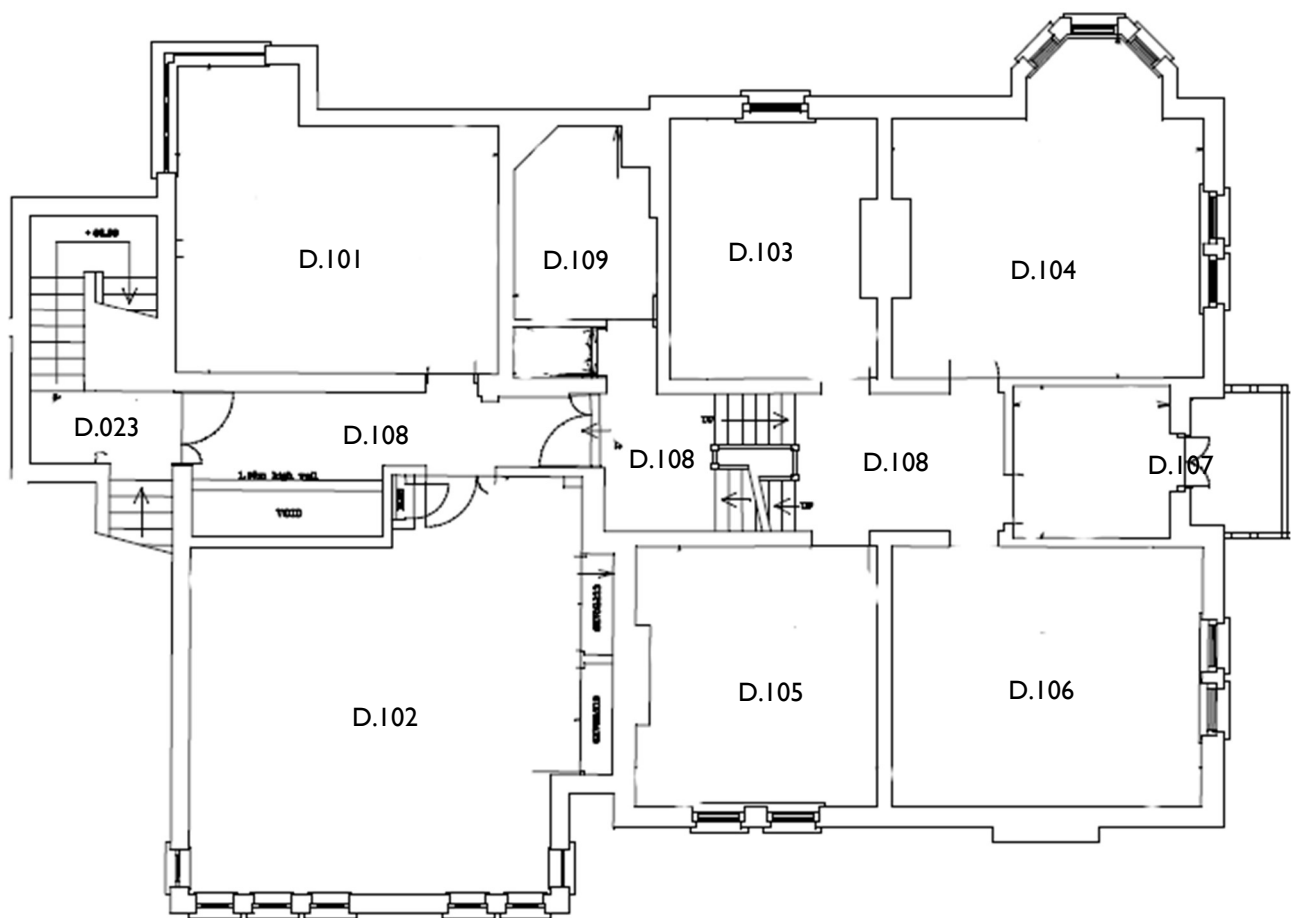


Prep Building

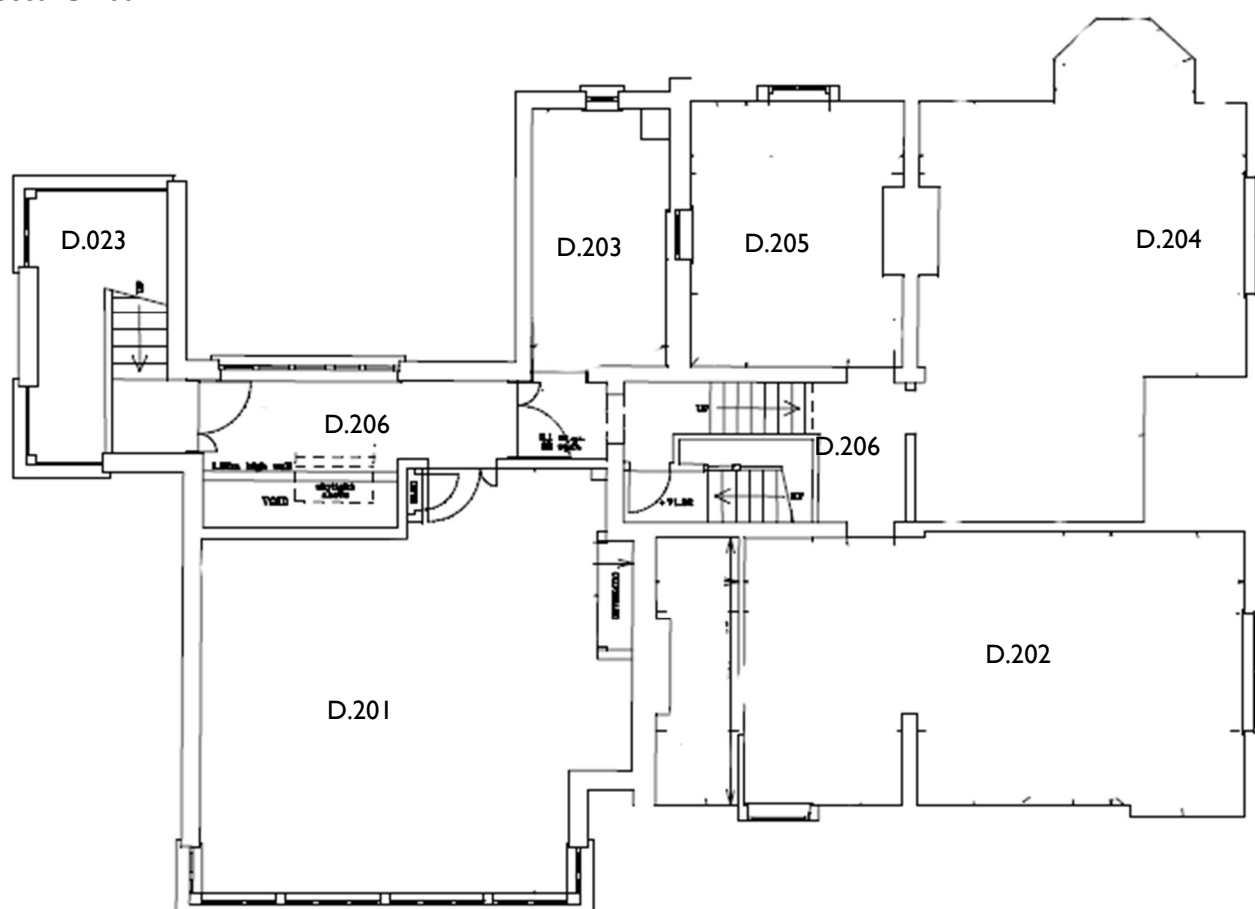
Ground Floor



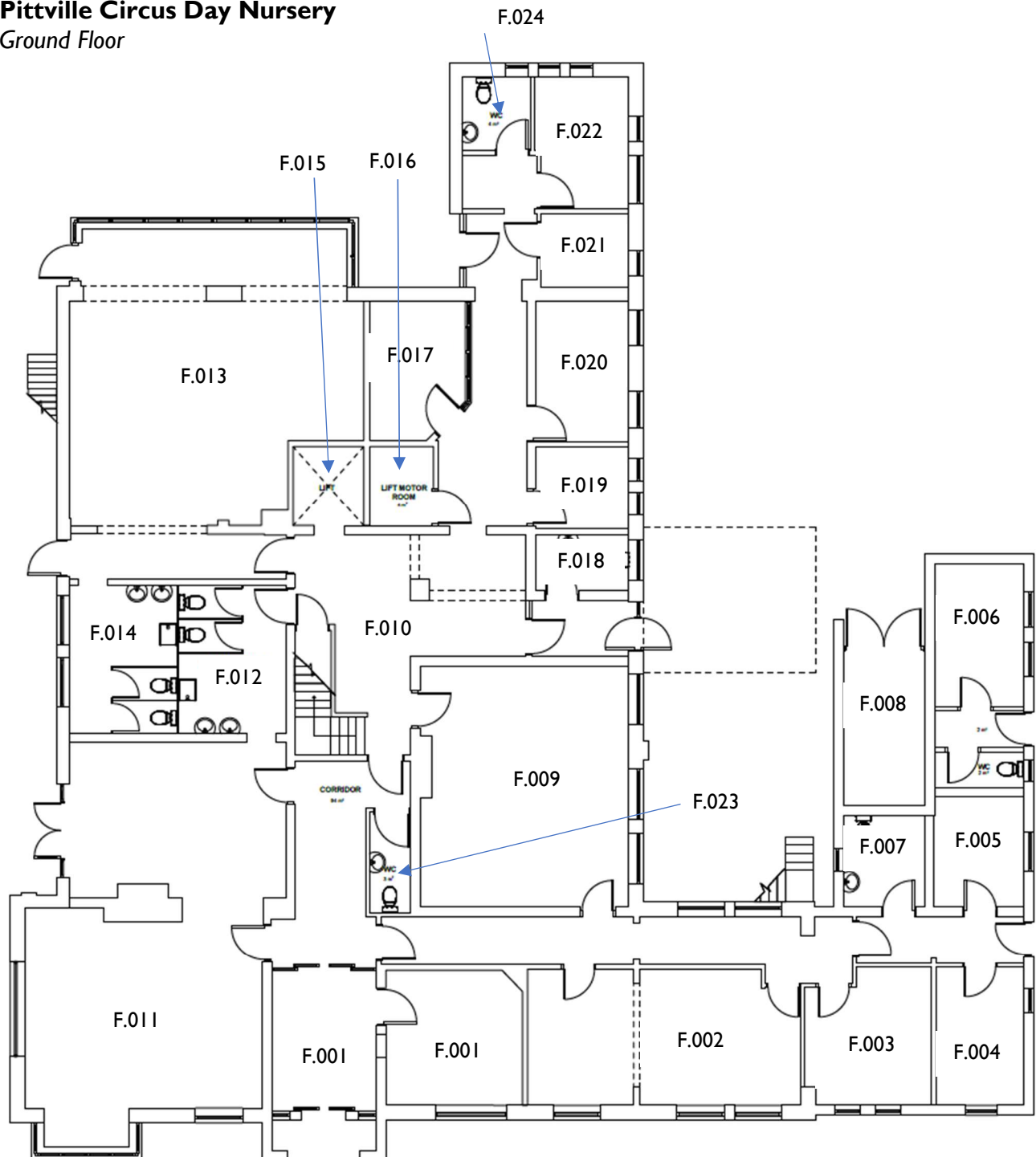
Prep Building
First Floor



Prep Building
Second Floor

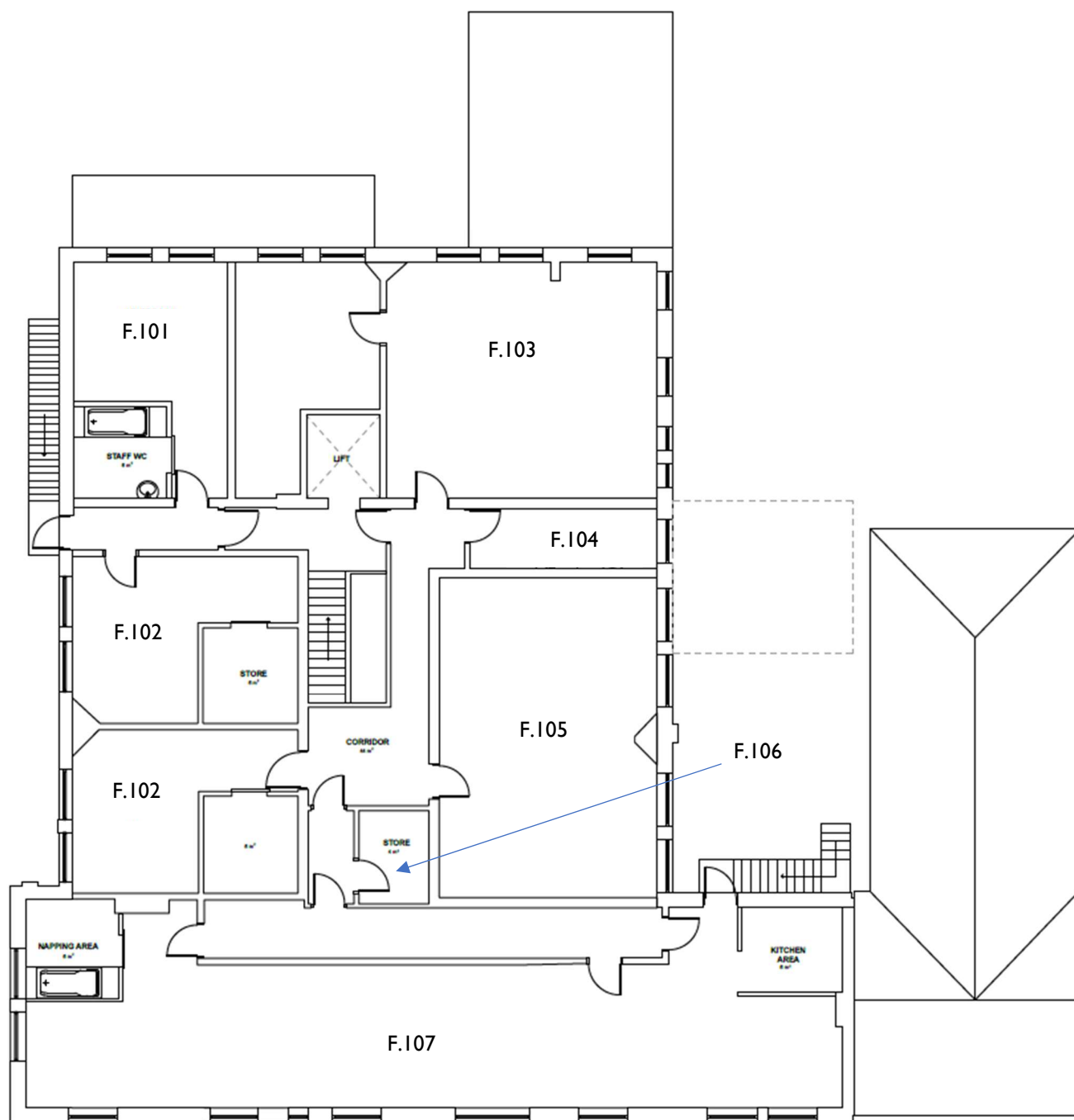


Pittville Circus Day Nursery
Ground Floor



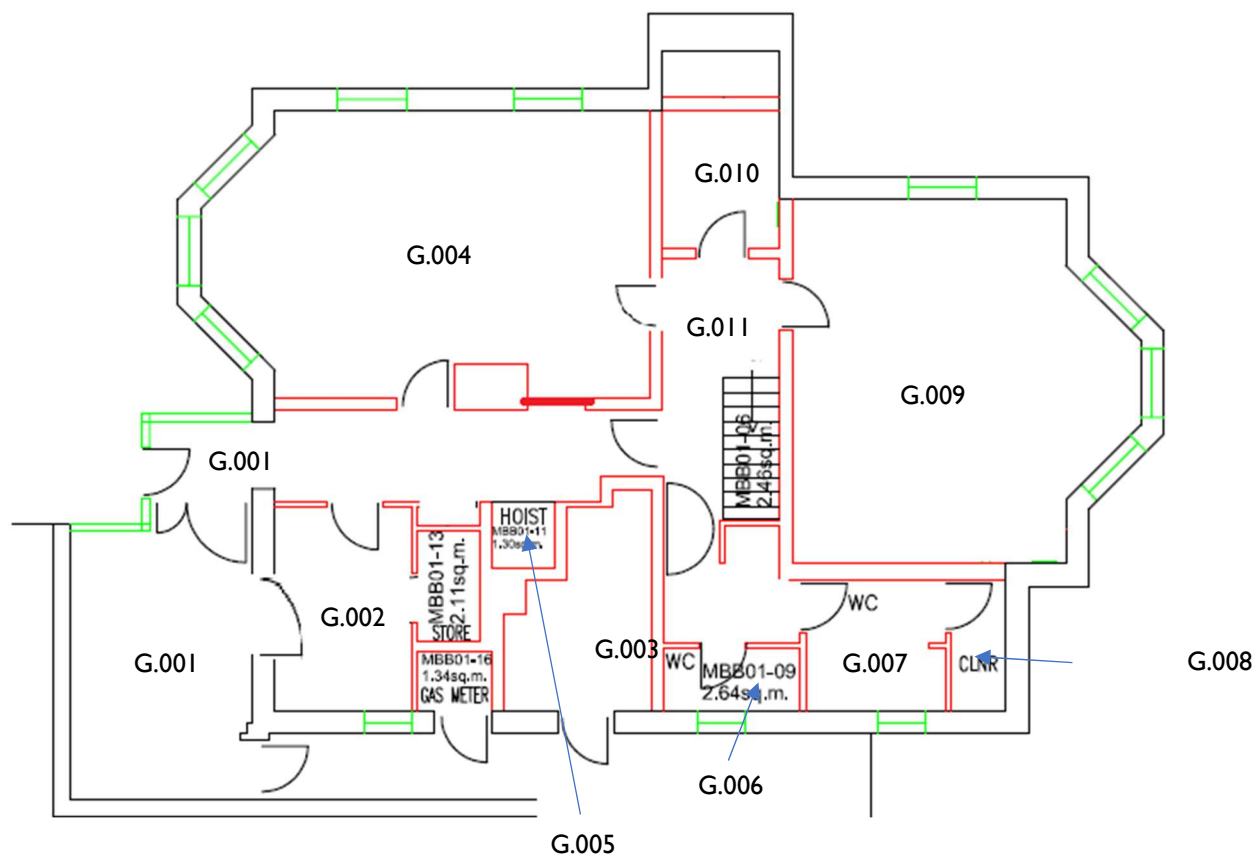
Pittville Circus Day Nursery

First Floor

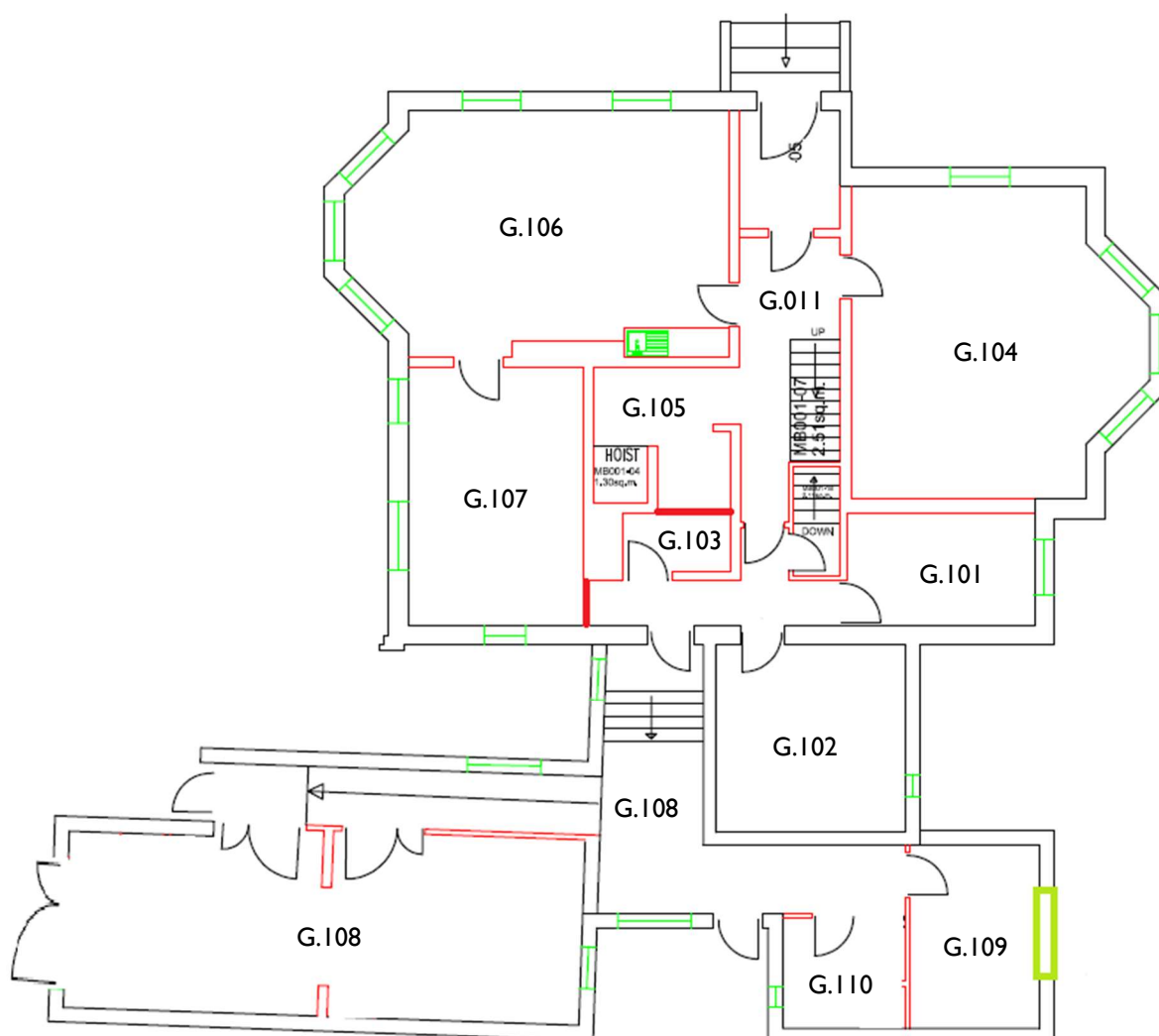


Charlton Kings Day Nursery

Lower Ground Floor

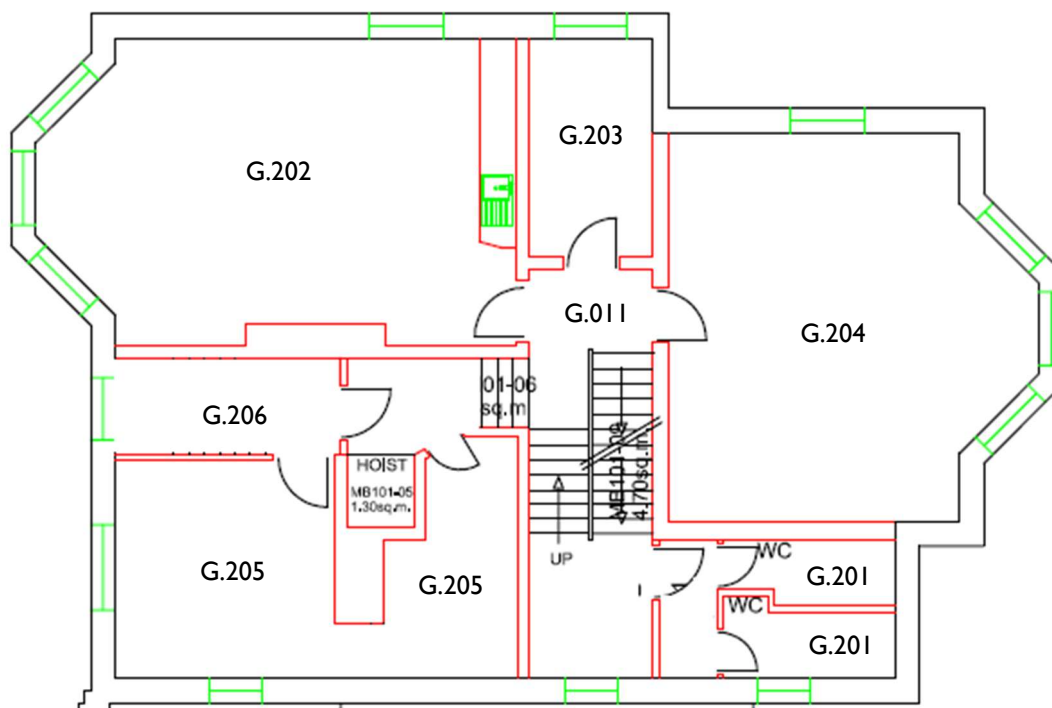


Charlton Kings Day Nursery
Upper Ground Floor



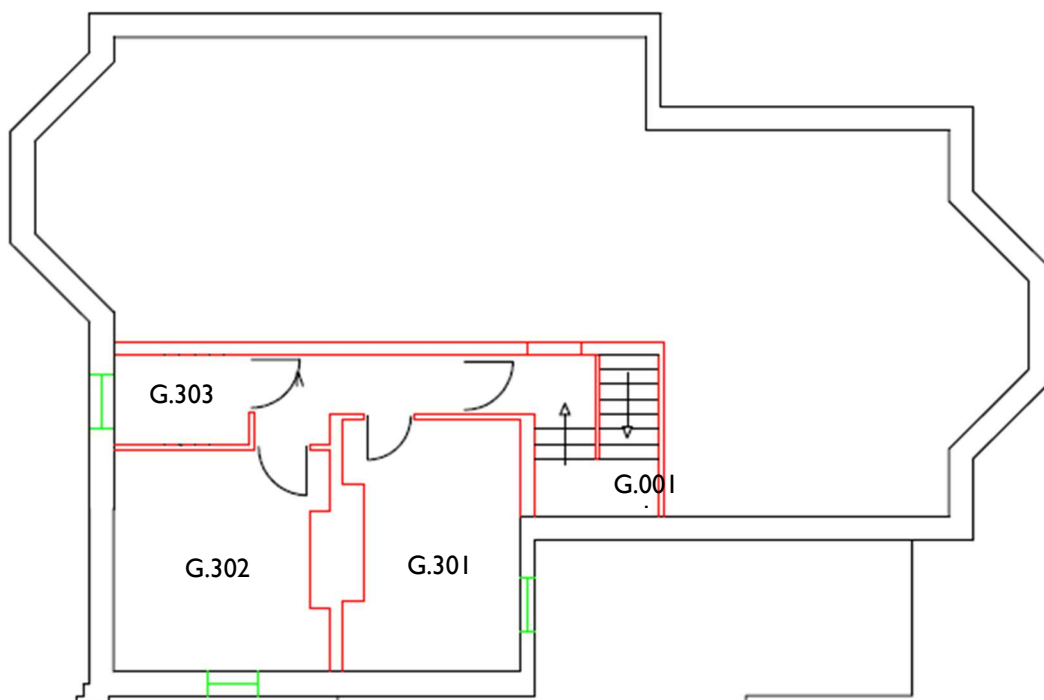
Charlton Kings Day Nursery

First Floor



Charlton Kings Day Nursery

Second Floor



APPENDIX C – RISK ASSESSMENT TEMPLATES

Risk assessment templates are on the following pages.