



DULWICH PREP LONDON

Values & Academic Excellence since 1885

RISK ASSESSMENT POLICY

This is a whole school policy which applies to all sections of the School, including Early Years.



Persons responsible for this policy:

Bursar

Estates Manager

Date of last policy review:

February 2023

RISK ASSESSMENT POLICY

I. INTRODUCTION

Dulwich Prep London places the greatest importance on health and safety matters and undertakes to conduct its operations in such a way as to ensure the health and safety of all its pupils, employees, visitors, contractors and the general public.

Risks are inherent in everyday life. We need to identify the risks, mitigate them and adopt systems to manage everything that we do.

“Sensible risk management is about practical steps to managing real risks, not bureaucratic back covering. Address the real risks, not only to pupils, but also to the health and well-being of your staff. And remember, risk assessment is just good planning.”

Sir Bill Callaghan, former Chairman, HSC

The Risk Assessment Policy should be read alongside other related policies but with particular reference to the General Statement on Health and Safety and the Safeguarding (Child Protection) Policy. The Risk Assessment Policy includes the requirements of the Independent Schools Standards Regulations (ISSRs) 2014, National Minimum Standards for Boarding and Early Years Foundation Stage.

2. OBJECTIVES

The objectives of this policy are to ensure that major risks are identified and managed so far as is reasonably practicable, to emphasise that suitable and sufficient risk assessment is a key part of managing risk and to ensure that those required to carry out risk assessments are aware of their responsibilities.

3. TYPES OF RISK ASSESSMENT

Three types of risk assessment are undertaken at Dulwich Prep London:

- **Generic Site or Activity.** These cover the regularly repeated activities and facilities that form part of the ‘normal’ school day, including boarding. Assessments provided by an external agency or governing body, for example CLEAPSS in the case of Science and Technology, may be used.
- **Specific Risk Assessments** are required for irregular or one off events and activities ‘that present a risk greater than those experienced in a normal school day’. A venue’s own assessment may form part of a specific risk assessment.
- **Dynamic (Ongoing) Risk Management** forms part of our health and safety culture. Those responsible for an activity must constantly assess and manage the risks. This may well involve

adapting the activity even if the risk and control measure are not mentioned in either of the above.

4. REVIEWING AND UPDATING RISK ASSESSMENTS

Risk assessments will be reviewed annually or when there are changes to the activity, to the environment or after a near miss or accident. In specific cases it may be decided that a risk assessment is reviewed on a frequent and regular basis or for as long as the risk is to be at the forefront of operations. If there are changes to those involved in the activity or when there are changes in good practice the assessment should be reviewed. Legislative changes to the activity will require a review.

Changes to operating procedures as a result of reviewing a risk assessment for any reason must be communicated to all relevant persons by the reviewer using the most appropriate method. For example, email, Microsoft Teams, Staff Meeting and/or INSET training.

5. THE RISK ASSESSMENT PROCESS

The risk assessment is a five step process:

- identify what could cause injury or illness (hazards);
- decide how likely it is that someone could be harmed and how seriously (the risk);
- take action to eliminate the hazard, or if this isn't possible, control the risk;
- record your findings; and
- review the risk assessment.

6. RISK ASSESSMENT TEMPLATES

The risk assessment template (found here [Risk Assessment TEMPLATE](#)) should be used throughout the School.

Since the majority of educational visits would generate an assessment risk score of greater than 9 a different template is used. See the Educational Visits Policy for more details.

7. AREAS REQUIRING RISK ASSESSMENT AND RESPONSIBILITIES

The Head Master and Governors are ultimately responsible for the risk management throughout the School. Responsibility for ensuring that risk assessments are completed is delegated to those in supervisory roles as described below.

Area Requiring Risk Assessment	Primary Responsible for completing the assessment	Secondary Responsibility (signed off by)
Safeguarding and Pupil Welfare	Designated Safeguarding Lead	Heads of Section (HoS)
Visitors and Security	Bursar	DSL
Traffic Management	Bursar	Estate Manager
Critical Incident	Head Master	Estate Manager
Educational Activities	i/c Activity	Heads of Department (HoD) or Head of Section
Clubs and Activities	i/c Activity	Senior Deputy Head or Head of Section
General Classroom	HoS	Estate Manager
Wrap Around Care	i/c '@38' and HoS	SLT
Boarding	Housemaster	SLT
Educational Visits	Visit Leader	EVC
Catering	Catering Manager	Bursar
Cleaning	Domestic Supervisor	Bursar
Site and Facilities	Estate Manager and HoS / HoD	Bursar
Caretaking and Maintenance	Estate Manager	Bursar
Grounds	Grounds Supervisor	Bursar
Employee Health Issues	Line Manager	HR Manager/Director

8. TRAINING AND EXTERNAL AGENCIES

Dulwich Prep London will provide suitable training for all those required to carry out risk assessments. For trips, staff are required to undertake the appropriate level of training, as further described in the Educational Visits Policy. Training may be through an external agency, including online training, or by a suitably qualified or experienced member of staff. Experts may be employed

to carry out risk assessments on the School's behalf in areas where specialist knowledge is required, such as fire.

9. REFERENCES:

- a. Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3 (<http://www.isi.net/>)
- b. [National Minimum Standards for Boarding Schools](#)
- c. Health & Safety Executive, Managing risks and risk assessment at work (<https://www.hse.gov.uk/simple-health-safety/risk/index.htm>)
- d. Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2013), DfE website.
- e. Health and Safety at Work" Section H of the ISBA Model Staff Handbook,
- f. "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide
- g. "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd
- h. Early Years Foundation Stage: Statutory Framework
- i. Charities and Risk Management, The Charities Commission (www.charity-commission.gov.uk)
- j. Risk Management framework: A Ten Point plan and What is Risk Management by the NCVO (www.ncvo-vol.org.uk)
- k. Home Office guidance on duties under the Counter Terrorism Act 2015 (www.gov.uk/government/publications/prevent-duty-guidance)
- l. Health and Safety at Work Act 1974