Sydenham & Dulwich Girls

GDST
GIRLS' DAY SCHOOL TRUST

Risk Assessment Policy
Whole School: Senior School/Junior School: EYFS, KS1 and KS2

1. Introduction

This policy reflects the school's commitment to Health & Safety. All reasonably practicable steps will be taken to secure the health, safety and welfare of everyone legally on school premises and those attending school activities off-site.

The school adheres to the GDST Risk Assessment Policy.

2. GDST Risk Assessment Policy Statement

The GDST recognises that Risk Assessment is one of the keystones of good H&S management which can make a significant contribution to promoting welfare and reducing health and safety risks to employees, pupils, visitors and others who may be affected by the way in which the school operates.

All GDST schools, academies and Trust Office must complete comprehensive risk assessments for all potentially hazardous activities and situations, regularly review them, and implement the controls necessary to reduce the risks to an acceptable level following the principles of prevention: eliminate the hazard at source, reduce the hazard, prevent contact with the hazard, implement safe systems of work, employ personal protective equipment.

The GDST will provide training and comprehensive guidance for employees on how to complete risk assessments.

The aim of the policy is to ensure that all staff have a clear understanding of the procedures to be observed when working alone and to follow them safely.

3. Guiding Principles

- All activities with any potential hazard must have a risk assessment conducted which details the likelihood of the hazard occurring, the applicable risk caused by the hazard, the possible severity of the hazard, the likelihood of the risk occurring and the actions that are in place to minimise the hazard. This includes activities conducted on and outside school premises.
- All reasonably foreseeable welfare issues relevant to the school, such as safeguarding risks connected with visitors or eating disorders.
- The standard risk template is to be used.

- The risk assessment is to document who has completed it, the date of completion and the review date.

- Where possible, investigation should be made to the possibility of actually completely removing the hazard.

- All risk assessments are to be stored on the school's Intranet so that they are accessible to all personnel. The only exception to this are Risk Assessments for school trips which are stored on the Evolve database.

- Heads of Departments are responsible for ensuring that the risk assessments for their department are completed, reviewed on an annual basis and that all staff who may work in their area are familiar with the applicable risk assessment.

- Staff will receive training in the five principles of risk assessments – coordinated by the DFO.

- In the event of an incident or near-miss the applicable risk assessment is to be reviewed.

4. Key Risk Assessment Areas

The following have been identified as key risk assessment areas:

- Pupil supervision
- School trips
- Fire and emergencies
- Management of hazardous substances
- Use of hazardous equipment (e.g.: in DT or Art)
- Any disclosures return on a DBS check - for all categories of staff and external lettings
- Suitability of staff to undertake designated roles and the completion of the required suitability checks.

5. Non-H&S Risk Areas

The following areas are identified as risks for the school, although not related directly to H&S:

- Business continuity
- Recruitment procedures
- Reputational
- Terrorism
- Security

The above lists are not comprehensive and can be added to at any time.

6. Risk Assessment Authorisation

The Head of each Department is responsible for the preparation of all relevant Health & Safety records such as risk assessments, self evaluation forms and Department Health & Safety Policy statement. Documentation, while being updated annually, is subject to regular review in accordance with the guiding principles above. The Head of Department is also responsible for ensuring any accidents within the department are logged on RIVO (Trust accident recording system), via the school nurse and that risk assessments are reviewed following an accident or incident.
The DFO and Trust Health and Safety Advisor will also review risk assessments and self evaluation forms on an adhoc basis and report to the Health & Safety committee on a termly basis.
Health & Safety is also a standing item on the SLT (Senior Leadership Meeting) weekly agenda and any significant issues will be raised at SLT meetings.

7. Risk Assessment Review

Risk assessments are to be subject to review:

- When a change has been made to the activity.
- After a near miss or accident.
- The school Health and Safety coordinator will review department risk assessments following any significant incident.
- When there are changes to the type of people involved in the activity.
- When there are changes to good practice.
- When there are legislative changes.
- Annually if for no other reason.
- The school Health & Safety coordinator will send reminders and guidance each year to department heads, but will also conduct spot reviews of department self evaluation forms and report back to the Health and Safety Committee on status highlighting departments which are outstanding or require improvement.
- GDST Trust Health and Safety advisor will also conduct termly spot reviews of selected self evaluation forms for departments and risk assessments where they exist.

8. Storage of Risk Assessments

All Risk assessments, department self evaluation forms and department health & safety statements should be saved in the shared health and safety folder under the appropriate year and within the relevant department folder.

Each Department should list all their risk assessments on an index sheet. This should include the following information

- Name of risk assessment,
- Date of completion / last review,
- Name of person who completed / last reviewed RA
- Date RA is next due for updating,
- Where RA is stored (soft or hard copy)

Risk Assessments for school trips must be stored on the Evolve database.

Each member of staff should have easy access to a copy of the index sheet so they know where to find the risk assessments.