



DAUNTSEY'S SCHOOL

RISK ASSESSMENT POLICY

Introduction

A risk assessment is an important tool in protecting employees, parents, children and visitors by analysing hazards and identifying risk reduction measures. The law requires that everything 'reasonably practicable' is done to protect people from harm. It helps to focus on the risks that really matter in the workplace and on Visits and Trips away from school – the ones with the potential to cause real harm. In many instances, straightforward measures can be effective in controlling risks.

Contents of Policy

This policy is a practical guide which identifies the key areas requiring risk assessments and provides a template for the detailed processes undertaken across the School to manage risks effectively. Staff with responsibilities which include the production of risk assessments will be provided with training as part of their induction to the School. As part of an overarching risk management culture, academic and pastoral staff are invited to encourage pupils to develop a basic understanding of risk and the need to stay safe.

Role of the Health and Safety Committee

The Health and Safety Committee is the main forum within the School for discussing and for monitoring risk. Risk assessments are a standing agenda item at Health and Safety Committee meetings which meets twice each term. The Bursar is the Health and Safety Officer and is responsible for monitoring compliance and for liaising with the local police, the fire service and insurance and security advisors in pursuit of risk reduction and for reporting back to the Governing Body and to the Senior Management Team.

The Arrangements for Applying the Policy

Staff will ensure that suitable and sufficient risk assessments are carried out for all tasks, activities, locations and work activities that present a significant hazard in their area(s) of responsibility.

Staff must plan, co-ordinate and monitor how risk assessments will be managed locally. Actions must include the following:

- Establishing the activities/tasks/locations/work equipment to be assessed;
- Identifying competent people to carry out the assessments;
- Defining the system to manage completed assessments, any associated actions, communication and review;
- Establishing communication and information sharing for the outcomes of the risk assessment with all staff and others who may be affected by the risk, including volunteer and parent helpers on trips;
- Involving staff and their representatives in assessing the risks; and
- Referring risks to the appropriate senior manager or forum/committee where they cannot be managed locally.

Employees are required to:

- Be aware of risk assessment and control measures for their area of work;
- Co-operate with and engage in the risk assessment process;
- Use and comply with control measures implemented to ensure the health and safety of themselves or others; and
- Report any workplace hazards or concerns regarding health and safety of themselves or others;
- Complete a written risk assessment for their work area and update every 2 years, or when working arrangements and procedures change;
- Complete a written risk assessment for places that the pupils will use at school and update every 2 years, or when working arrangements and procedures change;
- Complete a written risk assessment for new activities with significant risk;
- Complete a written risk assessment for educational visits;
- Carry out 'on the spot' (dynamic) risk assessments within the context of their own competencies and in consultation with others, as situations arise.

Related Policies

Risk Management crosses boundaries in a number of related activities and operational areas. The key related safety policies are as follows:

- Supervision Policy
- Health and Safety Policy and Procedures
- Visits and Out of School Activities Policy
- Fire Safety Policy
- Fire Orders
- Site Security and Visitor Access Policy
- Data Protection Policies

What is a Risk Assessment?

A risk assessment can be defined as “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. A risk is an evaluation of the probability or likelihood of the hazard occurring. A risk assessment is the resulting assessment of the severity of the outcome e.g. loss of life, destruction of property. From this, control and mitigation measures are identified and implemented.

What areas require Risk Assessments?

There are numerous activities carried out at Dauntsey's, each of which requires its own separate risk assessment. The most important of these cover fire safety, procedures and risk assessments and Educational visits and trips. However, risk assessments are also needed for many other areas, including the following specific Departments and Activities:

- Science
- Design and Technology
- PE activities and Sport
- Duke of Edinburgh award and Adventure Education Activities including Moonrakers, Expeditions and the Devizes to Westminster Canoe Race
- Art
- Music (including minimising the risk of hearing loss to staff)
- Drama (including the theatre backstage, props room and lighting box; staging a performance)
- IT
- Boarding Houses
- Extra-Curricular Clubs and Societies

Model template risk assessments are utilised for educational activities and visits. CLEAPPS Advisory Service provides model risk assessments for Science, Design and Technology, and Art Departments. We provide access to professional training courses for both teachers and technicians who work in these areas. All teaching staff and technicians receive regular induction and refresher training in risk assessments tailored to their specific areas.

Pastoral

The Complimentary Curriculum and PSHE programmes are directed towards promoting an understanding of the risks that exist in both the real and electronic worlds, and on sensible precautions that should be taken by pupils. Assemblies are used to brief pupils about any specific hazards arising from building works and maintenance activities. Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

Medical and First Aid

The Medical Centre has risk assessments for first aid. Accident forms and records are maintained in the Medical Centre and the School Nurses are responsible for ensuring that accident reports are raised when an incident occurs. The First Aid Policy details the procedures to be followed in the event of a medical emergency.

Safeguarding/Child Protection

The School's suite of Safeguarding Policies and training for all staff form the core of the School's 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 those who are not permitted to work in the UK. By extending this regime to Governors and volunteers, and by ensuring that everyone in our community receives regular child protection training, we manage the risk as effectively as possible.

Support Areas

Within the Bursarial Departments risk assessments and training are required for every major item of plant or machinery equipment. These include the Catering, Facilities, Maintenance, Sports Centre, Medical Centre and Grounds Departments. Risk assessments and training are also required 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. Risk Assessments are also carried out on a generic basis for classrooms where the functional location poses no specific hazard, and a similar approach is taken to corridors and stairs. Particular emphasis in training is given to minimising the risk of fire and to security by adhering to good practice. Risk assessments also cover working at heights and asbestos management. Within living accommodation, Matrons are required to monitor and report deficiencies routinely.

Control of Access to Hazardous Areas

Risk assessments of all areas of the School reinforce the policy of ensuring that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories and the Design and Technology area. Doors to these areas are kept locked when not in use. Pupils are only allowed access when accompanied by a member of staff. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking working areas in the School. Areas which are out of bounds to pupils are clearly identified within a specific publication entitled 'Rules, Rewards and Sanctions'. All pupils and parents are issued with a copy of the Rules, Rewards and Sanctions at the start of each School year. A copy is also provided to parents as part of the acceptance documentation when a new pupil is registered for entry to the School.

Conducting a Risk Assessment

There are a range of techniques employed for assessing risk at Dauntsey's. The Science, Design and Technology and Art Departments follow the CLEAPPS guidelines for identifying risk, and utilise their associated model risk assessments. Other departments use generic risk assessment templates where a risk is identified, the severity of the risk determined and the likelihood of that risk occurring is assessed. Measures to mitigate the risk are then identified and implemented.

Dynamic Risk Assessment

On rare occasions there may be a need for staff to undertake a Dynamic Risk Assessment. In these circumstances staff must work within the context of their own competencies and in consultation with others where possible. The need for a dynamic risk assessment may arise when an unforeseen event occurs, and a previously unidentified risk becomes apparent.

Once the dynamic risk assessment has been taken place, a formal written risk assessment record must be made of this as soon as is reasonably practicable after the event.

Specialist Risk Assessments and High-Risk Activities

Specialists are employed to undertake high risk tasks at the School. The following specialist areas are assessed and checked by external professional staff:

- Fire Safety and Fire Risk Assessment
- Asbestos
- Legionella
- Gas Safety
- Electrical Safety of Buildings
- Work at Height
- PAT Testing of Electrical Equipment
- Manual Handling
- Pressure Systems and Engineering Tests
- Catering Equipment and Processes
- Maintenance and Grounds Departments - Equipment and Process Risk Assessments

The Jolie Brise

The School operates a Tall Ship training vessel, the Jolie Brise. She is operated and managed by a full-time highly qualified maritime professional and first mate. Specific safety regulations are in place for the safe operation of the vessel which comply with maritime law and health and safety requirements. The vessel has a specific Safety Management System document and on-line risk management system which is periodically reviewed by Governors.

Accident Reporting

The Bursar is responsible for recording and 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). All notifiable accidents and near misses are reviewed by the Health and Safety Committee with a view to assessing whether any measures need to be taken to prevent recurrence.

Governors Review of Risk Management and Strategic Risks

All Governors meetings consider a central strategic risk register which identifies the high-level risks associated with the operation of the School. Each sub-committee of Governors carries specific ownership of categories of risks, and these are reviewed on a traffic light system at every meeting. The Audit & Risk Committee has a specific remit to oversee the effective management of risk and to ensure that systems remain appropriate and effective.

Bursar

Reviewed Date: September 2023

Next Review Date: September 2024