



**DORMER
HOUSE
SCHOOL**

Risk Assessment Policy

The Management of Health and Safety at Work Regulations 1999 requires every employer to:

- Make effective plans for monitoring, reviewing and controlling risks.
- Appoint “competent persons” to assist in complying with relevant statutory provisions.
- Establish emergency procedures.
- Provide employees with comprehensible and relevant information on risks to health and safety, protective and preventative measures and emergency procedures.
- Maintain records as set out in the full policy.

The Trustees of Dormer House 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 the likelihood of harm being caused by a particular hazard. The extent of the risk should also take into account the severity of the consequences and the number of people who may be affected should the potential harm associated with the hazard actually occur.
- 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 times simple measures are very effective and not costly. Risk assessments need reviewing and updating regularly [annually in settings providing for EYFS children]. At Dormer House School we are very aware that all staff and pupils need to receive training.

All risk assessments are filed in the Head Teacher's office and are available on the server for staff to refer to and use for themselves. The School Administrator is responsible for keeping records of staff training.

What areas require Risk Assessments?

There are numerous activities carried out in Dormer House School, each of which requires a separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- School Emergency Response Plan
- Educational visits and trips

However, risk assessments are also needed for many other areas including:

Educational

- Science experiments
- ICT
- Design and Technology
- Food Technology
- Sport and PE activity
- Art
- Music (including minimising the risk of hearing loss to staff)
- Drama (to include theatre, back stage, stage, props and lighting)
- Dance

Induction and refresher training in risk assessments are tailored to the specific areas required by members of staff.

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. The PSICHE curriculum is 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.

Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

Please refer also to the school's PSCH and Safeguarding policies.

Medical and First Aid

The Medical Room has procedures for first aid and all other treatments. Accident forms are maintained in the Medical Room and the School Administrator is responsible for ensuring that major accident reports are passed to the Headmistress.

The School's separate Emergency Plan explains the procedures that we would follow in the event of a severe medical emergency. The School Administrator is responsible for reporting 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).

Please refer also to the school's First Aid Policy, Medical Conditions Policy and the School Emergency Plan.

Unsupervised Access by Pupils

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the science laboratories, the design technology rooms etc. All flammables are kept securely locked. Pupils do not have access to the school kitchen.

Please refer also to the school's Health and Safety policy.

Child Protection

Our Safeguarding policy 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 Trustees and volunteers and by ensuring that everyone in our community receives regular safeguarding training, we manage this risk.

Support Areas

- **Catering and Cleaning:** COSHH reports and training is provided for items of catering and cleaning equipment, as well as for manual handling, slips and trips. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- **Caretaking and security:** risk assessments cover every room, laboratory, stairs, corridor in the entire school, including boarding. 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:** training is required for tools 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 is required for tools and pieces 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.

Conducting a Risk Assessment

There are several possible techniques; but at Dormer House School we use our own form in which each risk is assessed as high, medium or low. Our policy at Dormer House School is to think carefully about carrying out any high risk activity. Activities involving pupils are normally low risk. Pupils are always given a safety briefing before participating in these activities, and are expected to wear protective equipment, such as mouth-guards, and to follow instructions.

We will always employ specialists to high risk tasks. Support staff may only 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

The Health and Safety Officer arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety
- Playground equipment

Reviews

All risk assessments are reviewed (and recorded) when major structural work is planned, or in the event of an accident. The Compliance Officer arranges for

regular health and safety audits of the fabric of the school, its machinery and equipment, together with its arrangements for catering and cleaning and for water sampling.

Responsibilities of 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.

Risk Assessments are drawn up by staff for their individual areas, tasks, events and lessons using the school's Risk Assessment template. Copies of all completed risk assessments are given to the Headmistress who will review these with the Leadership Team as required.

Teachers are responsible for cooperating with the Headmistress and other members of the Leadership Team in order to enable the Trustees to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects directly to the Headmistress.

Staff have responsibility to:

- Read risk assessments that have been recorded and are considered by the management as relevant to their areas of work.
- Ensure that measures designed to control risks are followed.
- Report back of information to the management when the measures which are adopted to control risks do not appear to be effective.
- Report hazards or risks to the health and safety of themselves or others.

Please refer also to the school's Health and Safety Policy.

Responsibilities of the Board of Trustees

The Board of Trustees is responsible for the management of the risks faced by the School. Detailed considerations of risk are delegated to the Headmistress and the Leadership Team, with a member of the Trust taking responsibility for overseeing this. A formal review of the Charity's risk management processes is undertaken on an annual basis, the Trust employing the services of independent professional Risk Management Companies for this purpose.

The key controls used by the Charity include:

- Regular agenda items relating to Risk Management for the Trust meetings;
- Comprehensive strategic planning, budgeting and management accounting;
- Established organisational structure and lines of reporting;
- Formal written policies reviewed regularly by the Trust;

- Clear authorisation and approval levels;
- Health and Safety and Safeguarding procedures as required by law for the protection of the vulnerable.

Audit Compliance Statements

An annual risk assessment is conducted by the external auditors appointed by the Board of Trustees at the same time as they review the annual accounts.

The audit considers financial procedures and controls and the major risks to the school, including:

- Strategic risk
- Loss of fee income
- Damage to reputation
- Failure to teach the correct syllabus
- Risk of a child protection issue
- Gaps in Trustee skills
- Conflicts of interest
- Employment disputes
- Major health and safety issues
- Possible data loss
- Risk of fire, flood and land slip
- Poor cash flow management
- Fraud
- Loss through inappropriate investments
- Areas of potential risk

It also considers the measures taken to protect the school against such risks, including:

- Safer recruitment of staff, Trustees and volunteers
- Measures to ensure the selection, training and appraisal of appropriately qualified staff and Trustees
- Insurance
- Strong financial controls
- Use of professional advice from lawyers, accountants, architects, etc.

Trustees are invited to approve the compliance risk assessment annually and to endorse the insertion of a statement along the following lines (or a more detailed version thereof) in the school's annual accounts:

'The Board of Trustees is satisfied that through its Risk Management procedures the major risks identified have been adequately mitigated where necessary. It is recognised that absolute assurance that major risks have been fully managed cannot be given.'

This policy is monitored by the Headmistress and the Trustees and will be reviewed annually.

Reviewed by: Alison Thomas

Date: April 2016