



Risk Assessment Policy

Risk Assessments

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation

A hazard is something with the potential to cause harm (e.g. fire).

A risk is an evaluation of the probability (or likelihood) of the hazard occurring.

Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong. Many cases simple measures are very effective and not costly.

Risk assessments need reviewing and updating regularly (usually annually). At Dartford Science and Technology College we are very aware that all staff and pupils need to receive training. Copies of current risk assessments are held by the Site Manager. The Educational Visits Coordinator holds copies of risk assessments for visits.

Examples of areas of risk assessments carried out are:

- Fire safety, procedures
- Educational visits and trips
- Asbestos control
- Working at height
- Legionella
- Fitness suite safety
- Information and Communication Technology
- Use of School vehicles

Further details are contained in the Health and Safety Policy and/or separate activity policies.

Risk assessments are also needed for many other areas, including:

Science experiments
Design and Technology
Each Sport and Physical Education activity
Music
Drama and dance

Trips

At Dartford Science and Technology College we make use of model or generic risk assessments for many of our educational activities and visits.

For residential educational visits, the School's Educational Visits Coordinator (EVC) scrutinizes and advises on risk assessments and controls for each trip given its specific circumstances. Each trip risk assessment is signed off by the EVC and Principal as a pre-event approval check. Further details are contained in the School Trips Policy

Student Safety

The focus of our pastoral policy is to ensure that every pupil leaves as a confident, articulate young adult capable of keeping him/herself safe on the streets, in the home and in all situations. Our CVE programmes and assemblies are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the digital worlds, and on sensible precautions that should be taken.

Our Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials

The College's separate medical questionnaire policy explains the procedures that we would follow in the event of a medical emergency.

Our Child Protection policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the College is not exposed to the risk of employing staff who are barred from working with children, and are not allowed to work in the UK and comply with the prevailing legislation in this area – currently 'Working together to Safeguard Children', April 2013, a guide to inter-agency working and 'Keeping children safe in education' Statutory guidance for Schools and Colleges, July 2015. By extending this regime to Governors, volunteers and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

Maintenance of Risks

Risk assessments and training are undertaken for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.

Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights, asbestos, lone working, control of contractors on site, electricity, gas, water, maintenance and COSHH.

The Site managers duties include fire safety, accident reporting, ladder safety, , manual handling, driving, risk assessments, safe working practices, communication and health and safety notices and protective equipment.

The Site Manager will contact specialists to carry out the following risk assessments and servicing: Fire Safety: Asbestos: Legionella: Gas Safety: Electrical Safety : Lift Assessments. The School's Health and Safety Plan is considered in detail at the SFS Committee meeting of Governors and noted in the minutes.