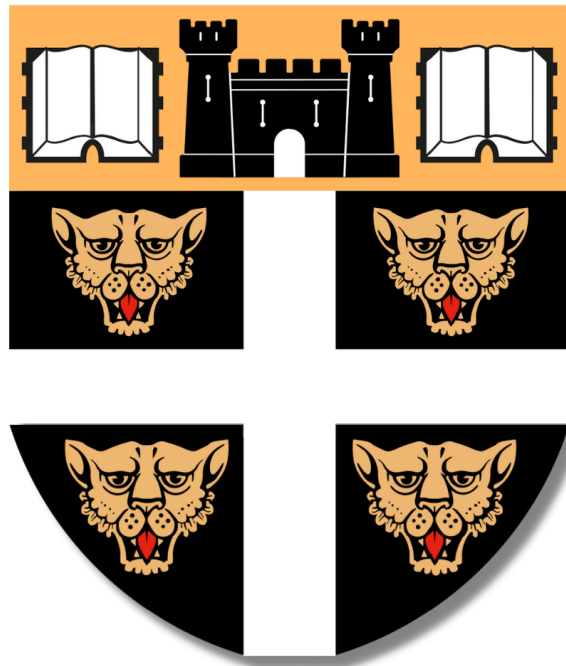


# Risk Assessment Policy

Dover College



|                    |          |                      |
|--------------------|----------|----------------------|
| Owner:             | SD       | Date: August 2023    |
| Approved By:       | DG       | Date: September 2023 |
| Review Frequency   | Annual   |                      |
| Last reviewed on:  | Aug 2023 |                      |
| Next review due by | Aug 2024 |                      |

## **1. INTRODUCTION**

This policy applies to all those with responsibility for undertaking risk assessments for property, persons, activities which are under their control. This policy includes the requirements of the Independent Schools Inspectorate, National Minimum Boarding Standards and Early Years Foundation Stage Standards.

## **2. OBJECTIVES**

- To ensure that suitable and sufficient risk assessments are undertaken for either property, persons or activities where there is likely to be a significant risk.
- That identified control measures are implemented to control risk as far as reasonably practicable.
- That those affected by findings have received practical information on what to do.
- Those risk assessments are recorded and reviewed when appropriate.

## **3. GUIDANCE**

The Director of Finance & Operations is ultimately responsible for the implementation of this policy. Still, each Head of Department (HoD), Housemaster (HSM), Line Manager (LM) or person in charge of a building, activity or event will be responsible for writing appropriate risk assessments, identifying hazards, implementing control measures and effectively communicating the outcomes of any risk assessments to relevant members of staff.

This guidance applies to general risk assessments. Where specialist skills are required, e.g. asbestos, fire, legionella and hazardous substances, there is separate policy guidance in place for these risks. Teaching area checklists are also in place for advice.

All staff will receive guidance on risk assessments as part of their induction by their Head of Department, Line Manager. Staff should refresh this on an annual basis. The College will provide risk assessment training on specific areas identified by the Director of Finance & Operations, Estates Manager, and HoD.

A template risk assessment form is included in Appendix 1 to this guidance. The school adopts the CLEAPSS Advisory Service model risk assessment for lessons in Science and Design and Technology.

## **4. RISK ASSESSMENTS**

The college has a responsibility to ensure that the risks posed to staff, pupils, parents, contractors, public and property are reduced, so far as reasonably practicable.

Risk assessment is a subjective but logical process that owners can break down into five steps:

- Step 1 – Identify the hazard.
- Step 2 – Decide who or what might be harmed and how.
- Step 3 – Evaluate the risks and decide on precautions.
- Step 4 – Record significant findings and implement them.
- Step 5 – Review the assessment and update if necessary.

When conducting a risk assessment, managers should adopt a team approach to the risk assessment process whenever possible and involve staff members with practical experience, awareness and understanding of the hazards.

## **5. MONITORING**

HsMs, HoDs, and LMs are responsible for monitoring the effectiveness of control measures and ensuring that physical control measures are used, installed correctly and suitably maintained where applicable. Likewise, checks should be made to ensure that agreed control measures and safe work systems are followed correctly.

## **6. REVIEW AND RECORD KEEPING**

Risk assessments will be reviewed:

- When there are changes to activity, use of property
- After a near miss or accident
- When there are changes to the type of people involved in activity, use of property
- When there are changes to good practise, legislation
- Annually if for no other reason

A list of areas (non-exhaustive) which will require risk assessments is included at Appendix 2.

The Director of Finance & Operations will be responsible for the overall maintenance of all school Risk Assessment records.

The Health & Safety & Security Officer will be responsible for the maintenance of specialist risk assessments and generic risk assessments for school property. Contractors and staff members can obtain a record of these risk assessments and review dates from the Estates Manager.

The Deputy Head of Senior School will be responsible for the maintenance of risk assessments for activities, trips and visits.

The College must keep all risk assessments and associated documents for three years from the date they are superseded. HoDs should note that risk assessments that relate to substances may need to be kept for 40 years to trace exposure periods.



## **7. PREGNANT STAFF**

If Deputy Heads or HoDs are aware that a staff member is pregnant, or there is an expectant mother in the College, they must consider this when assessing risk. Deputy Heads should have a separate risk assessment for new and expectant mothers. As soon as an employee tells you she is pregnant, you have an extended duty of care and this should be documented in a risk assessment.

## **8. LEGAL REQUIREMENTS AND EDUCATION STANDARDS**

References:

ISI Handbook Inspection Framework 2019, Part 3:

<https://www.isi.net/support/publications/isi-inspection-framework>

Health & Safety Executive, Controlling Risk: <http://www.hse.gov.uk/risk/controlling-risks.htm>

DfE, Early Years Foundation Stage Statutory Framework:

[https://www.foundationyears.org.uk/files/2017/03/EYFS\\_STATUTORY\\_FRAMEWORK\\_2017.pdf](https://www.foundationyears.org.uk/files/2017/03/EYFS_STATUTORY_FRAMEWORK_2017.pdf)

Charity Commission, Charities & Risk Management:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/589944/CC26.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/589944/CC26.pdf)

## Appendix 1 – Risk Assessment Template

|  |                              |  |                                      |              |
|--|------------------------------|--|--------------------------------------|--------------|
| Risk Assessment  |                              | Serial No.:                                      |                                      |              |
| To be completed each time the risk assessment is reviewed. It is unnecessary to rewrite the assessment unless significant changes are made. Describe using the headings below: |                              |  |                                      |              |
| What is the hazard?  | Who might be harmed and how? | What are the existing control measures in place? | Additional control measures required | Revised risk |
|  |                              |  |                                      |              |
|  |                              |  |                                      |              |
|  |                              |  |                                      |              |

|             |              |   |
|-------------|--------------|---|
| Print Name: | Date:        |   |
| Signed:     | Review Date: | <i>12 months or sooner if work activity changes</i> |

### RISK RATING GUIDE

Below is a simple guide to help determine the risk rating of each hazard identified. This guide is intended to help you try and implement/ maintain consistency between school departments and individuals when assessing risks.

|            |   |   |    |    |    |    |
|------------|---|---|----|----|----|----|
| Likelihood | 5 | 5 | 10 | 15 | 20 | 25 |
|            | 4 | 4 | 8  | 12 | 16 | 20 |
|            | 3 | 3 | 6  | 9  | 12 | 15 |
|            | 2 | 2 | 4  | 6  | 8  | 10 |
|            | 1 | 1 | 2  | 3  | 4  | 5  |
|            |   | 1 | 2  | 3  | 4  | 5  |
| Severity   |   |   |    |    |    |    |

|                                    |  |                  |
|------------------------------------|--|------------------|
| Likelihood (of an accident/injury) | Severity (of injury/number of persons) | Action to follow |
|------------------------------------|--|------------------|

|                    |   |                                   |   |   |
|--------------------|---|-----------------------------------|---|---|
| Unlikely to happen | 1 | Minor injury (bruise/graze etc.)  | 1 | 1-6 Low: No further action, ensure present controls maintained            |
| Low possibility    | 2 | Injury needing medical attention  | 2 |   |
| Possible (50/50)   | 3 | Injury involving 7+ days of sick  | 3 | 3-5 Medium: Look to improve, monitor.                                     |
| Probable           | 4 | Serious injury, long term illness | 4 |   |
| Near certainty     | 5 | Fatality or permanent disability  | 5 | 16-25 High: Stop! Do not start the activity until the risk is controlled. |

## **Appendix 2 – Areas requiring risk assessments (non-exhaustive)**

### Educational

- Science experiments
- Design & technology
- Sports & PE activities
- Art & textiles
- Drama
- Music
- General classrooms
- Day trips
- Residential trips (UK & overseas)
- Day Houses
- Prep School
- EYFS
- Extracurricular activities
- Food technology
- Vehicle maintenance
- Duke of Edinburgh's Award
- Dance

### Support

- Catering Dept
- Cleaning Dept
- Estates Dept
- Transport
- Office based activities
- Archives

### Boarding

- Residential houses
- Social activities
- Pupil management



### Appendix 3 - Statutory risk assessments checklist

The following table lists the risk assessments that schools are required to have in place.

| Statutory or mandatory risk assessment:     | ✓ | Completed by: | Date of review: |
|---|---|---------------|-----------------|
| Workers under the age of 18                 |   |               |                 |
| Asbestos                                    |   |               |                 |
| Substances hazardous to health              |   |               |                 |
| Display screen equipment                    |   |               |                 |
| Fire  |   |               |                 |
| First aid                                   |   |               |                 |
| Manual handling                             |   |               |                 |
| Working at height                           |   |               |                 |
| Children being drawn into terrorism         |   |               |                 |
| Public health incidents, including COVID-19 |   |               |                 |

The requirements in this checklist are set out in:

- Regulations 3 and 16 of the Management of Health and Safety at Work Regulations 1999
- Regulation 4 of the Control of Asbestos Regulations 2012
- Regulation 6 of The Control of Substances Hazardous to Health Regulations 2002
- Regulation 2 of The Health and Safety (Display Screen Equipment) Regulations 1992
- Regulation 9 of The Regulatory Reform (Fire Safety) Order 2005
- Department for Education first aid guidance
- Regulation 4 of The Manual Handling Operations Regulations 1992 and Schedule 1 of the regulations
- Regulation 6 of the Work at Height Regulations 2005
- Statutory guidance on the Prevent duty
- Health Protection in Education and Childcare Settings 2022