

## DUMPTON SCHOOL

### 23 – RISK ASSESSMENT POLICY

<b>Person(s) responsible:</b>	<b>Bursar</b>
<b>Last updated:</b>	<b>October 2024</b>
<b>Review period:</b>	<b>12 months</b>
<b>Next review:</b>	<b>October 2025</b>

The Governors of Dumpton 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.

#### 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 (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).

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.

Risk assessments need reviewing and updating regularly annually in settings providing for EYFS children.

#### 1.1 Scope

This guidance is applicable to all those with responsibility for developing / implementing risk management strategy and undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Standards Regulations (ISSRs) 2014, National Minimum Standards for Boarding and Early Years Foundations Stage.

#### 1.2 Objectives

- 1.2.1 To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
- 1.2.2 To meet the ISSR requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.

- 1.2.3 To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips
- 1.2.4 That identified control measures are implemented to control risk so far as reasonably practicable.
- 1.2.5 That those affected by school activities have received suitable information on what to do.
- 1.2.6 That the risk management strategy and risk assessments are recorded and reviewed when appropriate.
- 1.2.7 To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

### **1.3** Guidance

- 1.3.1 The Head Teacher and Governors will be responsible for the overarching risk management policy of the school. The overall strategy will be formally reviewed on an annual basis. Schools should note that the responsibilities of governors and/or senior managers may be delegated.
- 1.3.2 It is for each individual school to decide which are its key risk areas, but it is suggested that the following are included:
  - (a) pupil supervision (including safeguarding and welfare requirements). This will include implementation of the School designated safeguarding lead ("DSL") but will also cover a range of responsibilities outside safeguarding
  - (b) school trips
  - (c) management of visitors on school premises
  - (d) fire and emergencies
  - (e) traffic and pedestrian interaction on site
  - (f) management of hazardous substances
  - (g) use of hazardous equipment e.g. in DT, Art etc
  - (h) legionella
  - (i) asbestos
  - (j) the suitability of staff to undertake designated roles and checks to ensure that they are suitable including staff not employed by the school who work with pupils on another site
  - (k) risk areas which are not directly related to health and safety, including but not limited to:
    - (i) financial
    - (ii) recruitment procedures including governing body oversight
    - (iii) reputational
    - (iv) terrorism, including the prevention of fundamentalism and extremism
    - (v) security, specifically in EYFS areas, as appropriate

- 1.3.3 Part 3, para 16 of the ISSRs identify that a dedicated risk assessment policy is required of schools but can consist of an existing policy suitably updated and identified. The policy must be in place to control major risks and identify sufficiently detailed procedures for risk assessment. It is not suitable for the information to be woven amongst several documents. The detail required (non-exhaustive) should include:
- (a) when to complete risk assessments
  - (b) who is responsible for drafting and checking
  - (c) records to be kept
  - (d) training requirements for staff
- 1.3.4 The risk management strategy will include the assignment of roles to competent persons (either internal or external) and associated training will be provided.
- 1.3.5 The Bursar will be responsible for the implementation of the risk assessment policy.
- 1.3.6 This guidance is applicable to general risk assessment. Where specialist skills are required, eg asbestos, fire, water quality, radon gas and hazardous substances, there is separate policy guidance in place. Teaching area risk assessment checklists are also in place for guidance.
- 1.3.7 All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis. Risk assessment training will be provided on specific areas where identified by the Bursar / Maintenance and Estate Manager / Head of Department.
- 1.3.8 A template risk assessment form is included at Appendix 1 to this guidance. The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology.
- 1.3.9 Risk assessments will take into account:
- (a) hazard - something with the potential to cause harm
  - (b) risk - an evaluation of the likelihood of the hazard causing harm
  - (c) risk rating - assessment of the severity of the outcome of an event
  - (d) control measures - physical measures and procedures put in place to mitigate the risk
- 1.3.10 The risk assessment process will consist of the following 6 steps:
- (a) what could go wrong
  - (b) who might be harmed
  - (c) how likely is it to go wrong
  - (d) how serious would it be if it did
  - (e) what are you going to do to stop it
  - (f) how are you going to check that your plans are working

- 1.3.11 The Bursar and each Head of Department will be responsible for the maintenance of risk assessment records. Where the policy is reviewed schools should identify how the review is recorded and considered e.g. by a H&S committee or similar.
- 1.3.12 Risk assessments will be reviewed:
- (a) when there are changes to the activity
  - (b) after a near miss or accident
  - (c) when there are changes to the type of people involved in the activity
  - (d) when there are changes in good practice
  - (e) when there are legislative changes
  - (f) annually if for no other reason
- 1.3.13 A list of areas (non-exhaustive) which will require risk assessment is included at Appendix 2.

Appendix 1: Dumpton School - Risk Assessment Template

**Level of Risk**

**Very High:** Intolerable risk stop the activity until controls are put in place

**High:** Highly likely to happen and significant impact

**Medium:** Either highly likely to happen or significant impact

**Low:** Less likely to happen and less of an impact

Activity:			Date of Assessment			
Assessment completed by (Name)			Due for review			
Hazard / Risk e.g. slip/trip hazards, electricity, equipment/activity related hazards	Who is at risk?	Current Controls in Place Are they adequate? Is the risk reduced as far as possible?	Level of Residual Risk Low, medium, high or very high?	Additional measures to control the risks	Action by whom and when?	Done

You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

## Appendix 2: Areas requiring risk assessment (non-exhaustive)

- Educational
  - science experiments
  - design & technology
  - food technology
  - sport and PE activity
  - art
  - music
  - drama & dance
  - general classroom
  - school trips
- Support
  - catering and cleaning
  - caretaking and security
  - legionella
  - asbestos
  - radon gas
  - maintenance
  - grounds / traffic management
  - office
  - site visitors
  - fire & emergencies
- Pupil Safeguarding and Welfare