



# DITCHAM PARK SCHOOL

*Where every child is known and valued*

## Risk Assessment Policy and Procedures

Compiled by	Bursar / Estate Bursar
Approved by	SLT
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## Risk Assessment Policy and Procedures

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### INTRODUCTION

The School's Governors are committed to promoting the safety and welfare of all members of the School Community. Governors' priority lies in ensuring that all operations within the School environment, both educational and support, are delivered in a safe manner that complies fully with the law and the requirements of the Independent Schools Standards Regulations (ISSRs) 2014 and Early Years Foundations Stage.

### SCOPE

The School is committed to the identification and minimisation of risk, throughout the whole School. This Risk Assessment Policy and procedural guidance applies to all staff but particularly those with responsibility for developing and / or implementing risk management strategy and undertaking risk assessments for activities which are under their control. It is important that our pupils are educated to cope safely with risk.

The School recognises that accidents and injuries can ruin lives, damage reputations and cost money, and it is recognised that preventative measures can often be surprisingly simple and cost effective.

### What is a Risk Assessment?

Risk assessment is a tool for conducting a systematic formal examination of an activity or situation to identify hazards and evaluate the potential associated risks. The School uses principally the model recommended by the HSE in its publication "Five Steps to Risk Assessment". This policy forms part of the School's overarching policy to promote children's welfare and should be read in conjunction with:

- The Safeguarding Policy
- The Child Protection Policy
- Health and Safety Policy
- Fire Prevention Policy
- First Aid and Medical Needs Policy
- Educational Visits Policy
- Event Safety Policy and
- School Accessibility Plan

### OBJECTIVES

- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk.
- That identified control measures are implemented to control risk so far as reasonably practicable.
- That those affected by school activities have received suitable information on what to do.
- That the risk management strategy and risk assessments are recorded and reviewed when appropriate.



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- To identify those in the school responsible for conducting risk assessment and monitoring its implementation

### **GUIDANCE**

The Headmaster, Bursar and Heads of Department will be responsible for the implementation of this policy.

This guidance is applicable to general risk assessment. Teaching area risk assessment checklists are also in place. All staff receive guidance on risk assessment as part of their induction, and this training be refreshed on a regular basis, by request or where a need is identified. Risk assessment training will be provided for specific areas where identified by the Headmaster, Bursar, Estate Bursar, SLT or Heads of Department.

### **Risk assessments will take into account:**

- A Hazard - something with the potential to cause harm
- A Risk - an evaluation of the likelihood of the hazard causing harm
- Risk control measures - physical measures and procedures put in place to mitigate the risk
- A Risk Rating - assessment of the severity of the outcome of an event

### **The risk assessment process will consist of the following 6 steps:**

- What could go wrong
- Who might be harmed
- How likely is it to go wrong
- How serious would it be if it did
- What are you going to do to stop it
- How are you going to check that your plans are working

To maintain active oversight, the Headmaster reviews all risk assessments produced by the teaching and teaching support staff for every activity that involves pupils, including educational activities and school visits, and countersigns each document. The Bursar receives a copy of all risk assessments, reviews each document and is responsible for the maintenance of a risk assessment library in conjunction with the Estate Bursar and Headmaster's PA. Risk Assessments are also filed electronically within the School's SharePoint School Documents area available to all staff for their reference.

### **Areas requiring risk assessment:**

There are numerous activities carried out at the School, each of which requires its own separate risk assessment. Areas in which risk assessments are of particular importance are:

- Asbestos Control
- Early Years Foundation Stage (EYFS) setting and activities
- Educational Visits and Trips
- Fire Safety
- Health and Safety



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Risk assessments are also needed for many other areas, including:

- Educational
- Science
- Sport and PE
- Duke of Edinburgh's Award
- Cycling Club
- Art and Design
- Music
- Drama (including the theatre backstage area, stage, props room and lighting)
- Dance
- After School Activities and Clubs
- Events
- Catering

### **Risk assessments will be reviewed:**

- when there are changes to the activity
- after a near miss or accident
- when there are changes to the type of people involved in the activity
- when there are changes in good practice
- when there are legislative changes
- annually if for no other reason

Staff are required to review their risk assessments regularly and proactively, and amend as necessary when they consider the risk assessment might no longer be valid. This may be following an accident in the workplace, or if there are any significant changes to the hazards in the workplace or where an activity will be undertaken. This will also happen whenever the School introduces new equipment or work activities.

### **Dynamic Risk Assessment**

On occasion there may be a need for staff to undertake a Dynamic Risk Assessment. This term is used to describe the out of the ordinary judgements that employees have to make in respect of health & safety. They cannot be written down in advance because they are about making specific judgements in a certain situation. They are not a substitute for risk assessment and foreseeable risks must still be assessed appropriately. 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, and details provided to the Headmaster and Bursar.



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### CONDUCTING A RISK ASSESSMENT

A **general template risk assessment form example** is shown at Appendix 1 to this guidance. The School subscribes to the CLEAPSS Advisory Service, and we follow their advice regarding risk assessments for all Science activities.

The **School's Template Risk Assessment Form** is available in the School Documents area of SharePoint for all staff to access and use.

The School's policy is not to carry out any high risk activity. Activities involving pupils are normally low risk. We undertake some medium risk activities with older pupils (eg: Duke of Edinburgh's Award training, ski-ing etc) but only use specialist/qualified instructors for these activities. Pupils are always given a safety briefing before participation, and are expected to wear protective equipment and follow instructions at all times. The School always employ specialists to deliver high-risk tasks or activities. Support staff may carry out activities only if they have received appropriate specialist training. All members of staff and pupils are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its use.

### Specialist Risk Assessments and High-Risk Activities

The School always employ specialists to carry out high risk tasks at the School. The Bursar or Estate Bursar arranges for specialists and/or consultants to carry out risk assessments concerning the following:

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

### PASTORAL

The focus of our pastoral care is to ensure that each pupil becomes a confident, articulate young person capable of keeping him/herself safe whether both inside and outside of the home. Our approaches to education are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and electronic worlds, and of sensible precautions that should be taken.

### FIRST AID AND MEDICAL

The School has written procedures for First Aid, and the School's First Aid and Medical Needs Policy explains the procedures that are followed in the event of a medical emergency. The Headmaster's PA, as Office Manager, ensures that accident reports are maintained by the School Office staff and these are made available to the Bursar and Estate Bursar, who report matters of particular concern to the Health and Safety Committee each term.

Pupils' medical records are maintained by the School Office team and parents are required to alert the school to changes in their children(s) medical needs and conditions to ensure appropriate medical treatment may be provided in the event of a medical emergency. Details are recorded on the School's MIS (SIMS).



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### 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 the School is not exposed to the risk of employing staff who are barred from working with children, or who are not allowed to work in the UK. By ensuring 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 cover all significant risks including manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction training and refresher training cover risk assessments, protective equipment and safety notices. Where these support areas are sub-contracted to a 3<sup>rd</sup> party company, the Bursar and Estate Bursar review relevant training and procedural documentation annually as a minimum.

**Estate and Maintenance:** risk assessment and training cover all significant risks including manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water and the control of substances hazardous to health (COSHH). Induction training and refresher training include training on risk assessments, safe working practices, communication, health and safety notices and use of protective equipment.

**Administrative 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.

**Covid-19 (from March 2020):** specific termly risk assessments are written by the Bursar, working in conjunction with the Estate Bursar, Headmaster's PA, Heads of Department and SLT members and with reference to updated guidance issued by local or national government or public health agencies. These are published in summary to the School website for the benefit of parents and visitors to school, and in detail for staff via the School SharePoint facility. Specific individual risk assessments are made on receipt of request from a member of staff or where a need is identified by the School in order to maximise protection for the school staff and pupils.

### REVIEW OF RISK ASSESSMENTS

All risk assessments are regularly reviewed. 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 checks made.

The School's arrangements for the management of Health and Safety describe the arrangements for regular Health and Safety audits, together with its arrangements for auditing the catering and cleaning functions and for water sampling.

### Audit Compliance Statements

The Governors carry out regular reviews of the School's activities and the systems in use. This is for the purpose of planning for the future and assessing major risks to which the School, as a Charity, is exposed. The Governors are satisfied that systems are in place to mitigate exposure to major risks as summarised below:

1. Financial procedures and controls



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2. Major risks to the School including:
  - Strategic Risks
  - Loss of fee income
  - Damage to reputation
  - Failure to teach the correct syllabus
  - Child Protection issues
  - Gaps in Governor skills
  - Conflicts of interest
  - Employment disputes
  - Major Health and Safety issues
  - Possible data loss
  - Risks of fire, flood and landslip
  - Poor cashflow management
  - Fraud
  - Loss through inappropriate investments
3. Other areas of potential risk, including:
  - Safer recruitment of staff, Governors and volunteers
  - Measures to ensure the selection, training and appraisal of appropriately qualified staff and Governors
  - Insurance
  - Strong financial controls, regularly reviewed
  - Use of professional advice from solicitors, accountants, architects and other professional advisors as required
  - Formal review of Compliance with the School's charitable objectives and the requirements of the Independent Schools Standards Regulations (ISSRs) 2014

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### APPENDIX 1: RISK ASSESSMENT TEMPLATE (may be landscape or portrait)

**School name:** .....

What are the hazards?	Who might be harmed and how?	Control Measures in place to reduce the Risk	Any further action required to manage the risk	Risk rating severity of risk. L/M/H)