



DUKE OF KENT SCHOOL

Risk Assessment Policy

The Head and Governors of Duke of Kent School place the utmost priority on safeguarding and promoting the welfare of pupils and are committed to:

- promoting the safety and welfare of all members of the school community and visitors and
- ensuring that all operations within the school environment are delivered in a safe manner that complies not just with the law but with best practice.

It is recognised that risks are inherent in everyday life and that the need is to identify them and adopt systems for minimising them. It is important for our pupils to be educated to cope safely with risk in ways appropriate to their age and stage of development.

This policy applies across the School, including Early Years Foundation Stage (EYFS), and should be read in conjunction with all other School policies, all of which contain aspects of welfare and Health and Safety for members of our community.

Responsibilities

- Governors:** are responsible for overseeing the policies and implementation of policies of all aspects of Health and Safety at Duke of Kent School including risk assessment. A nominated Governor serves on the Health and Safety Committee.
- The Head:** takes responsibility for all aspects of the management of the School, including Health and Safety and ensuring providing staff with Health and Safety training appropriate to their roles.
- New staff:** are given an induction into the school's health and safety arrangements for risk assessments and Health and Safety and specialist training is provided to those whose work requires it.
- Operations Bursar:** has specific day to day responsibility for Health and Safety and serves as Chairman of the Health and Safety Committee. See also Accident Reporting below.
- All staff:** are responsible for taking reasonable care of their own safety, and for being suitably vigilant in guarding pupils and visitors from risk. They are responsible for co-operating with the Head, the Operations Bursar and other members of the SLT to ensure that, in turn, the Governors comply with their Health and Safety responsibilities. All members of staff are responsible for reporting any risks or defects to the Operations Bursar.
- Pupils:** responsible for following the School Code and any reasonable instructions of supervising staff and for bringing any concerns about Health and Safety to the attention of a member of staff.

Parents: are expected to maintain good communication with the School in all matters related to their children's health and wellbeing and should alert a member of staff in the event of any concerns arising.

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 (for example, 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 (for example, staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

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

It is recognised 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, for example, the application of hazard warning tape to a trip hazard or ensuring that chemicals are stored in locked containers.

Standing risk assessments are reviewed regularly and usually on an annual basis and updated where necessary by relevant staff. As Chairman of the Health and Safety Committee, the Operations Bursar oversees risk assessment and can delegate responsibility for individual assessment as appropriate.

Not all risk assessments have to be recorded in writing, although significant findings of risk assessment do have to be recorded in writing and the risk assessments have to be suitable and sufficient.

A Risk Assessment template for use by Staff members can be found page 7.

What areas require risk assessments?

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

- Asbestos control
- Early Years Foundation Stage (EYFS) activities
- Forest School
- Fire safety and emergencies
- Fitness Suite safety
- Swimming Pool safety
- Water safety

Risk assessments are also needed for other areas, including:

1. Educational

- Science
- Art and Design Technology
- Sport and PE
- Duke of Edinburgh Award
- Drama and dance (including the theatre backstage, stage, props room and lighting)
- Music
- General classroom
- School trips

The school also subscribes to the CLEAPSS Advisory Service and follow their advice regarding risk assessments for all Science and Art and Design Technology activities.

The school makes use of standard risk assessments for educational activities and visits with an emphasis on adequate supervision through appropriate staff/pupil ratios. Risk assessments are sought from venues to understand the risks involved and where appropriate staff will pre-visit local venues to assess the site and any potential hazards.

As a matter of good practice the School carries out risk assessments for all off-site activities other than routine sports fixtures (to which a generic risk assessment applies). Any freestanding on-site activity involving risk (e.g. an overnight camping trip on-site) also requires a risk assessment. Further information about risk assessment for educational visits is available to staff in the School Journeys policy which includes Minibus Usage arrangements.

2. Pastoral

The focus of our pastoral care is to ensure that pupils' safety and wellbeing are appropriately protected and to ensure that each pupil becomes a confident, articulate young adult capable of keeping him/herself safe whether at home or outside the home. Our PSHE programmes, Anti-bullying and e-safety policies focus on promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the electronic worlds and of sensible precautions that should be taken. Regular assemblies and parent briefings draw attention to risks and ways to manage risks for young people and their parents.

3. First Aid

The School has written procedures for First Aid covered within a separate policy. Accident forms are maintained in the Operations Bursary and the Operations Bursar will oversee entries in the Accident Book in consultation with relevant parties and will decide whether there will be any requirements to report the incident to HSE under RIDDOR.

The First Aid Policy explains the procedures that should be followed in a medical emergency and for those children with specific medical conditions, our policy entitled "Supporting Pupils at School with Medical Conditions" applies.

The Operations Bursar ensures that appropriate staff are trained in First Aid at a level consistent with their role, including Paediatric First Aiders and any specialist requirements.

4. Child Protection

The School's Safeguarding 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 barred from working with children or who are not allowed to work in the UK. By extending this regime to Governors, volunteers, contractors and adult members of families of staff who are accommodated on site and by ensuring that everyone in our community receives regular Child Protection training and, through compliance with regulatory requirements and statutory duties, this risk is managed to an acceptable level.

5. Support Areas

- **Catering and Cleaning** – This operation is contracted out and the contractor is responsible for conducting risk assessments and training covering all significant risks concerning catering/cleaning equipment, manual handling, slips and trips and the control of substances hazardous to health (COSHH), Induction training and refresher training, risk assessments, protective equipment and safety notices. The school will check on a regular basis that these requirements are being met in accordance with the contract between both parties.
- **Housekeeping and Security** – Risk assessments cover all significant risks. Particular emphasis is given to minimising fire risks and security risks by adhering to good practice. Risk assessments also cover manual handling, working at heights and asbestos. Induction training and refresher training on risk assessments, protective equipment and safety notices are provided.
- **Maintenance** – Risk assessments cover all significant risks including manual handling, slips and trips, working at heights, lone working, asbestos, control of contractors on site including hot work permits, electricity, gas, water, swimming pool maintenance and the control of substances hazardous to health (COSHH). Induction and refresher training on risk assessments, safe working practices, communication and health and safety notices and protective equipment are provided.
- **Grounds** – Risk assessments and training cover all significant risks including use of machinery, manual handling, slips and trips, working at height, lone working, using pesticides and storage of flammables and traffic management. Induction training and refresher training on risk assessments, protective equipment and safety notices are also covered.
- **Administrative/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.

Conducting a Risk Assessment

The school uses principally the model recommended by the HSE in its publication, “Risk Assessment – A brief guide to controlling risks in the workplace” (INDG 163 (Rev 4) 8/14).

1. Identify the hazard.
2. Who might be harmed?
3. Evaluate the risks.
4. Record significant findings.
5. Regularly review the risk assessment.

The School’s policy is not to carry out any high risk activity where appropriate control measures cannot reduce the risk to acceptable levels. Activities involving pupils are normally low risk although where some medium risk activities for older pupils are undertaken, (for example, Duke of Edinburgh Award, sailing/skiing) specialist/qualified instructors are used and trip organisers provide the Operations Bursar with the licence number required by the Adventure Activities Licensing Regulations 2004 which must be checked to ensure that it is up to date. Pupils are always given a safety briefing before participating in these activities and pupils will be expected to wear protective equipment and follow instructions. All members of staff and all pupils are expected to wear personal protective equipment for tasks that have been assessed as requiring its use.

Communication with Parents

Parents are told where their child will be when not on school premises and of any extra safety measures required via a specific communication or the termly calendar. Where activities need a higher level of risk management, or take place outside school hours, written consent is sought from parents.

Specialist Risk Assessments and High-Risk Maintenance Activities

The School will always employ specialists or competent persons to carry out high risk tasks at the school. The Operations Bursar arranges for specialists or competent persons to carry out risk assessments concerning the following:

- Fire
- Asbestos
- Legionella
- Gas
- Electricity
- Water

Review of Risk Assessments

All risk assessments are regularly reviewed and in accordance with the EYFS Statutory Framework we review and where necessary update our 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.

The school maintains a copy of all completed risk assessments and a selection of generic risk assessments is available via the school's VLE. Copies of trip assessments are held in the Main Office.

Risk Assessments will also 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

Specific Responsibilities for completing Risk Assessments:

Safeguarding:	Designated Safeguarding Lead/Head
Grounds and Site Security:	Head of Grounds/Operations Bursar
Maintenance:	Facilities Manager/Operations Bursar
Catering:	Catering Manager/Operations Bursar/Holroyd Howe
IT:	Network Manager
Educational Trips/Visits:	Trip leader (see VLE under staff/Staff handbook/health and safety/risk assessments/Educational Visits & Outside Activities)
EYFS:	Head of Prep (see VLE under staff/staff handbook/health and safety/risk assessments/EYFS Daily Visual Risk Assessment Form)
Admin/Office:	Operations Bursar
Sports/PE/Swimming:	Director of Sport
Science:	Head of Science (using CLEAPSS model Risk Assessments)
Art/DT:	Head of Art (using CLEAPSS model Risk Assessments)
First Aid/Medical:	School Nurse
Duke of Edinburgh Scheme:	School D of E Co-ordinator
Classroom Safety:	Teaching Staff – (see VLE under Staff/staff handbook/health and safety/risk assessments/classrooms for required checklist).

All Risk Assessments will be reviewed by a competent person.

Records

All risk assessments should be retained by the individual completing the assessment and a copy should be handed to the Operations Bursar for review. All Education trips/visits risk assessments will be held centrally in the School Office and a specific template for this activity is available for staff on the School's "Staff Drive". There are completed and Generic Risk Assessments held in the Operations Bursary in hard copy and on the School's VLE under staff handbook/Health and Safety/Risk Assessments.

Training

Staff required to complete risk assessments will receive suitable training and will be asked to complete the Risk Assessment form which can be seen on page 7. New members of staff will be briefed on their responsibilities at their induction sessions.

Accident Reporting

It is the responsibility of the Operations Bursar to record and report to the HSE, in accordance with the *Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR)*, any notifiable accident that occurs on school premises involving a pupil, member of staff, parent, visitor or contractor. 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.

Audit Compliance Statements

The Governors carry out regular reviews of the Charity's activities and the systems in use. This is for the purpose of planning for the future and assessing major risks to which the Charity could be exposed and further details can be found in the school's Crisis Management Policy and Disaster Recovery Plan.

Having identified potential risks, measures taken to mitigate these risks include:

- Safe recruitment of staff, Governors and volunteers.
- Robust systems for selection, training and appraisal of appropriately qualified staff and Governors.
- Comprehensive insurance cover.
- Strong financial controls that are regularly reviewed.
- Use of professional advice from lawyers, accountants, architects, etc. as required.

Recommended review period: Annually

Review by: Operations Bursar

Date Reviewed: September 2019

Next Review Date: September 2020



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SCHOOL

Risk Assessment Form

Duke of Kent School Location..... **Date**.....

What are the Hazards?	Who might be harmed?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Date completed