

Durston House

Risk Assessment Policy

Aims of the Policy

- to explain the rationale for assessing risk and how to complete a risk assessment
- to explain to all staff how to establish a safe learning environment

Objectives of the Policy

- to ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare
- to meet the Education (Independent Schools Standards) Regulations 2014 (ISSR) requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools
- to ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk, including school outings and trips
- to ensure that identified measures to control risk are implemented so far as reasonably practicable
- to ensure that those affected by school activities have received suitable information on what to do
- to ensure that risk assessments are recorded and reviewed when appropriate
- To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

Introduction

Durston House is fully committed to promoting the safety and welfare of all in our community. Our 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, 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.

Durston House does not expect to eliminate all risks but will protect all pupils, staff and visitors as far as 'reasonably practicable'. We could become too pre-occupied with what may happen and, as a result, limit learning opportunities to an unreasonable extent. Durston House will assess the risks involved in any activity and take effective measures either to remove the hazard or reduce the risk.

This policy applies to all pupils in the school, including EYFS pupils and is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control.

What is a Risk Assessment?

A risk assessment is the careful examination of what could cause harm to people. The risk assessment will consider whether enough precautions have been taken or, whether further action should be taken to prevent harm. All at Durston House have a right to be protected from harm caused by a failure to take reasonable control measures.

Why have Risk Assessments?

Risk assessments are a legal requirement, but they are also a logical course of action. 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 are often 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 Assessment?

There are numerous activities carried out at Durston House, 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.
- Pupil Supervision
- Visitors

Separate policies cover each of the areas mentioned above.

Risk Assessments are also needed for other areas:

a) Educational

- Science experiments
- Each sport and PE activity
- Art
- Music (including minimising the risk of hearing loss to staff)
- Productions (including back stage, stage, props and lighting)
- Outings and Trips

Durston House subscribes to the CLEAPSS Advisory Service that provides model risk assessments for lessons in Science. Professional training courses for teachers who work in Science are provided. Science lessons encourage pupils to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials. Other staff receive induction and refresher training in risk assessments tailored to their specific areas.

b) PSHME

The PSHME Scheme of Work is directed towards promoting an increasing understanding as pupils develop, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken.

c) First Aid

Risk assessments are carried out for First Aid. Incident Report Books are held in the three school offices and at both the pavilions. The staff member completing the incident form is responsible for ensuring that it is passed to the appropriate School office.

d) **Safeguarding**

The School's Safeguarding Policy and Child Protection Procedures and training for all staff form the core of child protection risk management. The Safer Recruitment Policy and Procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children or are not allowed 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, this risk is managed to an acceptable level.

e) **Support Areas**

- **Cleaning:** risk assessments and training are required for every item of 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, staircase, corridor and emergency exit in the entire school. Particular emphasis in training is given to minimising the risk of both fire and 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 are 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 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 are 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.
- **Offices:** 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.

f) **Access by Pupils**

Risk assessments for all areas of the school reinforce the policy of ensuring that pupils do not have unsupervised access to potentially dangerous areas, such as the Science laboratories. Pupils are only allowed access when accompanied by a member of staff. Pupils do not have access to the Grounds, Maintenance and Caretaking working areas of the school.

g) **Risk Areas, not directly related to Health and Safety**

- Financial
- Recruitment
- Reputational
- Terrorism
- Security

Roles and Responsibilities

Governors

The Governors are responsible for the overarching risk management policy of the school.

Bursar

The Headmaster delegates responsibility for the implementation of this policy to the Bursar, the maintenance of risk assessment records and for ensuring that all reasonable, practicable precautions that have been identified will be actioned to make Durston House a safe learning environment.

Health & Safety Committee

The Health and Safety Committee checks the risk assessments throughout the year and organises the annual review of the risk assessments. The committee also identifies further hazards and preventative measures that may be implemented to reduce or eliminate the hazards.

The Facilities and Compliance Manager

The Facilities and Compliance Manager is the School's Health and Safety Officer and is responsible for ensuring that all risk assessments have been carried out and are up to date. He/she is responsible for carrying out all the non-teaching risk assessments and maintaining the Risk Assessment Register.

The Deputy Head, the Assistant Head - Pastoral and the Head of Pre-Prep

The Deputy Head, the Assistant Head – Pastoral and the Head of Pre-Prep are responsible for ensuring that risk assessments, where required, have been undertaken within their building. See Appendix 2.

Heads of Department

Heads of Department are responsible for the risk assessments in their departments.

Assistant Head - Complementary Curriculum

The Head of Complementary Curriculum oversees the creation and implementation of Risk Assessments with respect to all Outings and Trips.

All Staff

All members of staff at Durston House have a legal responsibility to co-operate with the school in an effort to improve Health and Safety. They must highlight any risks they see and inform the Facilities and Compliance Manager, so reasonable measures can be taken to reduce or eliminate the risk.

Training

Durston House provides core training to help reduce the risks as much as possible. This includes training in Basic First Aid, Fire Awareness and Fire Extinguisher, Health and Safety, Risk Assessment and Safeguarding Children. Information on which members of staff have been trained is logged by the Bursar. Such training will be updated on a regular basis to ensure compliance with ISI requirements.

Appendices

- 1 This guidance is applicable to general risk assessment.
- 2 Flowchart of Responsibilities

Evaluation of this Policy

This policy will be evaluated annually by the school, amended where necessary and approved by SMT.

<i>Updated for Co-educational School</i>	<i>September 2023</i>	<i>JMT</i>	<i>Version 1</i>
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Durston House**Risk Assessment Policy - Guidance**

Risk assessments for specialist areas such as asbestos, fire and water quality are carried out by independent external assessors.

The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science.

A template general risk assessment form is included at Appendix 2.

Risk assessments take into account:

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

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

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

Areas for Risk Assessments (not exhaustive):

- Classrooms
- Coach journeys – sports fixtures, swimming lessons
- Corridors, Staircases, Fire Escape
- First Aid
- Outdoor Learning (EYFS)
- PE and Games
- Playground (EYFS)
- Science lessons
- Staff – pregnant employees
- Trips and Outings

How to assess the risks in the school?

Identify the hazards

- A Hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer.
- Look at the accident book to identify near miss incidents and the less obvious hazards.
- Think about long-term hazards to health e.g. high levels of noise, glaring lights.

Decide who might be harmed and how

- Identify groups of people who may be exposed to risk.
- Identify how they may be harmed, i.e. what type of injury or ill health might occur.
- Thought should be given to the hazards which may be faced by cleaners, visitors, contractors, who may not be in the school all the time

Evaluate the risks and decide on precautions

- The risk is the chance, high or low, that somebody could be harmed by the hazard, together with an indication of how serious that harm could be.
- Think about what controls there are in place and think about good practice.

Consider:

- Can I get rid of the hazard altogether?
- If not, how can I control the risks so that harm is minimised and/or unlikely to occur?

When controlling risks, the following principles will be applied:

- Chose a less risky option
- Prevent access to the hazard
- Reduce exposure to the hazard e.g. put barriers up
- Protective equipment e.g. clothing, footwear, goggles
- Provide welfare facilities e.g. first aid

Record your findings and implement them:

- Putting the results of the risk assessment into practice
- Share the risk assessment with your staff,
- Keep it simple
- Has a proper check been made?
- Have all the significant hazards been dealt with?
- Are the precautions reasonable and the remaining risk is low?

Review your assessment and update if necessary:

- Regular checks will be completed by the Health & Safety Committee to make sure that the control measures stay in place.
- All risk assessments will be formally reviewed annually by staff at the beginning of each academic year to consider the risks posed by new equipment and procedures.
- Have there been any changes?
- Are there improvements the school still needs to make?
- Has anyone in the school community spotted a problem?
- Have we learnt anything from accidents or near misses?

During the year, if there is a significant change, the risk assessment should be checked and, where necessary, amended.

FLOW CHART OF RESPONSIBILITIES

