



Dunottar School

# Risk Policy

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# Risk

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## Policy Statement

The purpose of this policy is to provide local management arrangements with regards to risk management whilst also complying with the United Learning policy *Risk Management (Doc No. HSMG10)* which provides an overarching policy.

In order to provide a safe environment for all members of the school community, and in line with the Management of Health and Safety at Work Regulations Dunottar School is committed to the appropriate risk assessment of its work and activities. All reasonably foreseeable risks are assessed, as are other risks identified by specific health and safety regulations, in particular the risk of fire.

Furthermore, the school is also committed to having detailed written procedures to deal with foreseeable situations that could present serious and imminent danger such as fire. (see Emergency Plans held on 365/ Subject Share/ Compliance/ Health and Safety).

All risk assessments are carried out with the intention of ensuring the reasonable safety of those involved and, where appropriate, emergency procedures are regularly practised. The records of all such risk assessments carried out are regularly monitored by the Headmaster or other senior members of staff to identify whether a review or a change in practice is required. Appropriate action is taken to reduce the risks that are identified.

- This policy applies to all members of our school community and forms part of our School commitment to the United Learning Framework for excellence. This includes 'The best from everyone', 'Powerful Knowledge', 'Education with Character', 'Leadership in every role' and 'Continuous Improvement'.
- Dunottar School is fully committed to ensuring that the application of this Risk policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity policy document.
- Dunottar School seeks to implement this policy through adherence to the procedures set out in the rest of this document.
- In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the main school office and should be read in conjunction with the following documents:
  - Behaviour Policy
  - Child Protection Policy
  - Fire Policy
  - Health and Safety Policy
  - Supervision of Students Policy
  - SENDA Policy
  - EVAOS Policy

In addition, current Risk Assessments will be routinely cross referenced against new guidance from United Learning in respect of Health and Safety.
- This document is annually reviewed and approved by Headmaster Mark Tottman or as events or legislation change requires. The next scheduled date for review is September 2024.

## Procedures

Heads of departments, line managers and supervisors are responsible for risk assessment and for the production of written risk assessments. Appropriate training in risk assessment is provided to relevant staff and Annual Risk Assessment Returns for departmental areas or regular activities are included in the relevant departmental handbooks.

Risk assessments are carried out in line with the process documented in the *Risk Management* policy

At Dunottar School the documents for Risk Assessment are:

- Generic Risk Assessment Form (for trips/visits)- available through Evolve or 365 staff share
- Quantitative risk assessment form
- Qualitative risk assessment form

The forms are set out in Appendix A of this document and are available in the subject share area: School Trips: Risk Assessment of the school network.

Risk Assessments are routinely carried out for the following

Risk Assessment	Responsible	Kept	Reviewed
Fire	Trimist Fire and Safety Consultants- Biennial Inspection	A. Cotton- Hard Copy (Available on Request)	A. Cotton- Post inspection
Site Hazards- <ul style="list-style-type: none"> <li>• Classroom/ Office Hazards</li> <li>• Site Specific Activities</li> </ul>	RA carried out by members of staff utilising that room/ space or organising that activity	Subject share  Subject share; Health and Safety file	By A.Cotton On completion (Autumn Term)  By teaching staff and submitted to A.Cotton annually- Autumn Term
Asbestos	Asbestos Manager-	Subject share	By A.Cotton Inspection completed Summer 2023 R&D surveys carried out for each refurbishment
Storage of/ use of/ exposure to hazardous substances	RAs carried out by departments affected (Art, DT, Ceramics, Science and Operations)	Subject share	By A. Cotton On Completion (Autumn term)

Departmental areas/ Regular activities	Heads of relevant Department or classroom teacher)	Subject share	By A. Cotton Annually- Autumn term
Lone Working	RA carried out by A. Cotton	Subject share	By A.Cotton On completion (Autumn term)

## Where appropriate, risk assessments are carried out for the following:

- one off events in school (RA carried out by organising member of staff in conjunction with Health and Safety Officer Rea Pope). These will also be completed in accordance with the *Event safety policy (HSOP07)*
- trips or visits off site (RA carried out by organising member of staff and checked by EVC – Suzanne Thorne, Deputy Head (Rhona Stringer) and signed off by Headmaster Mark Tottman)
- visitors coming into school without specific DBS clearance (Child Protection)
- new or expectant mothers (RA carried out by Estates Manager- Andy Cotton) These will also be completed in accordance with the *New and Expectant mothers policy (HSMG09)*
- those with known infections or significant health or temperament problems
- employees under the age of 18 These will also be completed in accordance with the *Young persons at work Policy (HSMG12)*

These risk assessments will be annually cross referenced with guidance from the Health and Safety document regarding Dunottar School's individual situation and circumstance particularly regarding Site and Fire Security.

Where risk is identified, mitigating actions are put into place to reduce the risk. Appropriate action is identified to reduce risk. This is completed both through the use of the pre-planned risk assessment but also needs to be put into place dynamically if the situation requires (as may be the case in trips and events).

Risk assessment for trips and events has a clear procedure and Policy within the Educational Visits and activities Off site (EVAOS) Policy (*Educational Visits Policy HSOP06*) which has a clear and systematic procedure to promote the welfare of the child. This policy covers supervision requirements for school trips and the procedures for risk assessments. The teacher in charge of organising the trip, in the first instance will use the pro forma on Evolve to identify and risks in a trip or off site event. This will then be checked, amended and signed off by Suzanne Thorne and passed to Rhona Stringer (Deputy Head Operations) then the Headmaster Mark Tottman to sign off. On completion the amended copy of the agreed Risk Assessment will be kept as an electronic file copy and on the 365/ S.Thorne/ EEVC/ RA and the year. These will be archived annually for staff assistance and training. Members of staff supervising the trip will be emailed electronic copies of the agreed Risk Assessment as well as the organising member of staff.

Staff will be given a run through and examples of risk assessments as well as support in the writing of risk assessments throughout the process.

Risk assessment is also taken into consideration when hiring or purchasing equipment.

Further details of the nature of such risk assessments can be found in the United Learning Health and Safety Policy and any queries about risk assessment at the school should, in the first instance, be addressed to Andy Cotton (Estates Manager), Rea Pope (Health and Safety Coordinator), and Suzanne Thorne (EVC)

Name of owner/author	R.Pope	Authorised by R. Cole Aug 2015
Governor responsible	S.Laird	
Date Document Reviewed	August 2015	S.Thorne
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Date Document Reviewed and Approved	August 2017	S.Thorne, R.Pope
Date document reviewed	August 2018	A.Cotton/ S.Thorne
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Date document updated	Sept 2019- introduction of Group Risk Policy This now becomes the local management procedures	R.Pope/ S. Thorne
Date document updated	Sept 2020	R.Pope/ S. Thorne
Date document updated	Sept 2021	R.Pope/ A.Cotton/ S. Thorne
Date Document updated	Sept 2022	R.Pope
Date Document updated	November 2023	R.Pope
Next Review Date	November 2024 or when events/ legislation require	

Appendix A

Risk Assessment for Off Site visits and activities

Department:Date:Location/Purpose:

Ratio:Organised by:Staff:

Identifying the hazard – assessing the risk <i>(High [H] Medium [M] Low [L])</i>	Risk Rating	Control measures – reducing the risk	Risk Rating
Group (behaviour and medical concerns)			
Leader and activity arrangements (including supervision and first aid)			

Transport			
Plan B (alternative arrangements)			
<i>If risk assessment is generic, what additional considerations need to be taken into account on this specific occasion?</i>			

**Approved by EVC:**

**Date:**

**Approved by Head:**

**Date:**



## Appendix B

### Qualitative risk assessment

Risk Assessment:								
Activity:					Documents, records, people consulted during exercise:			
Assessors:								
Date undertaken:			Serial Number:					
Hazards – If detailed assessment of COSHH, DSE, manual handling then record hazard here but link to appropriate assessment format	Who's affected	Comments	Existing Controls	Overall risk rating	Is the risk acceptable	Further controls to ensure risk is acceptable	New Risk rating	When and who is responsible for new controls
Additional comments								
Proposed Review – state date or review conditions :			Date of review 1 and findings					
			Date of review 2 and findings					

## Quantitative risk assessment

## Dunottar Risk Assessment

Activity (location, people involved etc).			Documents, records, people consulted during exercise:			
Assessors:						
Date undertaken:	Serial Number:					
Hazards	Who's affected	Existing Controls	Risk rating (SxL=R)	Further controls required	New Risk rating	When/who is responsible for new controls
		•				
		•				
Proposed Review – state date or review conditions :						
Date of review 1 and findings						

Severity (S)			Likelihood (L)		
Hazardous Event Severity	Description*	Score	Hazardous Event Likelihood	Description*	Score
High	Death/Specified Injury; Acute fatal disease; Substantial disability	4	Likely	Will probably happen or reoccur	4
Moderate	Other RIDDOR incident; occupational disease; Dermatitis; Asthma	3	Possible	May happen or reoccur occasionally	3
Slight	First Aid required; Minor fractures; WRULDs	2	Unlikely	Not expected to happen or reoccur, but possible it may do so	2
Negligible	Very minor injury; Temporary ill-health	1	Rare	This will probably never happen or reoccur	1

Likelihood of harm	Severity of Harm			
	1	2	3	4
1	1	2	3	4
2	2	4	6	8
3	3	6	9	12
4	4	8	12	16

Action Levels	Descriptor	Action Required
1-3	Low Risk	No further action. Maintain existing controls. Monitor performance.
4-8	Medium Risk	Consider if risk could be practicably reduced further. Maintain existing controls. Monitor.
12-16	High Risk	Further controls must be implemented before activity can begin/resume.

\* Risk assessment is a subjective process and the descriptors provided above are illustrative and not exhaustive. The assessor must use their judgement and knowledge of the hazards under assessment when determining the relevant values from this table.

Version Number	Date of Issue	Author	Approved By	Date Approved
1	7/12/15	Stuart Males	Not approved	