

## RISK ASSESSMENT POLICY

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| <b>Policy Owner</b>     | Head of School and Medical Team              |
| <b>Approved by</b>      | Ms Sapna Changrani (Head of School)          |
| <b>Review Date</b>      | June 2024                                    |
| <b>Next Review Date</b> | 22/12/2025                                   |
| <b>Circulation</b>      | All Staff, Students, Parents, School Website |

### 1. AIMS

To evaluate hazards, then remove that hazard or minimise the level of its risk by adding control measures, as necessary.

### 2. DEFINITIONS

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|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Risk Assessment</b> | A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them, based on their likelihood and their potential to cause harm. |
| <b>Hazard</b>          | Something with the potential to cause harm to people, such as chemicals or working from a height.                                                                                                                                           |
| <b>Risk</b>            | The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be.                                                                                                              |
| <b>Control Measure</b> | Action taken to prevent people being harmed.                                                                                                                                                                                                |

### 3. ROLES AND RESPONSIBILITIES

#### The Corporate Board

The Corporate Board has ultimate responsibility for health and safety matters in the school, but delegates day-to-day responsibility to the Head of School and the Operations Manager.

#### School Leadership

The Head of School and the Operations Manager are responsible for ensuring that all risk assessments are completed and reviewed.

#### School Staff and Volunteers

School staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required.
- Familiarising themselves with risk assessments relevant to their role.
- Implementing control measures identified in risk assessments.
- Alerting the Head of School or Operations Manager to any risks they find which need assessing.

## Students and Parents

Students and parents are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

## Contractors

Contractors are expected to provide evidence that they have adequately risk-assessed all their planned work before commencing on school premises.

## 4. RISK ASSESSMENT PROCESS

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When assessing risks in the school, the following process is followed. Staff are involved, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures following a risk assessment.

### Step 1: Identify Hazards

Consider activities, processes, and substances within the school, and establish what associated hazards could injure or harm the health of staff, students, and visitors.

### Step 2: Decide Who May Be Harmed and How

For each hazard, establish who might be harmed, listing groups rather than individuals, bearing in mind that some people will have special requirements (for instance, students with special educational needs (SEN) and expectant mothers). Establish how these groups might be harmed.

### Step 3: Evaluate the Risks and Decide on Control Measures

Establish the level of risk posed by each hazard and review existing control measures (including reviewing existing ones). Balance the level of risk against the measures needed to control them, and do everything that is reasonably practicable to protect people from harm.

### Step 4: Review the Assessment and Update as Needed

Risk assessments are reviewed as needed, considering:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or students spotted a problem?
- Have we learned anything from accidents or near misses?

## 5. CATEGORIES OF RISK ASSESSMENT

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Given the scale and range of activities across the school, risk assessments are maintained separately by category, so that each department can identify and manage the assessments relevant to its own area:

- Educational visits and off-site trips
- PE, sports, and swimming
- Science, art, and design & technology (specialist rooms and equipment)
- Early Years / Foundation Stage activities
- Large school events (e.g. Sports Day, Scholars Fiesta, concerts, exams)

- Transport and school buses
- Facilities, contractor, and construction work on campus

## 6. APPROVAL AND SIGN-OFF

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To maintain consistency across a school of this size, risk assessments are approved according to their level of risk and scope:

- Standard, department-level risk assessments are reviewed and signed off by the relevant Head of Department or Phase Head.
- Risk assessments for educational visits, off-site trips, and higher-risk activities require additional sign-off by the designated SLT member for trips, in line with DS's Health and Safety Policy.
- Risk assessments for whole-school events are reviewed by the Operations Manager and signed off by the Head of School before the event proceeds.

## 7. DYNAMIC RISK ASSESSMENT

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In addition to planned, written risk assessments, staff are expected to carry out dynamic (on-the-spot) risk assessment when an unplanned hazard arises during the school day, taking immediate reasonable steps to reduce risk and reporting the situation to the Head of School or Operations Manager as soon as practicable.

## 8. RECORD-KEEPING AND ACCESS

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Completed risk assessments are logged in a central risk assessment register maintained by the Operations Department, so that current versions are easy to locate across a large staff body. Risk assessments are retained for a minimum of three years, or longer where required following an incident or investigation.

## 9. MONITORING ARRANGEMENTS

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Risk assessments are written as needed and reviewed by the Management.

## 10. REFERENCES

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Health and Safety Executive (HSE) — general guidance on risk assessment principles.

## 11. POLICY REVIEW

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 This policy will be reviewed annually, or sooner if required, to reflect operational needs, changes in legislation, or updated guidance from the KHDA.