



Risk Assessment Policy - DLD College London

Policy last reviewed by (Bursar): Helen Edwardson

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Statement of intent and scope

The college will meet its duty of care to pupils and staff (and others) by creating a culture of undertaking risk assessments.

This policy describes the expected practices for the assessment of all risks relating to the safety and welfare of staff, pupils and others. The policy complies with the Alpha Plus [Group Risk Management Policy and Framework](#) which also covers commercial and strategic risk. All risks are captured at summary level in the college risk register.

The summary risk register, and the effective implementation of this policy, will be reviewed by the governors at least once per year.

NB -Risk assessment relating to the COVID-19 pandemic is covered by a separate Group guideline and individual college policies and risk assessments.

Relevant statutory legislation and guidance

The Management of Health and Safety at Work Regulations 1999 dictate that the college has an absolute duty to carry out risk assessments and record significant findings in writing.

Risk assessment is not limited to Health and Safety guidance. Keeping Children Safe in Education is built on the principles of risk management. The Independent School Regulatory Requirements clarify that the welfare of pupils must be safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and that appropriate action is taken to reduce risks identified.

Related policies

- [Alpha Plus Group Health and Safety Policy](#)
- [School Health and Safety Plan](#)
- [School Child Protection and Safeguarding Policy](#)
- [Alpha Plus Group Offsite Visits and Related Activities Policy](#)
- [Alpha Plus Group Whistleblowing Policy](#)

Definitions and terminology

A **hazard** is anything that may cause harm to pupils, staff, and others to whom the college owes a duty of care, and to property or the environment.

A **risk assessment** is a tool for conducting a formal examination of the possible hazards arising from an activity or situation, and to identify action needed to reduce the risk of the hazard occurring, including mitigation any harmful impact if it does occur.

The process includes an assessment of the severity of the outcome (e.g. trauma, injury, loss of life) and an identification of what action needs to be taken to reduce the risks as low as is reasonably practicable. Typically, five questions need to be raised and addressed:

1. What could go wrong?
2. Who or what might be harmed?
3. How likely is it?
4. How serious would it be?
5. What might reasonably prevent it occurring, or reduce its impact if it did occur?

Risk control measures are the actions and procedures that are put in place in order to minimise the probability and the impact of identified risks.

Risk review measures are the procedures whereby risk assessment and control measures are shown to be effective. They include **periodic** reviews (e.g. fixed intervals), and **dynamic** reviews. Dynamic reviews are required whenever:

- there are new, or changes to, activities, circumstances or college premises
- when an accident, incident or near-miss occurs
- where staff responsibilities or procedures change

- where there is change to legislation
- there is change in the environment, e.g. severe weather, an epidemic outbreak

Responsibilities for risk assessments

It is the college's responsibility to ensure risk assessments are completed and implemented. The work involved to meet this responsibility is assigned as follows:

Table 1 – Designation of responsibilities

Person/Body	Responsibility
Governors	Annual review of the college risk register including review of evidence of the implementation of this policy
Principal	Overall responsibility for ensuring that a culture of risk assessment exists within the college. This includes: <ul style="list-style-type: none"> • clarity of delegated responsibilities for risk assessments • appropriate resource allocation for risk assessment, including training of those with delegated authority • effective communication to all staff of their role in the process of risk management • effective operation of the Health & Safety Committee with regard to monitoring and review of risk assessments
Health & Safety Committee	<ul style="list-style-type: none"> • advising the Principal on staff training requirements • maintenance of a directory (see Appendices 1 and 2) of routine¹ risk assessments covering the standard list of H&S risks <i>and</i> all other reasonably foreseeable hazards specific to the college • periodic review, ensuring that risk assessments are kept up-to-date and reviewed periodically • dynamic review where there is a change e.g. in staffing, procedures, legislation, new college activities or facilities, extreme weather...etc. • Recording and reporting accidents, including those reportable under RIDDOR, and updating risk assessments based on any lessons learned.
Facilities Manager	<ul style="list-style-type: none"> • risk assessments relating to the access security of the college premises including access by visitors • annual Health and Safety Risk assessment of the site, including classrooms and facilities

¹ In addition to in-house risk assessments, the H&S committee must ensure that professional risk assessments are conducted for asbestos, legionella, gas, electrical and fires safety, and lifts. These may be coordinated by the Alpha Plus Group estates team, but the committee should check that they are being conducted on a timely basis.

	<ul style="list-style-type: none"> • identification and recommendation (to the Health & Safety Committee) of any areas on the premises requiring new or updated risk assessment. • Train staff on the Control Measures in relation to Risk Assessments conducted. Where control measures include Safe Operating Procedures (SOPs).
Educational Visits Coordinator (EVC)	<p>Ensuring that risk assessments are completed in accordance with the Alpha Plus Group Offsite Visits and Related Activities policy</p> <p>DLD has a trained Educational Visit Coordinator (EVC) in post. Alpha Plus Group provides annual retraining. All staff undertaking an educational visit have a meeting with the EVC to discuss, amongst other things, the risk assessments needed</p>
Designated Safeguarding Lead (DSL)	<ul style="list-style-type: none"> • active participation in the Health & Safety Committee • ensuring that the college risk directory includes appropriate² risk assessments relating to pupil welfare, safeguarding and supervision. Examples include where there is consideration of enhanced DBS checks for volunteers, possible suspension of staff, allegations of abuse, pupil convictions or cautions, risks of being drawn into terrorism, pupils previously excluded and pupils with behavioural, social and emotional difficulties.
Heads of Department	<p>Each department is responsible for assessing risks in its own areas and activities. Including:</p> <ul style="list-style-type: none"> • Complete Risk Assessments • Conduct a Risk Assessment on each of the tasks/activities, areas and equipment within the department using a risk assessment form. • Ensure departmental staff are trained
Individual staff members	<ul style="list-style-type: none"> • taking care of their own safety, and that of pupils, visitors and other staff members • being aware of, and cooperative with, the college's risk management measures including training and instructions • reporting any previously unidentified risks, defects or hazards in the college's operations or environment.

² Risk management in this area is largely covered by having robust policies and procedures which are compliant with the extensive statutory guidance (e.g. *Keeping Children Safe in Education*), and which are effective in practice.

Assessment methodology and format

This is explained in the Alpha Plus/Law-at-Work [risk assessment guideline](#). The Group [risk assessment form](#) should be used to enable a consistent judgement of risk and easy identification of the high priority risks. Both documents are available on the Health and Safety section of the [Alpha Plus Portal](#).

Appendix 1 – Directory of Risk Assessments

This directory shows summary information for all risk assessments which are currently in place at the college. This list excludes non-routine trips and other offsite and related activities, the risk assessments for which are recorded in accordance with the Group policy using the Evolve system.

Risk assessment heading	Person assessing, and position	Date last reviewed
Archbishops Park Risk Assessment	Paul Anderson, Facilities Manager Sean Gallagher, Head of CCA & Sport	08/11/21
Art Construction	Paul Anderson, Facilities Manager	05/11/21
Art Rooms Risk Assessment	Paul Anderson, Facilities Manager Ed McCool, Head of Art, Graphics, Photography	08/11/21
Atrium Events Risk Assessment	Paul Anderson, Facilities Manager	05/11/21
Biology Labs Risk Assessment	Paul Anderson, Facilities Manager	05/11/21
Boarding House Risk Assessment	Paul Anderson, Facilities Manager	05/11/21
Bunting Risk Assessment	Paul Anderson, Facilities Manager	05/11/21
Electrical Risk Assessment	Paul Anderson, Facilities Manager	01/11/21
Escorted Contractors Risk Assessment	Paul Anderson, Facilities Manager	01/11/21
Fire Risk Assessment	Keith Simmons – Fire Safety 2000	24/06/21
First Aider Risk Assessment	Paul Anderson, Facilities Manager Cristina Vera Friere, College Nurse	02/11/21
General Classrooms	Paul Anderson, Facilities Manager	05/11/21
General H&S & Welfare Risk Assessment	Paul Anderson, Facilities Manager	01/11/21
Heat & Temperature Risk Assessment	Paul Anderson, Facilities Manager	01/11/21

Ladders & Steps Risk Assessment	Paul Anderson, Facilities Manager	04/11/21
Internal Lighting (including emergency)	Paul Anderson, Facilities Manager	01/11/21
Lift Risk Assessment	Paul Anderson, Facilities Manager	01/11/21
Lone working Risk Assessment	Paul Anderson, Facilities Manager	01/11/21
Manual Handling Risk Assessment	Paul Anderson, Facilities Manager	04/11/21
Minibus Journeys Risk Assessment	Paul Anderson, Facilities Manager Sean Gallagher, Head of CCA & Sport	07/11/21
Pancake Race Risk Assessment	Paul Anderson, Facilities Manager	07/11/21
Pupil Access to Risky Areas	Paul Anderson, Facilities	01/11/21
Physics Labs Risk Assessment	Paul Anderson, Facilities Manager James Deeny, Head of Physics	07/11/21
Physics Prep Room Risk Assessment	Paul Anderson, Facilities Manager James Deeny, Head of Physics	07/11/21
Pregnancy Risk Assessment	Shriya Patel, HR Officer	
Roof Garden Risk Assessment	Paul Anderson, Facilities Manager	5/11/21
Science Prep Room Risk Assessment	Paul Anderson Ella Lilliebjerg-Heder,	24/08/21
Security Risk Assessment	Paul Anderson, Facilities Manager	01/11/21
Slips Trips Falls Risk Assessment	Paul Anderson, Facilities Manager	02/11/21
Staircases / Corridors Risk Assessment	Paul Anderson, Facilities Manager	02/11/21
Staff Boxing Sessions	Paul Anderson, Facilities Manager Sean Gallagher, Head of CCA & Sport	09/11/21
Temporary Atrium gym Risk Assessment	Paul Anderson, Facilities Manager Jan Haines, Houseparent	08/11/2021
Toilets / Showers Risk Assessment	Paul Anderson, Facilities Manager	05/11/2021
Urbanest Gym Risk Assessment	Paul Anderson, Facilities Manager	09/11/21

	Sean Gallagher, Head of CCA & Sport	
Violence in College Risk Assessment	Paul Anderson, Facilities Manager	08/11/21
Wellbeing Garden Risk Assessment	Paul Anderson, Facilities Manager	08/11/21
Working at height Risk Assessment	Paul Anderson, Facilities Manager	04/11/21
Yoga Risk Assessment	Paul Anderson Veronica Casals	27/09/21

Appendix 2 - Non-exhaustive list of typical risk assessments for schools

Pupil Risk Assessments

- Pupil supervision arrangements
- Pupil risk assessments (e.g. behavioural, social, emotional difficulties; convictions and cautions, previously excluded pupils)
- PREVENT risk assessments
- Internet access risk (control measures for blocking and/or monitoring activity)
- Transportation of pupils (e.g. school bus)
- Pupil access to risky areas

Classroom Risk Assessments

- Classroom risk assessments (generic)
- Classroom risk assessments (specific)

Staff/HR Risk Assessments

- Recruitment
- Use of volunteers
- Staff risk assessments (e.g. suspension, allegations of abuse)
- First aid
- Lone working

Activities Risk Assessments

- Drama and music activities (e.g. stage sets and props, damage to hearing)
- Sports activities
- Events

Specialist Health & Safety Risk Assessments

- Working at height
- Manual handling
- Slips and trips
- Hazards from equipment/machinery used
- Display screen
- Substances hazardous to health (COSHH)
- Noise
- Access and egress
- Traffic onsite
- Preventing unauthorised access to high risk areas
- New and expectant mothers.
- Fire safety
- Gas and electrical safety
- Legionella
- Asbestos
- Viral/pandemic risk assessments

For residential colleges there should be a series of risk assessments covering boarding arrangements.