



Risk Assessment Policy

Daffodil Preparatory School

Email address: info@daffodilprepschool.org.uk

Website: www.daffodilprepschool.org.uk

Tel: 0207 0011 411

161 Commercial Road

London, E1 2DA



TABLE OF CONTENTS

1. introduction & objectives	4
2. purpose of risk assessment	5
3. What is a Risk Assessment?	6
4. school responsibility & organisation	7
5. GENERAL ARRANGEMENTS	8
6. DYNAMIC RISK ASSESSMENTS	9
7. TRAINING	10
8. EDUCATIONAL AREAS	11
9. CLASSROOMS AND OFFICES	12
10. EDUCATIONAL VISITS	13
11. ACCESS BY PUPILS TO RISKY AREAS	14
12. PUPILS WELFARE AND SUPERVISION	15
13. requirements for contractors	16
14. events at daffodil preparatory schools	17
15. first aid risk assessment	18
16. display screen assessments	19
17. young workers	Error! Bookmark not defined.
18. new and expectant mothers	Error! Bookmark not defined.
19. emergency evacuation	20
20. reporting accidents and incidents	21
21 monitoring and review	22
22. conclusion	23

Date Published: 27 JULY 2023

Review Date: July 2023

Next Review Date: July 2024

1. INTRODUCTION & OBJECTIVES

1.1 The purpose of this policy is to enable the School to meet its duty of care to pupils and staff (and others) by creating a culture of undertaking risk assessments to reduce the risks of all School business operations, as far as is reasonably practical. The aim is to protect the health, safety and wellbeing of pupils, staff, visitors and others affected by our operations.

1.2 This policy and associated procedures provides a framework for staff to follow in the completion of risk assessments. The Management of Health and Safety at Work Regulations 1999 dictate that the School has an absolute duty to carry out risk assessments and record significant findings in writing. Risk assessments must be 'suitable and sufficient'. The Independent School Regulatory requirements demand that the School ensures the welfare of pupils is 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.

1.3 The School must take a proactive approach to managing risk, and thereby reduce the likelihood that pupils and others will be harmed through negligence and lack of foresight or proper planning.

2. PURPOSE OF RISK ASSESSMENT

- 2.1 Risk assessments focus on prevention, as opposed to reacting when things go wrong, it is therefore possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Once a risk assessment has been completed the significant risks must be communicated to staff and others, to enable their co-operation and informed decisions. Such communication can be done verbally, for example through a Toolbox Talk or where appropriate more formally by providing a copy of the risk assessment and discussing the findings during a team or department meeting.
- 2.2 The range of risk assessments used across the school will create a risk profile; covering the nature and level of the risks faced, the likelihood of adverse effects occurring, associated costs and effectiveness of current controls.

3. WHAT IS A RISK ASSESSMENT?

3.1 A risk assessment is a formal examination of potential hazards or harm resulting from school activities, aimed at identifying actions to reduce risks.

- A hazard is anything with the potential to cause harm, e.g., chemicals, electricity.
- The risk is the chance of harm occurring, along with an assessment of the potential severity.

3.2 The assessment evaluates the severity of potential outcomes and outlines measures to reduce risks to a reasonably practicable level.

3.3 Risk control measures include actions, procedures, and precautions to minimize the consequences of identified risks.

3.4 Risk assessments cover various areas, including safeguarding, site security, health, equipment, sports, boarding, recreation, fire, reputation, compliance, and environmental risks.

4. SCHOOL RESPONSIBILITY & ORGANISATION

4.1 The School's Responsibility:

- The school management is responsible for ensuring that risk assessments are completed and implemented.
- The Health and Safety Manager monitors, evaluates, and reports on risk assessments to the Senior Leadership Team (SLT) and the Council.
- The school will utilize risk assessments at all levels to manage risks.

4.2 Heads of Teaching and Support Departments:

- Heads of Departments or Managers are responsible for identifying and controlling risks within their areas.
- Specific responsibilities for various risk assessments are assigned to relevant staff, ensuring a comprehensive approach.

Nobis Nitendum Est

4.3 Responsibilities of All Staff:

- All staff must take reasonable care for their safety and others, cooperating with health and safety policies and procedures.
- Staff are expected to participate in risk assessments, follow safety instructions, and report any risks or concerns.

Daffodil
PREPARATORY SCHOOL

5. GENERAL ARRANGEMENTS

5.1 Each department is responsible for ensuring risk assessments cover all activities. The Health and Safety Manager provides support and advice.

5.2 Risk assessments should consider general hazards such as safeguarding, manual handling, working at height, substances hazardous to health (COSHH), noise, access and egress, and others.

5.3 A standardised risk assessment template is provided for consistent assessment and easy identification of high-priority risks.

5.4 Completed risk assessments should be stored on the shared drive, and the Health and Safety Manager should be notified.



Nobis Nitendum Est

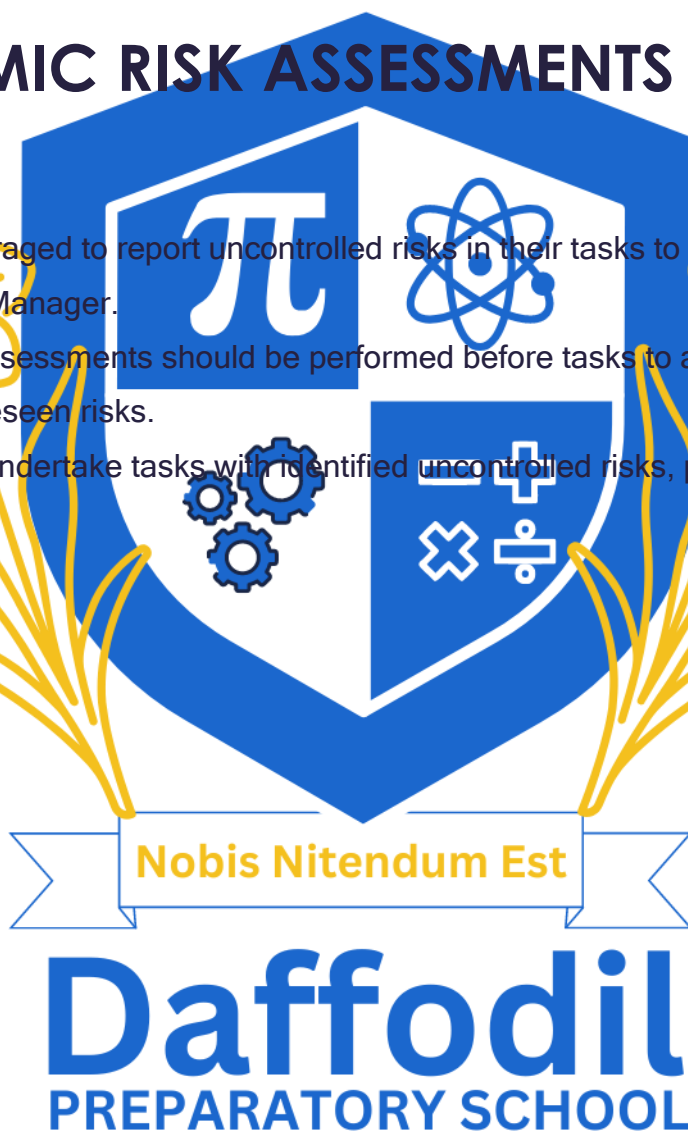
Daffodil
PREPARATORY SCHOOL

6. DYNAMIC RISK ASSESSMENTS

6.1 Staff are encouraged to report uncontrolled risks in their tasks to their line manager or the Health and Safety Manager.

6.2 Dynamic risk assessments should be performed before tasks to account for changing conditions or unforeseen risks.

6.3 Staff must not undertake tasks with identified uncontrolled risks, prioritising safety, especially for pupils.



7. TRAINING

7.1 New staff receive induction on risk assessments and health and safety. Specialized training is provided as needed.

7.2 Staff responsible for risk assessments undergo training to ensure effective assessments.

7.3 Teaching and technical staff receive regular induction and refresher training in risk assessments tailored to their specific areas.

7.4 The Head Teacher and Deputy headteacher will ensure staff are briefed on department-specific risks and control measures.

7.5 Risk assessments identify further training needs for staff to ensure safe working.



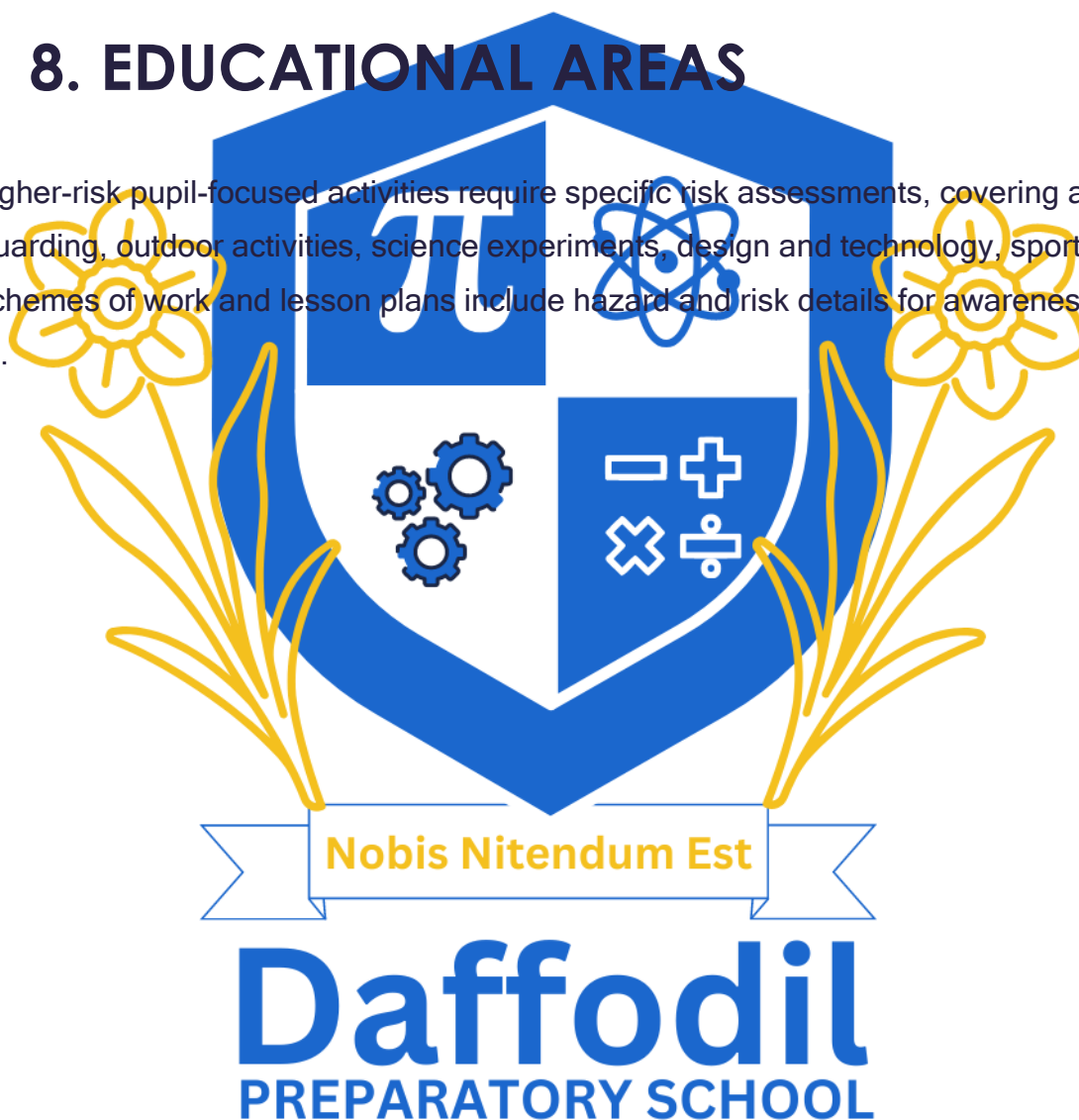
Nobis Nitendum Est

Daffodil
PREPARATORY SCHOOL

8. EDUCATIONAL AREAS

8.1 Higher-risk pupil-focused activities require specific risk assessments, covering areas such as safeguarding, outdoor activities, science experiments, design and technology, sports, and more.

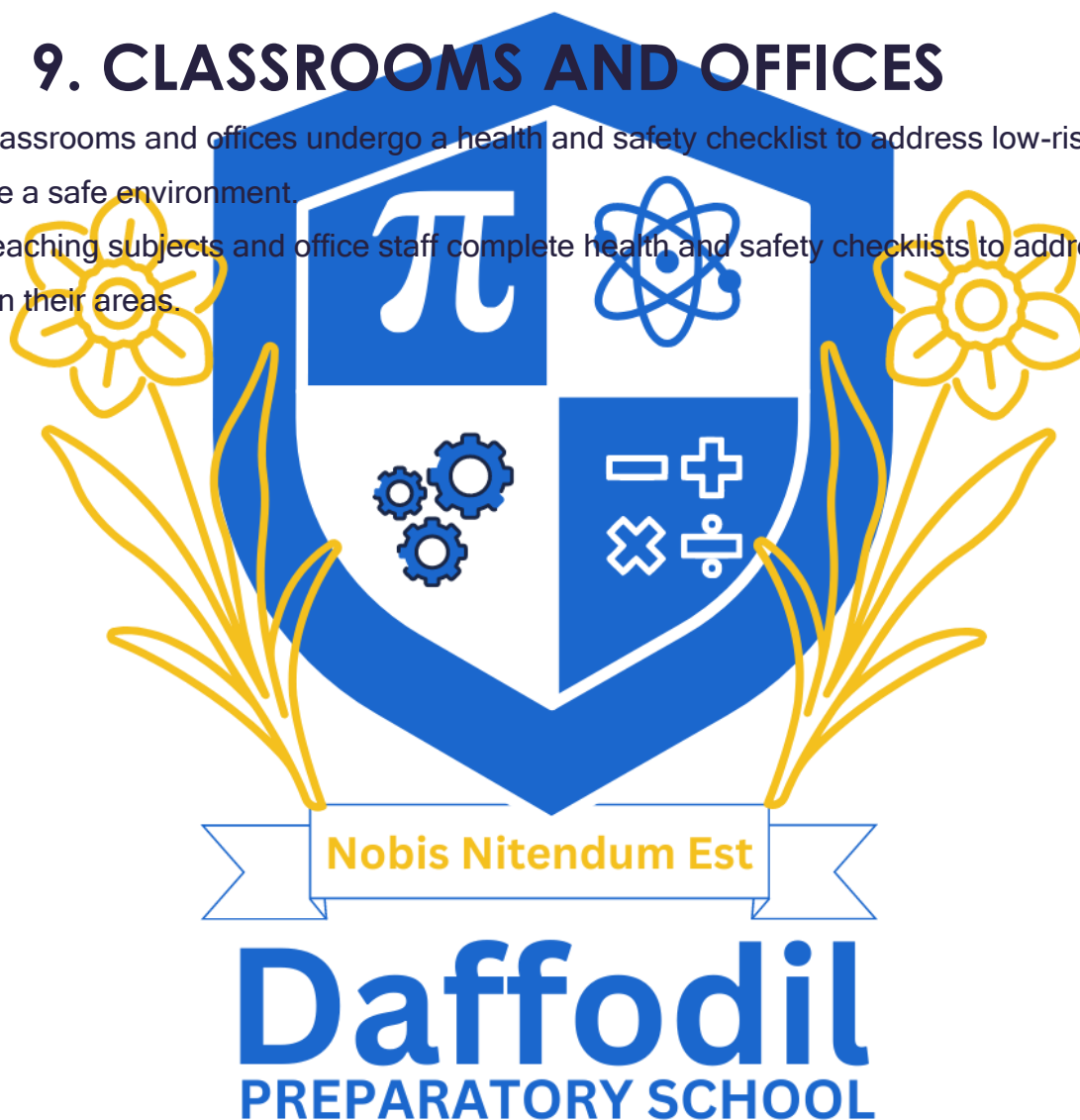
8.2 Schemes of work and lesson plans include hazard and risk details for awareness and general safety.



9. CLASSROOMS AND OFFICES

9.1 Classrooms and offices undergo a health and safety checklist to address low-risk concerns and ensure a safe environment.

9.2 Teaching subjects and office staff complete health and safety checklists to address specific risks in their areas.

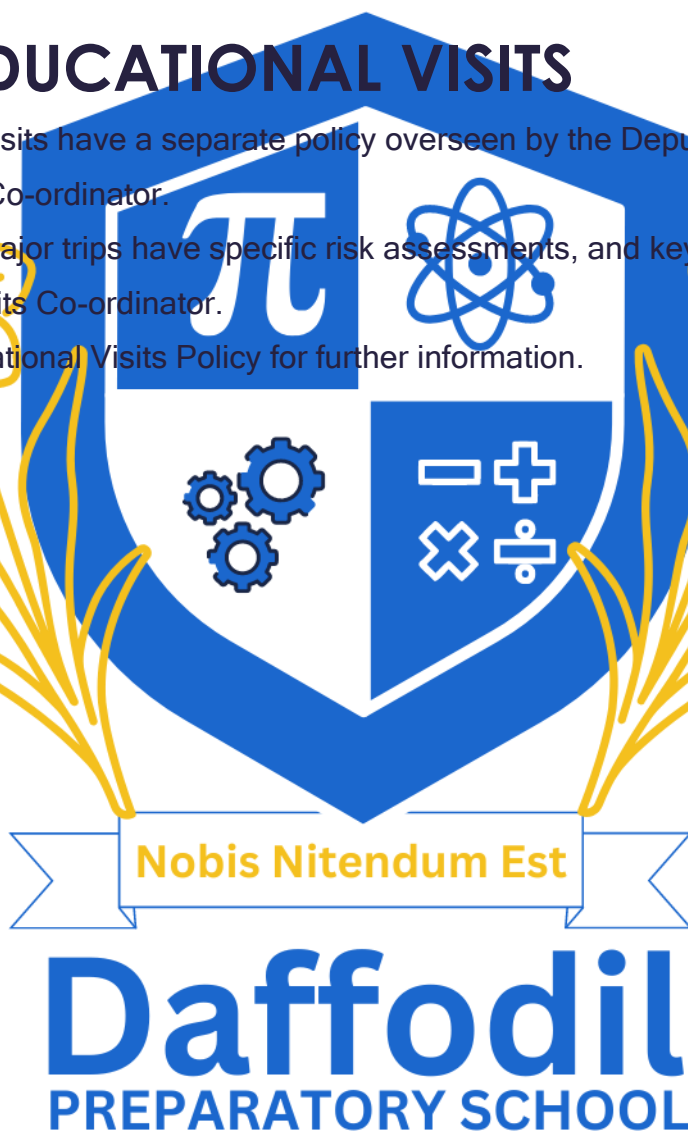


10. EDUCATIONAL VISITS

10.1 Educational visits have a separate policy overseen by the Deputy Head (Co-Curricular) and Educational Visits Co-ordinator.

10.2 Routine and major trips have specific risk assessments, and key information is deposited with the Educational Visits Co-ordinator.

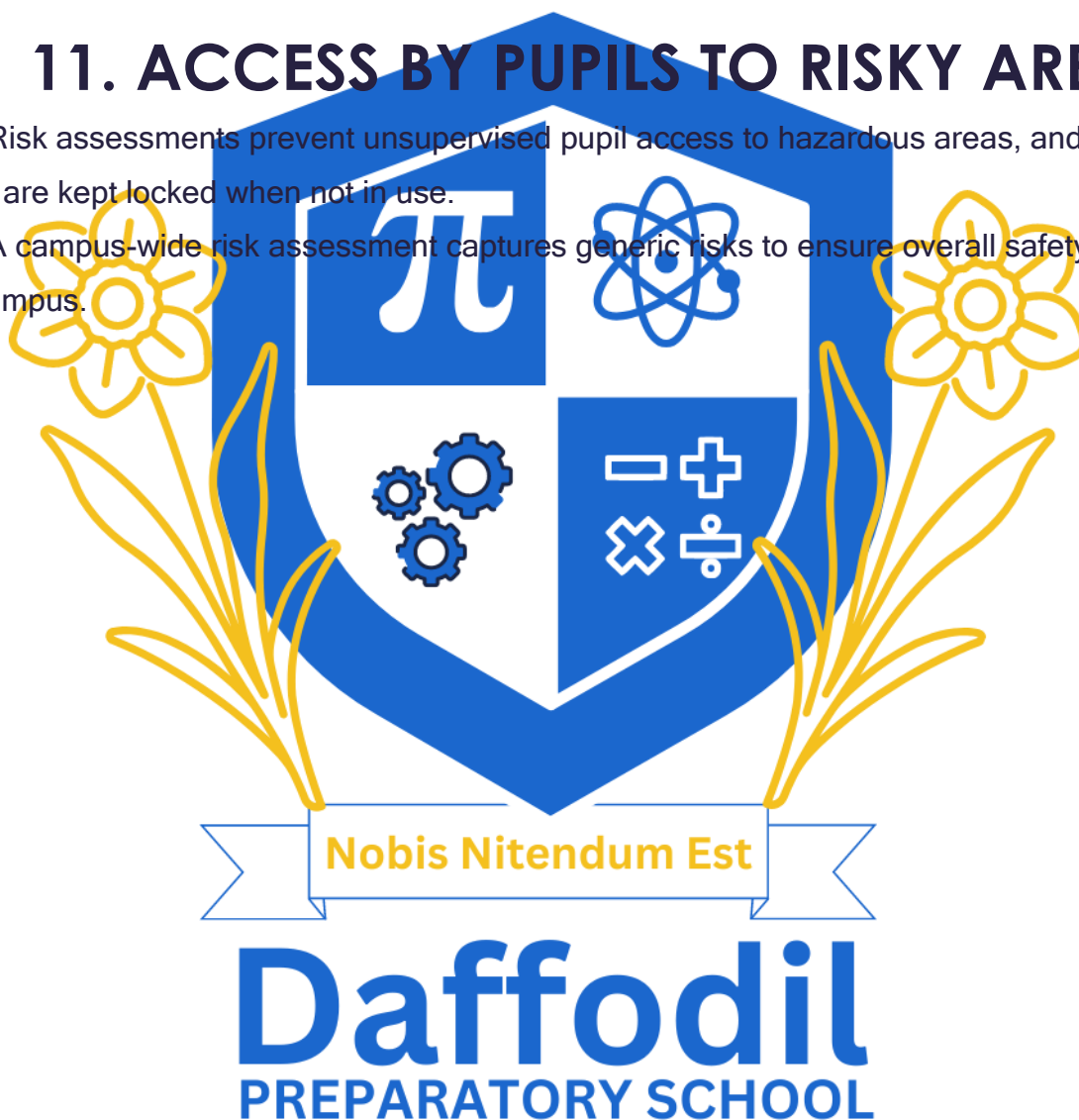
10.3 Refer to Educational Visits Policy for further information.



11. ACCESS BY PUPILS TO RISKY AREAS

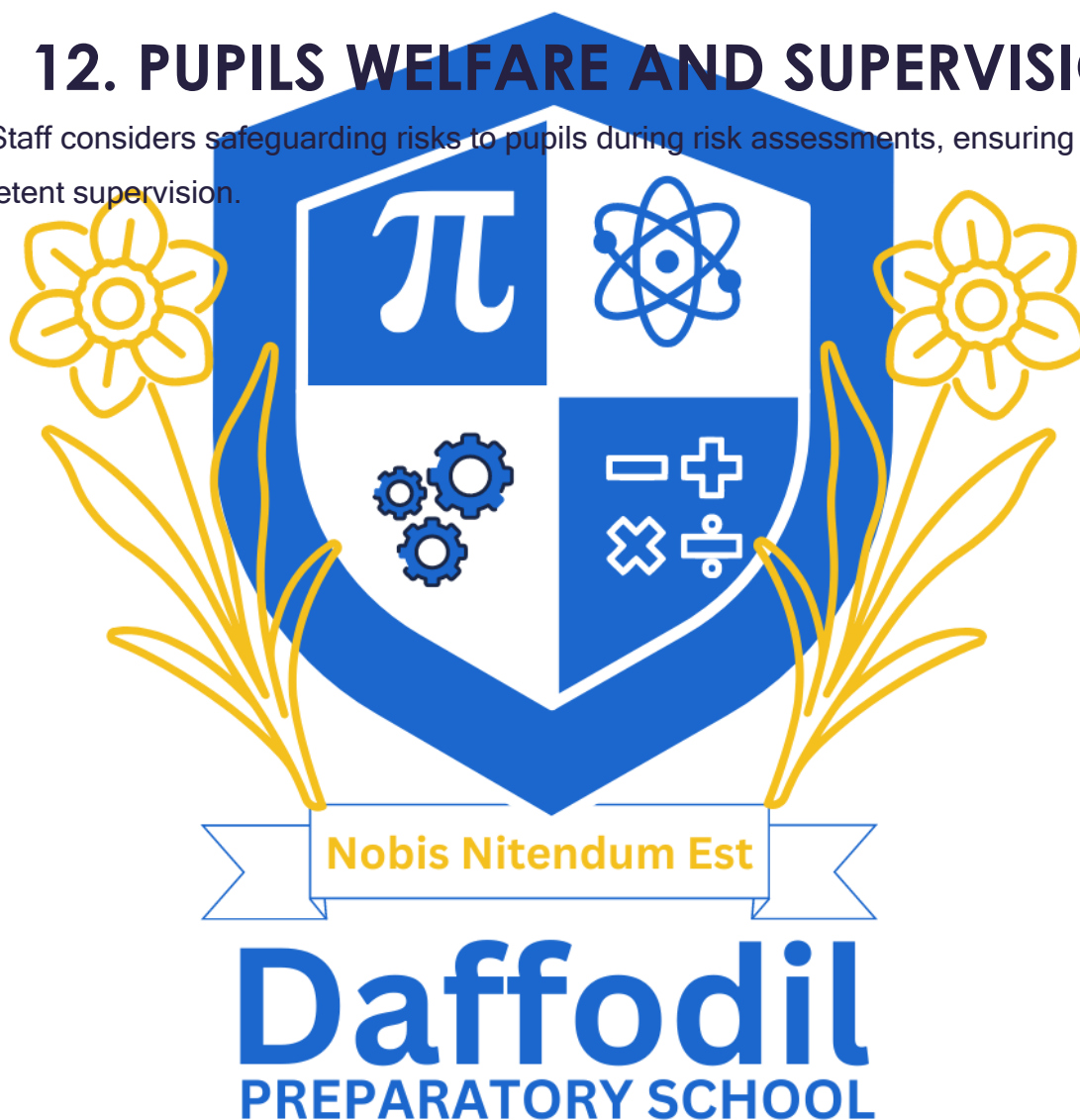
11.1 Risk assessments prevent unsupervised pupil access to hazardous areas, and doors to these areas are kept locked when not in use.

11.2 A campus-wide risk assessment captures generic risks to ensure overall safety and health on the campus.



12. PUPILS WELFARE AND SUPERVISION

12.1 Staff considers safeguarding risks to pupils during risk assessments, ensuring adequate and competent supervision.



13. REQUIREMENTS FOR CONTRACTORS

13.1 Contractors must undertake their risk assessments, and DPS ensures competence, planning time, and inclusion of risk assessment in work processes.



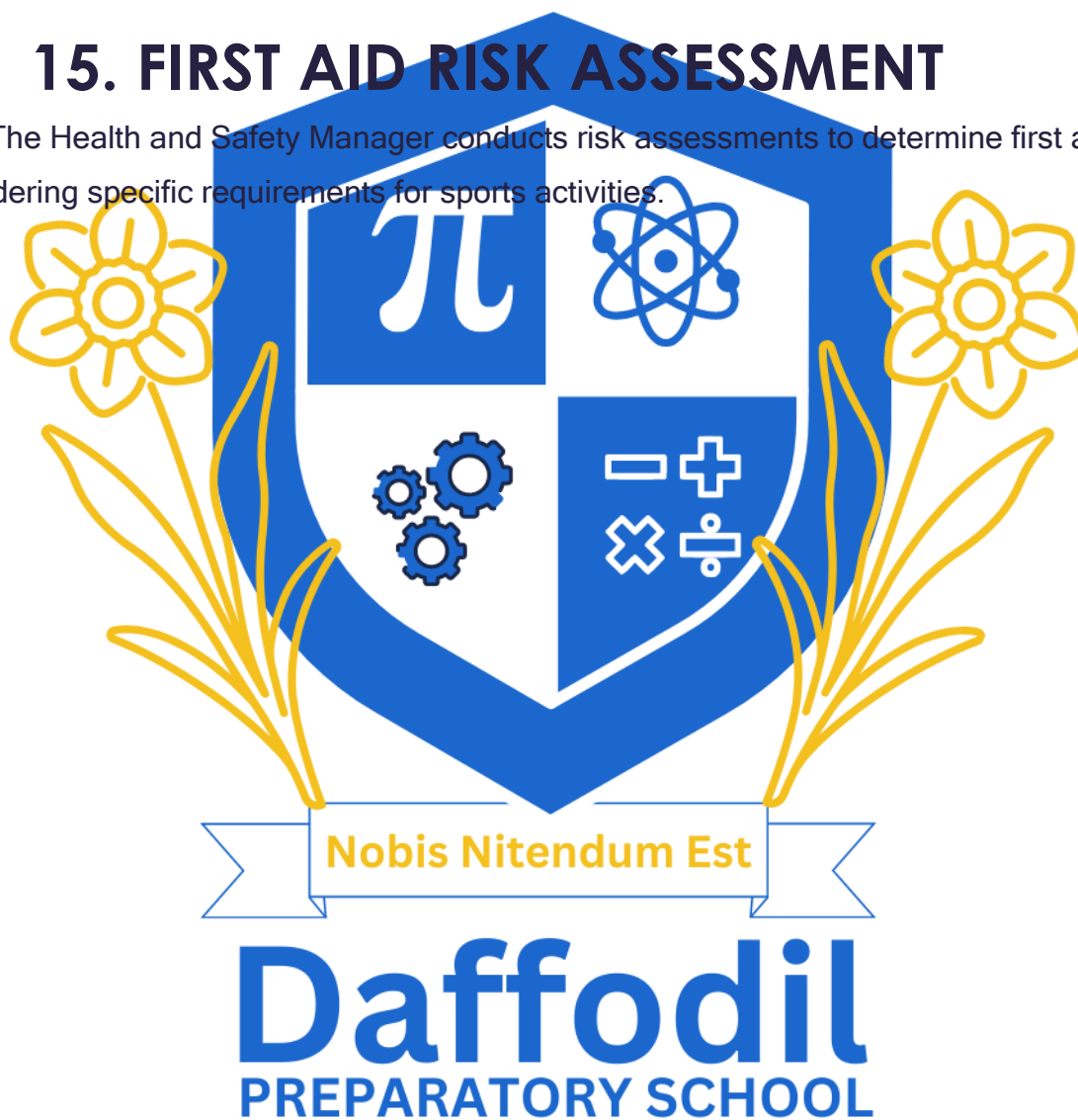
14. EVENTS AT DAFFODIL PREPARATORY SCHOOLS

14.1 Events planning involve risk assessments at different levels, with an Event Planning Toolkit for guidance.



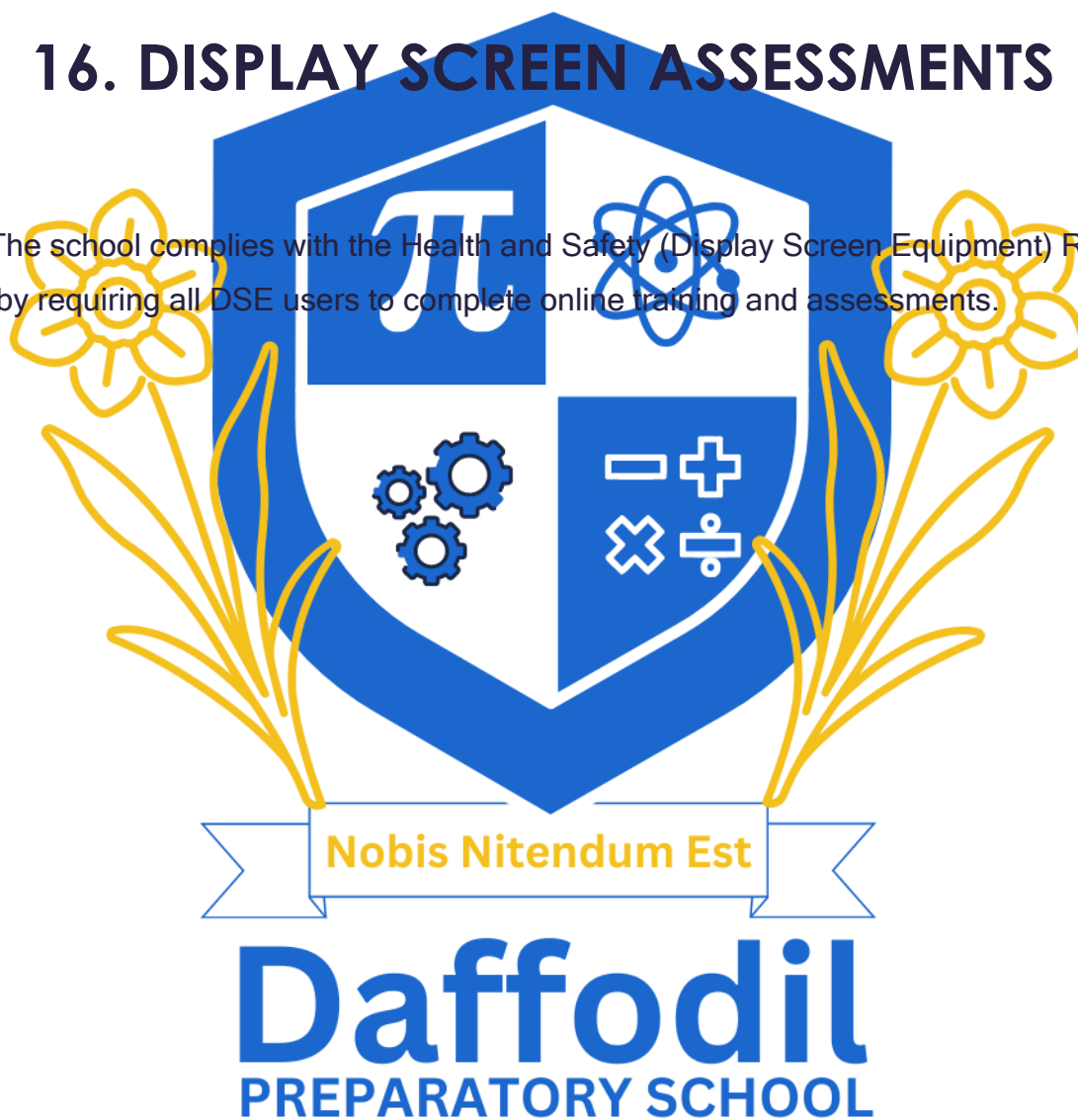
15. FIRST AID RISK ASSESSMENT

15.1 The Health and Safety Manager conducts risk assessments to determine first aid provision, considering specific requirements for sports activities.



16. DISPLAY SCREEN ASSESSMENTS

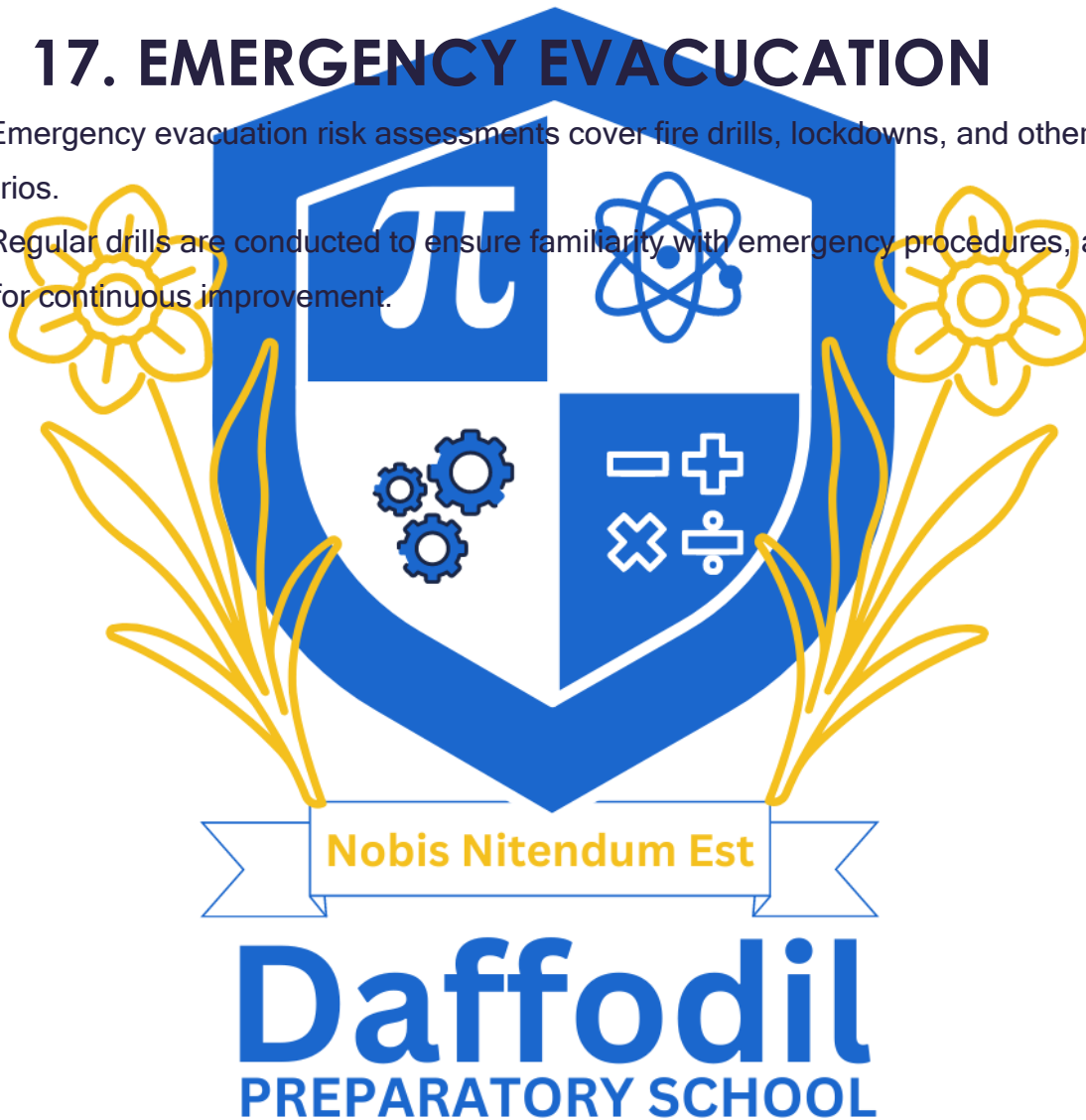
16.1 The school complies with the Health and Safety (Display Screen Equipment) Regulations 1992 by requiring all DSE users to complete online training and assessments.



17. EMERGENCY EVACUCATION

19.1 Emergency evacuation risk assessments cover fire drills, lockdowns, and other emergency scenarios.

19.2 Regular drills are conducted to ensure familiarity with emergency procedures, and feedback is used for continuous improvement.



18. REPORTING ACCIDENTS AND INCIDENTS

20.1 All accidents and near misses are reported using the online reporting system, investigated, and risk assessments updated accordingly.

20.2 The Health and Safety Manager maintains records of accidents and incidents for analysis and continuous improvement.



Nobis Nitendum Est

Daffodil
PREPARATORY SCHOOL

19. MONITORING AND REVIEW

21.1 The Health and Safety Manager, with the Risk Management Committee, monitors and reviews risk assessments annually or more frequently if circumstances change.

21.2 Feedback from staff, inspections, audits, and incidents inform the review process.

21.3 Changes in legislation, guidance, or operations may necessitate immediate review and amendment of risk assessments.

21.4 The Risk Management Committee reports to the Council on the effectiveness of risk management processes and recommends improvements.



Nobis Nitendum Est

Daffodil
PREPARATORY SCHOOL

20. CONCLUSION

22.1 Daffodil Preparatory School is committed to providing a safe and healthy environment for all individuals. This risk assessment policy, when consistently implemented, supports that commitment, ensuring the ongoing safety and well-being of pupils, staff, and visitors. Continuous improvement is central to our risk management approach, fostering a culture of shared responsibility for safety at all levels of the organization.

