



Donhead Preparatory School

Risk Assessment Policy

The Governors of Donhead 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, not just with the law, but with best practice. Risks are inherent in every day life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated in 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 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. In many cases simple measures are very effective and not costly.

Risk assessments need reviewing and updating annually. At Donhead we are very aware that all staff and pupils need to receive training.

WHAT AREAS REQUIRE RISK ASSESSMENTS?

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

- Fire safety procedures.
- Activity holidays/residential trips.
- Minibus use.
- Kitchen areas.
- Adventure playground use.
- Auditorium.

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

Educational

- Each sport and PE activity

- Art & DT
- Music (including minimising the risk of hearing loss to staff)
- Off-site trips and activities

Pastoral

The focus of our pastoral policy is to ensure that every pupil leaves as a confident, articulate young person capable of keeping himself safe on the streets, in the home and in all situations. Our PSHEE programmes and Assemblies are 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 the sensible precautions that should be taken. Our Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

Medical and First Aid

The First Aid Room has risk assessments for first aid and all other treatments and procedures. The accident forms are maintained in the School Office. The School's separate First Aid Policy explains the procedures that we would follow in the event of a medical emergency. The Headmaster 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).

Unsupervised Access by Pupils

Pupils do not have unsupervised access to the Grounds, Catering and Caretaking areas of the school.

Safeguarding

Our Safeguarding policies and training for all staff form the core of our safeguarding 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 Governors, volunteers and the adult members of the households of staff who are accommodated on site, and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

Support Areas

Administration, Catering, Cleaning, Building Maintenance, Grounds Maintenance: all have hazards attached to them, both in terms of the work environment for the employees and the work environment for the children. An analysis and assessment of these risks is included in the annual Risk Assessment report.

CONDUCTING A RISK ASSESSMENT

We use the model recommended by the HSE in its publication "Five Steps to Risk Assessment". Our policy is not to carry out any high-risk activity. Activities involving pupils are normally low risk. Pupils are always given a safety briefing before participating in 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 Bursar arranges for specialists to carry out the following risk assessments:

- Fire safety

- Asbestos
- Gas safety
- Electrical safety (PAT tests)

Reviews

All risk assessments are recorded and reviewed annually

Responsibilities of all Staff

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety. 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. In addition, all members of staff are responsible for reporting any risks or defects to the Headmaster.

AUDIT COMPLIANCE STATEMENTS

An annual compliance risk assessment is presented to the Governors to approve. This report analyses:

- The financial procedures and controls
- 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 Governor skills
 - Conflicts of interest
 - Employment disputes
 - Major health and safety issues
 - Possible data loss
 - Poor cash flow management
 - Fraud
 - Loss through inappropriate investments
- The measures taken to protect the school against such risks, 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
 - Use of professional advice from lawyers, accountants, architects, etc as needed
 - School MLS system is backed up and kept off site.

Governors are invited to approve the compliance risk assessment annually and to endorse the insertion of a statement along the following lines:

EITHER: "The Governors have assessed the major risks to which the school is exposed, in particular those related to the operations and finances of the Trust, and are satisfied that systems are in place to manage our exposure to the major risks".

OR: "The Governors have assessed the major risks to which the school is exposed and are satisfied that systems are in place to manage our exposure to the major risks".