



**DANESHILL SCHOOL**

**RISK ASSESSMENT POLICY**

**This policy applies to all parts of Daneshill School including Early Years Foundation Stage.**

**Updated:** Sept 2022  
**Review date:** Sept 2023

## **WHAT IS A RISK ASSESSMENT?**

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
- 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)
- 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, preliminary visits, warning signs, barriers and insurance).

Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (child protection issues) and environmental (asbestos, legionella).

## **WHY HAVE RISK ASSESSMENTS?**

The obvious answer is that risk assessments are a legal requirement. But there is logic to this. By focusing on prevention - as opposed to reacting when things go wrong - it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Preventative measures can often be surprisingly simple and cost-effective, such as the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

## **WHAT AREAS REQUIRE RISK ASSESSMENTS?**

There are numerous activities carried out in Daneshill School, each of which requires its own separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips
- EYFS settings
- COVID-19

Separate model policies cover each of the three areas mentioned above. However, risk assessments are also needed for many other areas, including:

### **Educational**

- Science experiments
- Design and Technology
- Food Preparation
- Each sport and PE activity
- Art
- ALS

- Music (including minimising the risk of hearing loss to staff)
- Drama (including the theatre back stage, stage, props room and lighting box)
- Dance

At Daneshill School we make use of model or generic risk assessments, for our educational activities and visits. We subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science and Design and Technology. All teaching staff and receive training in risk assessments tailored to their specific areas.

### **Pastoral**

The focus of our pastoral 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. Our PSHE 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.

### **Medical and First Aid**

The Medical area has risk assessments for first aid and all other treatments and procedures. The accident forms are maintained in the Medical Area and the School Secretary is responsible for ensuring that accident reports are passed to the Bursar, and SMT. The school's separate medical questionnaire policy explains the procedures that we would follow in the event of a medical emergency.

### **Child Protection**

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. By extending this regime to volunteers and the adult members of the families 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 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: risk assessments cover every room, laboratory, stairs, corridor and emergency exit in the entire school, including the Nursery. Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also 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 is 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:** risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

### Access by Pupils

Risk assessments of all areas of the school reinforce the policy of ensuring that our pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool and the science laboratories. 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.

### CONDUCTING A RISK ASSESSMENT

The model that we use at Daneshill School is set out below:

<b>Task Assessed:</b>	<b>Location:</b>	<b>Generic/Specific</b> (Delete as required)
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<b>Assessors:</b>	<b>Date:</b>	<b>Review Date:</b>	<b>Review By:</b>
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What are the hazards?	Who could be harmed and how?	What are the control measures	Risk rating	What further actions are required?	Action by whom?	Action by when?	Date done

### Likelihood

The likelihood of something happening can be graded as:

**1** = Low (Unlikely)

**2** = Medium (Possible)

**3** = High (Very likely or certain)

## Severity

The severity of injury if something does happen can be graded as:

- 1** = Low (minor cuts and bruises)
- 2** = Medium (serious injury or incapacitated for 3 days or more)
- 3** = High (fatality or a number of persons seriously injured)

	<b>3</b>	<b>3</b>	<b>6</b>	<b>9</b>
<b>Likelihood</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>6</b>
	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>
		<b>1</b>	<b>2</b>	<b>3</b>

## Severity

### Risk rating

- 1 – 2 = low priority
- 3 – 4 = medium priority
- 6 – 9 = high priority

## Medium Risk Activities

We undertake a few medium risk activities with pupils in Years 6 - 8, such as water sports but only using specialist/qualified instructors.

Support staff may carry out medium rated activities if they have been properly trained and work in pairs. All members of staff and pupils are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

### Specialist Risk Assessments and High Risk Activities

We will always employ specialists to carry out high risk tasks at the school. The Bursar arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Gas safety

- Electrical safety of buildings

## **REVIEW OF RISK ASSESSMENTS**

All risk assessments should be regularly reviewed; but the EYFS Statutory Framework requires schools which provide for this group to review and update their risk assessments annually. It also specifically requires providers to have risk assessments in place covering their indoor and outdoor spaces, furniture, equipment and toys and to keep records of these checks.

Risk assessments should also be reviewed (and recorded), when major structural work is planned, or in the event of an accident. The school's arrangements for the management of health and safety should describe the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for auditing the catering and cleaning functions and for water sampling.

At Daneshill school, we maintain a "library" of risk assessments on our staff intranet for staff to refer to and adapt for their own use.

## **RESPONSIBILITIES OF ALL STAFF**

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety (which is recorded). 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 Headmaster, the Bursar and other members of the SMT in order to enable the Proprietor to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar.

## **ACCIDENT REPORTING**

The Bursar is responsible for reporting and recording 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 school's Health and Safety Committee with a view to assessing whether any measures need to be taken to prevent recurrence.