



DEAN CLOSE FOUNDATION

Risk Assessment Policy (W027)

Registered Charity No: 1086829

Date of Issue: Sept 22
Review Date: April 24
Owner: Operations Bursar

THE DEAN CLOSE FOUNDATION

RISK ASSESSMENT POLICY

- This policy has been authorised by the Trustees of The Dean Close Foundation (the “Charity”) for all of its schools (the “School”) and nurseries.
- This policy will be reviewed periodically by the Bursar, and submitted to the Trustees Board for oversight and signing off.

Introduction

1. The Board of Trustees of Dean Close is fully committed to promoting the safety and welfare of all members of our community so that effective education can take place. Their highest priority is to ensure that all School and nursery activities, events and operations, both educational and supporting, are delivered in a safe manner that complies not just with the law but also with best practice. Risks are inherent in everyday life so it is necessary to identify all relevant risks and to adopt systems for avoiding, managing or mitigating them. All members of the School need to understand how to cope safely with risk in order to provide imaginative and exciting education both in and out of the classroom, safely.

Responsibilities

2. Ultimate responsibility for the identification and management of risk within the School and nurseries rests with the Board of Trustees; however, practical day to day management of these responsibilities is delegated to the Heads of the Senior, Preparatory and Pre-Preparatory Schools, the Nursery Managers and to the Bursar.

3. There are separate Health and Safety Policies for the schools and nurseries. The Foundation has two Health and Safety Committees; one based at Dean Close St John’s and one based at Dean Close Cheltenham. The Health and Safety committee is the main forum within the Foundation for monitoring the risk management process and they provide regular reports to the Board of Trustees via the F+GP Committee.

4. Nursery Health and Safety items are raised as a standing item for every third monthly managers’ meeting and the Foundation Operations Bursar attends this part of that meeting.

5. All members of staff are to receive an induction into the school’s arrangements for risk management and additional, specialist training will be given to those whose work requires it. If members of staff feel that they have insufficient knowledge or understanding of the risk management process they must contact the Operations Bursar who will provide the necessary explanations and training. Members of staff are responsible for taking reasonable care of their own safety, for ensuring the safety of pupils and visitors and for managing the risks associated with those facilities or activities for which they have responsibility. They are also responsible for cooperating with the Heads, the Nursery Managers, the Bursar and other Senior Management Team members in assisting the Trustees to comply with their risk management and health and safety responsibilities.

6. Finally, all members of staff are responsible for reporting any risks or defects associated with the Foundation’s infrastructure or equipment through the Foundation’s reactive maintenance reporting system.

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Risk Assessments

7. A risk assessment is a tool for conducting a formal examination of hazards and the harm or consequences to people and/or the Foundation that could result from a particular activity or circumstance.

- A hazard is something with the potential to cause harm (e.g. fire).
- A hazardous event takes place when someone or something interacts with the hazard, perhaps causing harm or damage.
- Likelihood is an evaluation of the probability or measure of chance that a hazardous event will occur (e.g. a chip pan is highly likely to catch fire if left unattended).
- Harm or consequence is an evaluation of the severity of outcome of the hazardous event.
- Risk is the resulting combination of the likelihood of a hazardous event occurring and the harm or consequence of the event.
- A risk assessment is a formal analysis that identifies the risks associated with particular activities or facilities and records all relevant risk control measures.
- Risk control measures are the measures and procedures that are put in place in order to minimise the risk (e.g. staff training, supervision, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

8. Accidents, injuries and activity-induced illness can ruin lives, damage reputations and cost money. Therefore, apart from being a legal requirement, risk assessments make good sense, focusing on prevention, rather than reacting when things go wrong. In many cases simple control measures are easy to implement, very effective and inexpensive.

9. Risk assessments should be reviewed and updated regularly (at least annually for the Pre-Preps and the nurseries in providing for EYFS children). Dean Close is very aware that all staff and pupils need to have access to advice and guidance. A “library” of risk assessments is to be maintained by the Operations Bursar on the school Intranet for staff to refer to when assembling risk assessments for their own areas, trips and activities.

Areas and Activities Requiring Risk Assessments

10. There are numerous activities carried out at all Dean Close Foundation schools and nurseries, each of which must be supported either by a generic or a specific risk assessment, dependent upon the nature of the activity. The most important of these cover:

- Fire safety procedures and risk assessments.
- Educational visits and trips.
- EYFS settings.

11. Where relevant, risk assessments should also be provided for other areas and activities, including:

Educational

- Science experiments
- Design and Technology
- Food Technology

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- Sports and PE activity
- Duke of Edinburgh award scheme
- Art (including the clay studio)
- CCF

12. The Dean Close Foundation uses model or generic risk assessments for some of its educational activities. All teaching staff and technicians have access to advice, including CLEAPSS, and should receive induction training in the risk assessment process.

Pastoral

13. The focus of pastoral care in the Foundation is to ensure that every pupil within the senior and pre-school leaves Dean Close as a confident, articulate young adult capable of keeping him/herself safe on the streets, in the home and in all situations. The PSHE programmes, tutorial system and assemblies are directed towards promoting an increasing understanding, as pupils develop, of the risks that exist in both the physical and the electronic worlds, and of sensible precautions that should be taken.

Medical and First Aid

14. There are separate First Aid Policy documents for all schools and the nurseries. The Health Centres has protocols for other treatments and nursing procedures. Accident and incident reporting is to be completed via the online Evolve system. The Operations Bursar is responsible for monitoring these accident and incident reports and reporting on them to both the Health and Safety committees and the F+GP Committee. The Foundation has procedures to follow in the event of a medical emergency. The Operations Bursar is responsible for reporting to the Health and Safety Executive (HSE) any notifiable event (including accidents, illnesses and dangerous occurrences) that occurs on school premises to a pupil, member of staff, parent, visitor or contractor in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

Unsupervised Access by Pupils

15. It is important to ensure that pupils understand why they may not have unsupervised access to potentially dangerous areas, such as the swimming pools, the science laboratories, the design technology rooms, CCF store Range and Armoury and the Kiln room. Doors to these areas should be kept locked at all times when not in use. All flammables and other substances which may be hazardous to health should be kept securely locked away. Pupils may not have access to the maintenance or commercial catering areas of the Foundation. There are a number of other potentially hazardous areas within and adjacent to the School sites where pupils are advised to avoid or to take special care. These include: the Hatherley Brook - where junior pupils are prohibited from going unless with a member of staff; crossing the Shelburne Road and the Lansdown Road – where pupils are advised to use the pedestrian crossings and junior pupils may only cross in pairs. Other areas where pupils are prohibited from include the old railway signal box and any contractors' construction sites or work areas.

Child Protection

16. Child Protection policies and training for all staff form the core of Dean Close Foundation 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. By extending this regime to Trustees, volunteers and the adult members of the households of staff who are accommodated on site, and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

Support Areas

- Catering and Cleaning: risk assessments and training are required for items of catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction training for these areas must cover risk assessments, protective equipment and safety notices. The catering contractor is responsible for ensuring that all members of the catering staff receive an appropriate level of induction and continuation training.
- Maintenance: risk assessments and training are required for each specialist item of equipment, as well as for manual handling, slips, trips and falls, working at height, lone working, Legionella, asbestos, control of contractors on site, and swimming pool maintenance. Induction training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment. Before starting work on site all external contractors are required to provide details of their safe systems of work and risk assessments relevant to the tasks for which they are being employed.
- Grounds: risk assessments and training are required for each specialist piece of machinery, as well as for manual handling, slips, trips and falls, working at height, lone working, use of pesticides and storage of flammable materials. Induction training and continuation training for these areas will cover risk assessments, protective equipment and safety notices.
- Office staff: risk assessments should be carried out for the use of display screen equipment (DSE) and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

Conducting a Risk Assessment

17. Dean Close Foundation uses the HSE risk assessment model “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/control measures
- 4) Record your findings and implement them
- 5) Review your risk assessment and update if necessary

Generic, Specific and Dynamic Risk Assessments

18. Many routine and regular, low risk activities can be adequately covered by Generic risk assessments. A Generic risk assessment is one in which the hazards identified are likely to be common to that activity wherever and whenever it takes place. Examples might be: use of the Foundation’s adventure play equipment or travel to away sports matches. However, staff must ensure

that Generic risk assessments are suitably adapted as necessary to reflect local circumstances (such as a deterioration in weather conditions); it is not sufficient to just print them out, sign them and store them.

19. Specific risk assessments are required for any one-off, unusual or higher risk activities. They can be based upon a suitable, generic risk assessment but must be tailored to take into account specific details e.g. nature of the group, the activity and the location. They should be carried out for each visit or activity and reviewed and amended for subsequent events. Every overnight or overseas school visit should have a Specific risk assessment.

20. Dynamic risk assessments consist of judgements and decisions made as situations arise, where circumstances change or a decision is taken to follow an alternative plan. They are not a substitute for the need to carry out Generic or Specific risk assessments before the event.

21. The policy at Dean Close is not necessarily to avoid higher risk activities but to try to manage such activities through the risk assessment process. Activities involving pupils are normally low risk and may therefore be covered by a Generic risk assessment, however medium risk pupil activities for which specialist, qualified or licensed instructors are employed should always be the subject of Specific risk assessments. Pupils must always be given a safety briefing before participating in these activities and are expected to wear appropriate protective equipment and to follow instructions.

Specialist Risk Assessments

22. In terms of The Foundation's support functions, Dean Close always employs specialists for higher risk tasks. Support staff may only carry out medium rated activities if they have been properly trained. All members of staff and pupils are expected to wear personal protective equipment (PPE) for tasks/activities that have been assessed as requiring its usage.

23. The Operations Bursar will arrange for specialist risk assessments to cover those aspects of the school for which specialised knowledge or understanding is required, for example:

- Asbestos
- Legionella
- Fire Safety
- Gas Safety
- Electrical Safety

Reviews

24. All relevant risk assessments should be reviewed when major structural work is planned, when there is a change of staff or in the event of an accident. The Foundation periodically arranges for health and safety audits of the fabric of the properties, its plant, machinery and equipment.

Strategic Risk

25. The Foundation maintains a Strategic Risk Register, the purpose of which is to identify the major, strategic risks to Dean Close and to list the measures taken by Trustees and senior management to manage those risks. The Risk Register is maintained by the Bursar and Warden and

is reviewed by Trustees annually. Trustees report on the management of strategic risk in their annual report and accounts.

Other Associated Policies

26. The following other Foundation policies should be read in conjunction with this document:

- Educational Visits Policy
- Legionella Policy
- Asbestos Policy
- Fire Safety Policy and Arrangements