



DANES HILL SCHOOL

Risk Assessment Policy

This policy applies to Prep School and Pre -Prep School

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|-------------------------------------|--------------------------------------|-------------------------------|----------------|
| Author/Reviewer responsible: | Head of Compliance and the DFO | Date of Review: | September 2024 |
| Reviewed by: | People Governance and Risk Committee | Date of Authorisation: | pending |
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1. Statement of Intent

“Sensible risk management is about practical steps to managing real risks, not bureaucratic back covering. Address the real risks, not only to pupils, but also to the health and well-being of your staff. And remember, risk assessment is just good planning – keep it fit for purpose and act on it.” Sir Bill Callaghan, former Chairman, HSC

1.1 The Governors of Danes Hill School are fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just with the law; but with best practice. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated into how to cope safely with risk.

2. Legal Framework and Other Policies

2.1 This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Education Act 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- DfE (2022) ‘Health and safety: responsibilities and duties for schools’

2.2 This policy operates in conjunction with the following school policies and documents:

- Health and Safety Policy
- Fire Safety Policy
- Fire Safety Risk Assessment
- First Aid policy

3. What is a Risk Assessment?

3.1 A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm (e.g. fire).
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

3.2 Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention,

rather than reacting when things go wrong. Many cases simple measures are very effective and not costly.

3.3 Risk assessments need reviewing and updating regularly. At Danes Hill School we are very aware that all staff and pupils need to receive training. Risk Assessments are carried out by the Head, Governors, trip/activity organiser or Head of Department. Guidance and training can be sought from the Head of Compliance in complex risk assessments or if further training is required.. In the case of new building developments, the risk assessments would be carried out by the Director of Finance and Operations and the Head of Compliance

3.4 A “library” of risk assessments is maintained by the Heads of Departments, the Head of Compliance and the Educational Visits Co-ordinator on SharePoint for staff to refer to.

4. Activities That Require a Risk Assessment

4.1 There are numerous activities carried out in the school, each of which requires a separate consideration. The most important of these cover:

- Fire safety, procedures and risk assessments including children with short or long term physical disability (PEEPS).
- Educational visits and trips – these must be submitted to the EVC (Education Visits Coordinator) 14 days before departure for residential trips and 48 hours before departure for day trips.
- Traffic movement on school sites.
- Premises and grounds
- Visitors and contractors on site particularly those without a current DBS.
- External coaches and after school activities.

4.2 However, we require risk assessments for many other areas, including:

A. Safeguarding – responsibility of Head, Governors and Designated Safeguarding Lead and SENCO. Please see the safeguarding policy for extensive processes and procedures.

- Children with mental health needs
- Children who have been bullied
- Missing children
- Allegations against a member of staff or peer abuse

B. Educational – responsibility of Head of Department

- Science experiments
- Design and Technology
- Food Technology
- Each sport and PE activity, including swimming
- Art (including the clay and print studios)
- Music (including minimising the risk of hearing loss to staff)
- Drama (including the theatre back stage, stage, props room and lighting box)
- Dance

4.3 We subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science and Design and Technology, as well as providing professional training courses for both teachers and technicians who work in Science and D&T. Sample Risk assessments are

available for trip and activities but these must be updated and remain live while the trip takes place.

C. Pastoral

4.4 The focus of our pastoral care policy is to ensure that every pupil leaves as a confident, articulate young adult capable of keeping him/herself safe on the streets, in the home and in all situations. The Personal Development programmes and Assemblies are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken. Our Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

D. Medical and First Aid

4.5 The Medical Centre holds risk assessments for first aid and all other treatments and procedures. All policies are combined in the Medical Handbook. The accident forms are maintained in the Medical Area and the School Nurse is responsible for ensuring that accident reports are passed to the Director of Finance and Operations, the Head of Compliance and the Deputy Head Operations and Co-curricular. The School's separate Medical Handbook explains the procedures that we would follow in the event of a medical emergency. The Director of Finance and Operations or Head of Compliance are responsible for reporting any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

5. Areas of Higher Risk Around the School

5.1 We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms, etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.

A. Child Protection

5.2 Our Child Protection policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, and are not allowed to work in the UK. Risk assessments are and must be in place in case of a late DBS check. By extending this regime to Governors, volunteers and the adult members of the catering and maintenance teams, and by ensuring that everyone in our community receives regular child protection and risk assessment training, we manage this risk to an acceptable level.

B. Support Areas

- Catering and Cleaning: risk assessments and training is required for every item of catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.
- Caretaking and Security: Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments cover manual

handling, working at heights, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.

- **Maintenance:** risk assessments and training are required for every tool and item of equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, swimming pool maintenance and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.
- **Grounds:** risk assessments and training is required for every tool and piece of machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- **Office staff:** Display screen risk assessments are required for staff who use the display screen equipment daily, as part of their normal work, continuously for an hour or more.

5. Conducting a Risk Assessment

6.1 There are several possible techniques; but at Danes Hill School we use the model recommended by the HSE in its publication “Five Steps to Risk Assessment”. See www.hse.gov.uk. If staff require training on the writing of Risk Assessments please contact Head of Compliance.

6.2 Our policy is not to carry out any high risk activity. Activities involving pupils are normally low risk. We undertake a few medium risk activities with older pupils, such as skiing, kayaking and climbing but only using qualified instructors. Pupils are always given a safety briefing before participating in these activities, and are expected to wear protective equipment, such as helmets, and to follow instructions.

| SEVERITY | LIKELIHOOD | RISK RATING |
|-----------------|------------------|------------------------------|
| 1=Insignificant | 1=Rare | 20 – 25 = Unacceptable |
| 2=Minor | 2=Unlikely | 12 – 16 = Substantial |
| 3=Moderate | 3=Possible | 8 – 10 = Manageable |
| 4=Major | 4=Very likely | (Medium) |
| 5=Catastrophic | 5=Almost certain | 3 – 6 = Manageable (Low) |
| | | 1 – 2 = Acceptable (trivial) |

6.3 Any activity with a value of 12 or above should not be carried out unless further measures are taken or an alternative found.

We will always employ specialists to carry out high risk tasks. All members of staff and pupils are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

A. Specialist Risk Assessments

6.4 The Director of Finance and Operations/Estates Director arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety

B. Reviews

6.5 All risk assessments are reviewed annually, when major structural work is planned, or in the event of an accident. The separate policy on the management of health and safety describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for water sampling.

C. Responsibilities of all Staff

6.6 Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Head, the Director of Finance and Operations and other members of the SLT in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Estates Director or the Health and Safety Officer via Parago.

D. AUDIT COMPLIANCE STATEMENTS

6.7 An annual compliance risk assessment is presented by the Head and the Director of Finance and Operations to the Governors to approve as Trustees of the Charity at the same time that they review the audited accounts. This report analyses:

- The financial procedures and controls
- The major risks to the school:

6.8 The measures taken to protect the school against such risks Governors are invited to approve the compliance risk assessment annually and to endorse the insertion of a statement along the following lines (or a more detailed version thereof) in the school's annual accounts:

"The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the Trust, and are satisfied that systems are in place to manage our exposure to the major risks".

Sample blank Risk Assessment

Name of Trip or Activity:

Date:

Identify hazards

Consider the event and identify if any of the hazards listed below are significant (tick the boxes that apply)

| | | | | | | | | | |
|---|--|----|--|----|--|----|--|----|--|
| 1 | | 6 | | 11 | | 16 | | 20 | |
| 2 | | 7 | | 12 | | 17 | | 21 | |
| 3 | | 8 | | 13 | | 18 | | 22 | |
| 4 | | 9 | | 14 | | 19 | | 23 | |
| 5 | | 10 | | 15 | | 20 | | 24 | |

Notes: Designated first aider in charge of medication:

| | | | |
|--------------------------|--|--------|-----------------------------|
| Name of Assessor(s) | | Signed | Ratio of adults to children |
| Date of risk assessment: | | | |
| Review date: | | | |

| Identify hazards | Control measures | Likelihood rating (A) | Severity of injury (B) | Risk rating (A x B) | Further action |
|------------------|------------------|-----------------------|------------------------|---------------------|----------------|
| 1. | | | | | |
| 2. | | | | | |

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|---------------------------------|----------------|---|--------------|--|--------------|---------------------|
| 3. | | | | | | |
| 1. | Rare | Cannot believe that an even of this type will occur in the foreseeable future (1 to 3 years) | | | | |
| 2. | Unlikely | Risk remains a possibility or yearly occurrence. No trend. | | | | |
| 3. | Possible | Risk is monthly occurrence. Identified trend. | | | | |
| 4. | Very likely | Risk is weekly or likely to occur but not persistent threat. | | | | |
| 5. | Almost certain | Issues that are a current or persistent threat. Risk is daily or frequently / expected to occur when task is performed. | | | | |
| | | Severity | | | | |
| Likelihood of occurrence | | Insignificant | Minor | Moderate | Major | Catastrophic |
| 1. | | | | | | |
| 2. | | | | 6 | 8 | 10 |
| 3. | | | 6 | 9 | 12 | 15 |
| 4. | | | 8 | 12 | 16 | 20 |
| 5. | | | 10 | 15 | 20 | 25 |
| Risk rating | | Risk acceptability | | Management actions required | | |
| 20 – 25 | | Unacceptable (significant) | | Work should not be started or continued until the risk has been reduced. | | |
| 12 - 16 | | Substantial (high) | | Work should not be started or continued until the risk has been reduced to a level that is as low as reasonably practicable. | | |

| | | |
|--------|----------------------|--|
| 8 - 10 | Manageable (medium) | Efforts should be made to reduce the risk rating to as low as reasonably practicable. However, the costs of prevention should be carefully measured and justified. |
| 3 - 6 | Manageable (low) | Monitoring is required to ensure that current control measures are maintained. Consideration may be given to any further control measures that are cost effective or no additional cost burden. Record local actions, inform relevant manager. |
| 1 - 2 | Acceptable (trivial) | No additional controls are required, standard monitoring is required to ensure controls are maintained. Record assessment, inform relevant manager. |

Children Specific Risk Information

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