

Risk Assessment Policy

This Policy applies to the whole school, including the EYFS.

Introduction

In accordance with the Management of Health and Safety at Work Regulations 1999, Davenies maintains a broad suite of Risk Assessments for the work and activities that take place both at School and offsite. The School aims to assess all reasonably foreseeable risks, and others which are identified by specific health and safety regulations. Each Risk Assessment takes into account risks faced by everyone within the school environment, and in particular pupils and staff.

The Governing Body is fully committed to promoting the safety and welfare of everyone in the school community so that effective education can take place. The 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. The policy at Davenies is not to carry out any high risk activity. However, risks are inherent in everyday life, and even in a low risk environment there is a need to identify and manage risks with a view to preventing accidents from occurring. The School endeavours to educate its pupils in how to cope safely with risk, and to provide staff with appropriate training to enable them to manage risk.

Legislation and Guidance

Davenies observes the Government's current guidance *Health and Safety: advice on legal duties and powers* (DfE) (February 2014) in its approach towards Risk Assessments.

For generic risks, such as: slips and trips; working at heights, lone working, manual handling, display screen equipment and noise, the School follows the guidance of the Health and Safety Executive (HSE), and a suite of guides and leaflets are available to staff on the intranet.

Risk Assessments

What is a Risk Assessment?

A Risk Assessment is a tool for conducting a formal examination of what could cause harm to people, and ensuring enough precautions are in place to prevent such harm. It should be completed with due reference to the environment in which the activity is to take place and the people involved.

How to complete a Risk Assessment

While using a template as a starting point is useful, risk assessment needs to be a deliberate action not a tick box exercise. Risk Assessments do not have to be written down but it is worthwhile being able to evidence that it has been done. The following steps are to be taken:

- **Identify** possible hazards and risks.
- Consider what needs to be done to **minimise** hazards and risks or if any hazards or risks are too great, what **modifications** need to be undertaken to the planned activity.
- Define the **Risk control measures**, i.e. the measures and procedures that are put in place in order to minimise the consequences of the risk.
- Identify **people** to be responsible for their actions.
- Set a **time frame** for completion.
- **Implement** the actions arising from the risk assessment.
- **Monitor** completion of the actions prior to the activity taking place.
- **Review** the risk assessment after the activity has been completed to evaluate its effectiveness.

How should a hazard or risk be identified?

- A **hazard** is something with the potential to cause harm.
- **Harm** includes death, bodily injury or damage to physical or mental health.
- A **risk** is the chance or possibility of injury, loss or danger to people, property or buildings.

What needs to be considered when completing a Risk Assessment?

When considering risks, it is necessary to think about how serious an injury could be and the likelihood of it occurring. Before assessing the risks always obtain all the information about:

- the environment that activities will take place in;
- the qualifications and experience of those leading and accompanying them; and
- the suitability of equipment, and the age, ability, aptitude and experience of the pupils and others participating.

Having assessed the risks it is important to manage the identified risks in such a way as to do what is reasonably practicable to minimise their effect or avoid them in their entirety where the risk is considered too great.

When is a Risk Assessment required and who should undertake it?

The School's Policies cover routine activities in School and broad generic Risk Assessments are completed for typical hazards e.g. trips, slips and falls, security.

Specific Risk Assessments must be undertaken for certain subjects and areas of higher risk in school on an annual basis. This will include:

- Art (and Kiln)
- D&T (Design & Technology) – *these are now project/term-based and held by the Head of DT*
- Drama
- EYFS
- Forest School
- Grounds Maintenance
- Sports Camps and holiday activities organised by the School
- Performing Arts Centre
- Science
- Swimming
- PE & Games: Rugby, Football, Hockey, Cricket & Athletics

Anyone can complete a risk assessment, and does so as they go about their daily life without even realising. The co-ordinator of a specific activity, or person responsible (usually Head of Department or Line Manager) for a physical area or duty will be responsible for completing the Risk Assessment. The Bursar, as the School's Safety Representative and Competent Person, the Facilities Manager and School Nurse are available to consult with when completing a Risk Assessment. Please see Appendix A: Monitoring & Evaluation Responsibilities.

Risk Assessment Training is available as part of general Health & Safety Training to staff either online through EduCare, an external educational training service, or informally with the Bursar. 12 Staff completed Level 1 Health & Safety Training through NDA Training during Autumn 2016.

The Staff Member responsible for the Risk Assessment must also ensure that all other relevant staff members have read and understood the relevant risk assessment each year or term (as applicable) and that a record is maintained and held by the HR & Compliance Officer. Reviewing relevant Risk Assessments with new members of staff forms part of Staff Induction.

Significant School events will require a bespoke risk assessment. This must be carried out by the co-ordinating member of staff prior to the event or activity and made available to all members of staff participating. Significant School events include activities that involve the whole school (or substantial parts of it) outside of the normal setting or involve activities that are not routine. Participation by pupils from other schools, a large number of parents or member of the public would constitute a significant school event. These events might be organised by the Parental Body, Friends of Davenies. For example:

- Maths Competitions or Quizzes
- Sports Days
- School Production
- Summer Fair

- School Service at St Mary's for which the boys walk to church

Risk Assessments must always be carried out prior to an activity taking place, and On-Going (Sometimes Called Continuing or Dynamic) Risk Assessments will take place as an activity is ongoing and circumstances change.

Responsibilities

The Health & Safety Committee is the main forum within Davenies for discussing and monitoring Risk Assessments.

Staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors, which includes the wearing of personal protective equipment (PPE) where required, which is provided by the School. They are responsible for cooperating with the Headmaster, the Bursar and other members of the SLT in order to enable the Governors to comply with their health and safety duties.

A teacher has a common law **duty of care** for young people under their supervision. The duty of care expected is that of a reasonable, prudent and careful parent applying his/her mind to the school situation. The duty is continuous and cannot be delegated to anyone else.

All staff are asked to complete an Individual Room Risk Assessment (IRRA) (*Appendix C*) for the room/area in which they work, on an annual basis. Between Risk Assessments staff are responsible for reporting any concerns, risks or defects to the Facilities Manager or the Bursar.

Day-to-day responsibility for ensuring that Risk Assessments are carried out, records kept and reviewed rests with the Bursar, but Heads of Department are tasked with ensuring that their own departments follow endorsed school policies and procedures. Local management arrangements/guidelines are to be included in Departmental Handbooks such that another member of staff providing cover could understand fully how compliance is achieved within that Department.

Monitoring and Evaluating Effectiveness

The full Risk Assessment documentation is lodged as follows:

- the master copy is held by the HR & Compliance Officer
- an electronic copy is available on the Health & Safety section in the Staff Area of the Intranet
- a copy is also held by the staff member responsible for that activity

Any new activities, revisions to existing procedures which are risk assessed, or reviews of existing Risk Assessments are to be authorised and approved by the Bursar or Headmaster from Autumn 2016.

Areas of higher risk are included in the Health & Safety Committee's **Active Monitoring** programme. Heads of Department are required to complete the Active Monitoring check sheet including a review of the extant Risk Assessment at the start of each term. Further checks of Risk Assessments are undertaken during **Bursar's Rounds**.

Incident Reports are completed after any accident involving a member of staff, contractor or visitor, or a significant injury to a pupil or a 'near-miss' incident. The report is reviewed by the respective Head of Department, a member of the SLT and the Bursar to identify any lessons or necessary changes to policy, practice or risk assessment.

Risk Assessment is an on-going process. Risk Assessments are not definitive and are therefore reviewed (and amended if necessary) either on an annual cycle to keep pace with changes in legislation or recommended best practice; on a three-year cycle; when structural work is planned; or in the event of an accident or near-miss.

Areas of Risk Assessment

Health & Safety

Since 2014 the School has employed the services of qualified specialists Oxford Safety and Risk Management (OSRM) to carry out whole-school risk assessments, including a review of policies and procedures, and fire safety. The report findings are subsequently actioned accordingly and evaluated as part of the School's own review processes, and records are kept by the Bursar.

The Facilities Manager arranges for specialists to carry out Risk Assessments for Legionella, Gas Safety, and Electrical Safety. Records of these Risk Assessments are retained by the Facilities Manager.

- **Asbestos** – Davenies complies with the Control of Asbestos at Work Regulations 2012 and other related Health & Safety at Work legislation with regard to asbestos. All asbestos has been removed from site (August 2017).
- **Catering Contractors** – Risk Assessments for the School's catering department and their activities, including COSHH, are the responsibility of and are carried out by the School's contract catering company, **Thomas Franks Ltd**. The School ensures that it is advised of the regularity and updating of their risk assessments, and is made aware of any hazards identified, issues raised and action planned and taken.
- **Cleaning Contractors** – Risk Assessments for cleaning activities, including COSHH, are the responsibility of and are carried out by the School's contract cleaning company, **BBCS**. The School ensures that it is advised of the regularity and updating of their risk assessments, and is made aware of any hazards identified, issues raised and action planned and taken.
- **Contractors** – Contractors are expected to have their own *Health & Safety Policy*, Risk Assessments and Method Statements, together with evidence of their current liability insurance, all of which should be shown to the Facilities Manager prior to commencement of work. All Contractors are required to be given a SAFESTART briefing prior to starting work on site.
- **Disability Discrimination Act (DDA) 1995** – Davenies had a formal Access Audit by Mobility & Disabled Access Limited on 06 July 2004. The record of the Audit is kept by the Bursar. This Audit is reassessed during the development and review of our compliant 3-Year SENDA Accessibility Plans. For further information, please see the *SEN Policy* and the *SENDA Accessibility Plan: Stage 6*. A

specific Risk Assessment would be carried out prior to a member of staff or pupil with significant needs starting in School.

- **Fire Safety** – A Fire Risk Assessments is carried out annually, or in the light of any changes that occur in the School, either by OSRM or by the School. The records are kept in the Fire Safety File which is held by the HR & Compliance Officer. For further information on this process, please see the *Fire Safety Policy*.
- **Lettings** – The Facilities Manager will review the Risk Assessments for external agencies hiring the School's facilities and make them aware of any pertinent issues from our own Risk Assessments. Where appropriate, their Risk Assessments will be reviewed prior to the first letting.
- **Public Rights of Way** – Davenies School is a private site and there are no public rights of way through the premises of the School.

Pupil & Staff Welfare

- **First Aid** – In accordance with the Health & Safety at Work Act 1974, Davenies has produced a *First Aid Policy* which sets out the policies, procedures and arrangements which are used in the School. This includes ensuring that the School has adequate and appropriate equipment and facilities, and suitably qualified medical staff. In addition, the School has a generic First Aid Risk Assessment covering general related hazards.
- **Pregnant Staff and New Mothers** – Davenies aims to protect the health and safety of every pregnant staff member whilst they are working and once they return to work as a new mother, and endeavours to ensure that they are not exposed to risk. The School has a Generic Risk Assessment to identify hazards in the workplace that could present a risk to any pregnant staff member or new mother. In addition, the School will carry out a Specific Risk Assessment with the member of staff. This will be reviewed throughout the pregnancy and on return to work. A record will be made of any adaptations made. Specific Risk Assessments are confidential and will be kept in the staff member's personnel file.
- **Supervision** – Supervision is taking responsibility for children during school hours but outside of lesson times. At Davenies it is part of every teacher's professional practice and is shared by all members of staff. The School has a duty to ensure that there are adequate staff to pupil ratios at all times for the safety of all. See the School's *Supervision Policy* for further information.
- **Unsupervised Access by Pupils** – The School ensures that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the Swimming Pool, the Science Lab, and the D&T Room. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities. Pupils do not have access to the school kitchens, or the grounds and maintenance, catering or cleaning storage areas of the School.

Safeguarding

- **Bullying** – Bullying, harassment, victimisation and discrimination are not tolerated at Davenies. A variety of forums are in place in order to monitor pupil behaviour and incidents, including weekly

pastoral meetings, a termly parent rep meeting and a half-termly School Council meeting, all of which are forums for discussion on preventing and tackling bullying. In addition, both staff and Year 8 School Leaders, as Peer Mentors, receive training on safeguarding and awareness of the signs of bullying. See the School's *Anti-Bullying Policy* for further information.

- **Child Protection** – Davenies' *Child Protection Policy* and training for all staff form the core of the School's child protection risk management. There are two Designated Safeguarding Leads (DSLs) at Davenies who oversee Child Protection for the whole school. See the School's *Child Protection Policy* for further information.
- **Prevent** – All staff have undertaken online training on "The Prevent Duty". In addition, a "Prevent Duty – Visitor Form" is completed by coordinating staff members when individuals/groups are invited in to speak to the boys so that we can ensure that our boys are not at risk of being influenced and potentially drawn into terrorism.
- **Recruitment** – Davenies complies with the Independent School Standards Regulations and Part 3 of KCSIE (Sept 2018) in carrying out safer recruitment procedures on all teaching and non-teaching staff at the School, including part-time and temporary staff, Governors, volunteers, contract staff and visiting staff such as musicians and sports coaches, who are all subject to the various levels of child protection screening before starting work. These procedures will prevent the School from employing, or knowingly allowing on site, any individual who is barred from working with children either directly or by association, disqualified from teaching at or managing an educational setting, or prevent an individual who may pose a risk from coming into contact with our pupils. See the School's *Recruitment Policy & Procedure* for further details regarding safer employment practices at Davenies.

Activities

- **Break-times** – At Davenies the boys are segregated into age groups at break-time to ensure their safety and ensure adequate staff supervision. Pre-Prep boys have playtime in the Dell, Years 3 & 4 in the Junior School Playground, and Years 5 to 8 can choose to play on the Astro in the Winter/Field in the Summer, or enjoy quiet time in the Library. There are also some extra-curricular activities that take place during lunchtimes.
- **Educational Visits** – The Head of Co-curricular and Trips or Head of Pre-prep will assess the need for specific Risk Assessments for any school trip or educational visit, when pupils are deemed to be 'off-site'. They will review the Risk Assessment with the member of staff leading the visit or activity and maintain records. For further information on this process, see the *Educational Visits Handbook and Policy*.
- **Extra-Curricular Activities** – Head of Activities and DAS ('Davenies Activity Scheme' - Year 7 & 8 compulsory programme of activities) Co-ordinators are responsible for completing Risk Assessments or checking the Risk Assessments of those delivering activities. Activities run during school holidays, e.g. Sports Camps, must have a Risk Assessment completed for each period of activity in line with the *Holiday Activities Policy*.

- **Forest School** – All Forest Schools sessions will take place with the Forest Schools Leader and another member of staff to a maximum of 10 children. A suite of Risk Assessments has been undertaken to cover planned Forest School activities.
- **PE & Games** – At Davenies the boys take part in Rugby during the Autumn Term, Football during the Lent Term, and Cricket and Athletics during the Summer Term. Swimming is undertaken all year round. Hockey is also played. Risk Assessments of these sports are undertaken at the beginning of the season/term by the Head of PE. Risk Assessments are also undertaken by PE staff when going to away fixtures, with any concerns brought to the attention of the Head of Games.

Areas relevant to Davenies

- **Early Years Foundation Stage (EYFS)** – A Risk Assessment of the new EYFS premises in the Jubilee Building, which was completed for September 2015, was carried out by OSRM in September 2015. In accordance with requirements, the School's own EYFS Risk Assessment is reviewed annually. In addition, the School retains an Active Monitoring Record for this area of the School which covers further areas. The Active Monitoring file is retained by the Head of Pre-Prep.

Updated: **September 2018, Bursar**

Review: **September 2019, Bursar**

APPENDIX A

**Risk Assessment Index of
Monitoring & Evaluation Responsibility**

Assessment	Review Date	Responsibility
Activity Programme	Autumn Term	Head of Activities
Art	Autumn Term	Head of Art
Asbestos	Annual	Facilities Manager
Athletics	Summer Term	Head of PE
Away Matches	Autumn Term	Head of PE
Biathlon & Duathlon	Autumn Term	Head of PE
Bullying	Annual	Deputy Head
Catering Contract (Review)	Annual	Bursar
Christmas Market	As required	Facilities Manager
Cleaning Contract (Review)	Annual	Facilities Manager
Compost	Annual	Groundsman
Computer Workstations (VDUs) (Staff)	Autumn Term	IT Manager
Contractors	Annual	Facilities Manager
Contractors and Maintenance Work	As required	Facilities Manager
COSHH	Annual	Facilities Manager
Cricket	Summer Term	Head of PE
Cricket Festival	Summer Term	Head of PE
Davenies Ball	As required	Facilities Manager / Bursar
Disability	Annual	Bursar
Drama	Annual	Head of Drama
Electrical Installations and Tools	3-Yearly	Facilities Manager
EYFS	Autumn Term	Head of Pre-Prep / Head of EYFS
Fire Safety	Annual	HR&CO / Facilities Manager
Food Preparation and Cookery	3-Yearly	Head of Activities / Head of DT
Football	Lent Term	Head of PE
Forest School	Annual	Forest School Leader
Games Equipment	Autumn Term	Head of PE
Games Lessons	Autumn Term	Head of PE
Gas Safety	Annual	Facilities Manager
General Classrooms	3-Yearly	Deputy Head / Facilities Manager
Glass	3-Yearly	Facilities Manager

Grounds Maintenance	Annual	Facilities Manager
Hand Tools	3-Yearly	Facilities Manager
ICT (Pupils)	3-Yearly	Head of IT
Individual Risk Assessment – Specific Needs – Staff or Boys	As required	Bursar / School Nurse / SENCO
Kiln	Annual	Head of Art / Facilities Manager
Lettings	As required	Facilities Manager
Lone Working	3-Yearly	Bursar
Manual Handling	3-Yearly	Facilities Manager
Maths Challenge (Y4)	As required	Head of Maths
Microbiology	3-Yearly	Head of Science
Nativity	Annual	Head of Pre-Prep
Noise	3-Yearly	Facilities Manager
Old Kitchen	Annual	Facilities Manager
Open Morning	Termly	Marketing Officer
PAC	3-Yearly	Facilities Manager / Head of Drama
PAC Kitchen	Annual	Facilities Manager
Playground Maintenance	Autumn Term	Facilities Manager
Playground Supervision	Autumn Term	Deputy Head / Head of Pre-Prep
Pre-DBS Employment	As required	Headmaster
Pregnant Staff and New Mothers	3-Yearly	Bursar / Line Manager
Primary Schools History Competition	As required	Head of History
Primary Schools Superstars	Annual	Head of PE
Pupil Welfare: First Aid, Administration of Medicines and Healthcare	Autumn Term	School Nurse
Recruitment	Annual	HR & Compliance Officer
Rugby	Autumn Term	Head of PE
Rugby Camp	Annual	Camp Leader
Safeguarding	Termly	DSLs
Sainsbury's Car Park	Autumn Term	Bursar / Sainsbury's Manager
Saturday Football	Autumn Term	Coordinator
School Vehicles	3-Yearly	Facilities Manager
Science	Autumn Term	Head of Science
Science Chemical Storage	3-Yearly	Head of Science
Security	Summer Term	Bursar
Senior Production	Lent Term	Facilities Manager / Head of Drama
Significant School Events (incl. FoD)	As required	Facilities Manager / Head of Drama

Slips, Trips and Falls	3-Yearly	Facilities Manager
Sports Camps	Before Camp	Camp Coordinator
Sports Days	Summer Term	Head of PE
Summer Concert	Summer Term	Head of Music
Summer Fair	As required	Facilities Manager
Supervision	Autumn Term	Head of Pre-Prep / Deputy Head
Swimming	Summer Term	Head of PE
Swimming Pool Maintenance	Summer Term	Swimming Pool Technician / Facilities Manager
The Dell	Annual	Head of Pre-Prep
The Loop and the Car Park	3-Yearly	Facilities Manager
Trampoline	3-Yearly	Head of PE
Tree Works	As required	Facilities Manager
Waste Handling	3-Yearly	Facilities Manager
Woodburner	Annual	Facilities Manager
Working at Heights (Ladders)	3-Yearly	Facilities Manager

RA Ref.:	
Activity / Area:	
Assessor:	
Assessment Date:	
Review Date:	

Associated Risk	Control measures in place	Measures in place? Yes ✓ / No ✗ or N/A	Further action necessary to control risk and action plan – employee responsible, target date and completion date
	▪		
	▪		
	▪		
	▪		

Room	
IRRA Ref.	
Completed By (Staff)	
Assessment Date	
Review Date (Annual)	

Associated Risk	Control measures in place	Measures in place? Yes ✓ / No ✗ or N/A	Further action necessary to control risk and action plan – employee responsible, target date and completion date
Electrical Hazards			
Portable equipment	Equipment tested annually and labelled with test date		
Broken sockets	Broken items signed 'do not use' and report to Facilities Manager		
Extension leads	Must be fused, use to be minimised, leads to be tested, labelled and not overloaded		
Electric heaters	Not be plugged into extension leads, to be a safe distance from hazards e.g. curtains, must not be covered		
Trailing flexes	Where trip risk – should be safely covered		
Child putting finger or other object into socket	Blanking plates fitted in areas used by Reception pupils		
Furniture / Flooring			
Broken furniture	To be removed from room or signed 'do not use'		
Sharp edges	Should be signed and protected where possible		

Associated Risk	Control measures in place	Measures in place? Yes ✓ / No ✗ or N/A	Further action necessary to control risk and action plan – employee responsible, target date and completion date
Stored furniture	Stored furniture should be safe when not in use – stacks must not be too high		
Floors and coverings creating trip risks	All trip risks removed, covered, otherwise made safe or clearly signed		
Classroom Equipment			
Sharp, hazardous equipment	Hazardous and sharp equipment / tools stored in locked cupboards		
Not properly stored	Items to be correctly stored at end of lesson		
Falls from height			
High level storage in use, storage and retrieval of items from high shelves and cupboards	Should only be accessed using suitable step ladders or where possible from a kick stool		
Display of work or materials at height	Never stand on chairs, or other furniture – only use proper access equipment such a as a step ladder or kick stool		
Fire Hazards			
Bins overfull	Bins emptied regularly by cleaners		
Escape routes obstructed	Pupils / others do not leave bags in corridors / escape routes		
No fire extinguisher in room or at fire exit door nearby – extinguisher not serviceable	Extinguisher available, if servicing date on extinguisher is over 12 months report to Facilities Manager		
Escape routes unsigned	Fire escape signs to be pictorial and indicate quickest escape route and alternative route, if provided		

Associated Risk	Control measures in place	Measures in place? Yes ✓ / No ✗ or N/A	Further action necessary to control risk and action plan – employee responsible, target date and completion date
No fire instructions displayed	Fire instructions on wall, if not there report to Facilities Manager		
Door closer faulty	Door closer must work effectively		
Stored items, cupboards / shelves overfull			
Clutter	Papers and clutter should not be stored on or under fire escape routes or elsewhere creating risk		
Storage unit unsafe	Storage shelves, cupboards, lockers should be well maintained and secure		
General			
Ground floor windows may open creating risk to passers-by	Opened windows safe by position		
Windows difficult to access to open / close	Access equipment available		
On upper floors windows open wide	Window restrictors to be in place and fit for purpose		
Insecure or broken glazing and glazing that could become a risk on impact	Glazing to be secure and not broken / chipped, glazing in critical locations to be safety glazing or filmed		
Risk of injury from poor posture at ill designed work stations	Where appropriate, height adjustable chairs in use – for employees who are frequent users, assessments have been carried out and completed		
Prolonged exposure to bright lights	If projectors in use, staff should not stare directly into light – background to texts should not be too bright		

Associated Risk	Control measures in place	Measures in place? Yes ✓ / No ✗ or N/A	Further action necessary to control risk and action plan – employee responsible, target date and completion date
Slip hazards	Flooring to be anti-slip Mops / cloths to be available Signs used advising 'take care if floor wet'		
Lighting insufficient for space	Adequate lighting maintained in working order		
Hot contact	In Reception radiators fitted with guards or are a low temperature type		
Temperature – the environment is not conducive to learning / other	At time of review temperature in room was comfortable – not too hot or too cold		
Space unacceptably grimy or dusty or otherwise dirty	Wet or dry cleaning (as appropriate) carried out daily		
Trapped fingers in toilet doors	Doors or support fitted with stoppers		
Infection from dirty sand	Sand replaced at least termly and sand sifted weekly		

Any Other Issues