

The Dragonfly Programme

General Risk Assessment



Company number 15787098
Registered In England and Wales

Approved by	Director Sonia Bush
Initial Ratification	12/9/2024
Next review due	12/9/2026

Introduction

This risk assessment covers the general day to day activities and operations at The Dragonfly Programme. This form is part of a clear process in place for assessing and controlling risk. A copy of this risk assessment must be given and explained to every employee prior to undertaking the role, along with training or instruction on safer working practices or operational procedures. Staff will take part in collective reviews and consultations with regard to risk management and will be provided with updated risk assessments on a regular basis. This will be communicated through staff briefings and team meetings.

Additional risks assessments will be undertaken for activities away from the base such as educational trips and visits by the core staff team. Risk assessments will also be completed for unusual or irregular activities. Each student has an individual risk assessment which may feed into wider risk assessments as situations, needs, and behaviours change. This risk assessment covers items such as Fire, but full Fire Risk Assessments are also completed by competent external specialists.

Risk Rating

Rating of risk should be carried out using the 5x5 matrix below. Assessors must consider what is the likelihood of a hazardous event and what the most likely outcome of that hazardous event is. For example; the likelihood of a slip is high

(3), but the consequence is relatively low (2) therefore the risk rating is (3x2=6). This means the risk is adequate but should be improved before the next review.

Likelihood:

- 1) Very Unlikely
- 2) Unlikely
- 3) Fairly Likely
- 4) Likely
- 5) Very Likely

Likelihood □

5X5 Matrix

5	10	15	20	25
4	8	12	16	20
3	6	9	12	15
2	4	6	8	10
1	2	3	4	5

Consequence:

- 1) No Injury
- 2) Insignificant/minor Injury
- 3) Moderate Injury
- 4) Major Injury
- 5) Catastrophic Injury

Consequence □

Residual Risk:

1-5 Acceptable; No further action, but ensure controls are maintained

6-10 Adequate; Look to improve at next review

12-15 Tolerable; Look to improve before undertaking activities again

16-25 Unacceptable; Stop Activity and make immediate improvements

ABOUT THIS RISK ASSESSMENT			
Location	The St Faiths Centre, Manor Road, Newton St Faith, Norwich, NR10 3LG		
Assessment Owner	Sonia Bush Director		
Assessment date	12/9/2025		
Previous Assessments			
Review Dates	Date: 12/9/2026	Date:	Date:
Context & supplementary information	The Dragonfly Programme is an unregulated alternative provision for children (7-16yrs) with complex and challenging special educational needs and/or disabilities. In some instances, these needs may affect students' awareness and understanding of health & safety information and procedures and as such they may be further exposed to hazards due to lack of experience, inability to identify risks and existing risky personal behaviours. Staff at The Dragonfly Programme will maintain high vigilance and will work one to one with students (though in small groups) wherever possible. Dangers will be explained to young people prior to an activity and safe behaviour reinforced when opportunities arise.		
First Aid training Current Staff nominated and trained to administer first aid are as follows: Sonia Bush, Laura Bird		Fire training Current staff trained and responsible as Fire Marshals are as follows: Sonia Bush	
H&S Lead Signature: Name: Sonia Bush Date 12/9/2024			

Directors signature: Name: Sonia Bush Date:12/9/2024	
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R E F	ACTIVITY/ SITUATION	HAZARDS and RISKS	CONTROLS	Risk L	ADDITIONAL CONTROLS	Residual
	What activity or situation may give rise to hazard/risk	Potential for harm & Who may be harmed.	Already in place	x C = RL	Required to reduce risk further	Risk R.A.G. L x C = RR

1	Circulation in and around the base	Staff, students, visitors may slip, trip or fall. Additional risk if icy or dark in external areas Vehicles pose risk to students and staff during pick-up/drop-off	• Good Housekeeping – work areas kept tidy, walkways clear, cables hidden etc • Spillages cleared immediately • Regular safety checks undertaken by H&S Lead and remedial action undertaken • Good Lighting in all areas internal and external • Staff dress code includes suitable attire Students reminded of expectations RE footwear • External areas are gritted prior to periods of extreme cold • Wet-floor signs used • Staff to direct visitors and staff to appropriate areas, exit, fire meeting points etc. • Cleaning takes place after hours by employed staff. • Good levels of LED lighting around main building.	3	2	6	• Remind staff of duty to report/clear spillages and/or unsafe conditions immediately within staff briefing meetings. • Remind students and staff to follow established walkways round building and car park	2 x 2 = 4
2	Lifting and moving heavy	Staff and students may suffer musculoskeletal	• Deliveries to be made to point of storage	2	2	4	• Appropriate staff to complete at induction	1 x 4 = 4

	items, furniture or equipment, including taking delivery of supplies.	injuries, or may slip, trip or fall whilst carrying loads.	• Manual handling guidance provided on induction and at refresher training • Materials to be stored at waist to shoulder height (e.g. paper) where possible • Heavy, bulky or awkward loads are minimised and manual handling minimised				and regular refreshers at two yearly intervals. All staff to ensure they only carry items at waist height.	
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3	Cooking, food and drink preparation during breaks.	Staff and students may scold themselves using hot water outlets, kettles or ovens, hot oil or substances in kitchens, causing burns. Staff and students may cut themselves using knives or utensils Staff, students, visitors and/or others may become ill as a result of consuming undercooked food or due to poor hygiene in food preparation areas. Staff/students may have allergic reaction to ingredients.	- Water temperature is regularly monitored and recorded by the proprietor. - Staff instructed to use mugs with lids to prevent spillages. - Water boilers and portable appliances (kettles) are maintained and tested annually to ensure proper functionality. - Staff supervise use of kettles, ovens, and water outlets. Access to kitchen areas are restricted and kept locked during periods of inactivity. - Appliances are regularly cleaned - Staff supervise use of knives, providing students with health and safety	2	2	4	- Liase with the proprietor to ensure checks are being carried out. - Full knife audit to be undertaken with all knives numbered on an inventory - Removal of any serrated or sharp (nonbutter) knives to secure storage. Sharp Knives storage location:	2 x 2 = 4
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			• briefing, instruction and oversight. Visual Health and Safety. Sharp knives (other than butter knives) are to be locked and stored away from students when not in use. Staff to maintain • awareness of number and location of knives in setting. First aid box provided, well stocked and checked. • First aid trained staff present throughout normal working hours Students are supervised at • all times in kitchen areas – doors closed when not in use • Staff complete and keep up to date food hygiene training Student dietary needs – including known allergies are disclosed upon enrolment and recorded on their individual risk assessment				• lockable metal draw in the kitchen. • First Aid boxes to be in the kitchen Allergy awareness training to be undertaken by all staff preparing food	
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4	Close personal contact and sharing of physical space.	Staff could contract communicable or infectious diseases from bodily fluids, and both	- Hygiene facilities are in place - Staff reminded to wash	2	2	4		2 x 2 =4
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	Treatment of first aid injuries and cleaning or exposure to bodily fluids	staff and students could catch airborne viruses or infections	- hands regularly and to call in sick when having contracted an infectious illness - Cleaning and regular deep-cleaning/disinfection of key areas undertaken (WCs, kitchens, medical room etc) - Utensils and kitchen equipment sterilised using dishwasher - Contamination control measures in place – e.g. colour coded mops, buckets, cloths etc. - First aid and infection control procedures in place. - Food hygiene training, certificates and practices in place - Programme closure for severe outbreaks					
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			- Students away from school with vomiting/diarrhoea are not to return until 48 hours after last symptoms - All 1:1 staff have access to first aid kits for use and whilst on visits.					
			- Staff aware of additional risks relating to Pregnant staff, children with immune system suppressing medication. - Staff aware of first aid and infection control measures.					

5	Administration of medicines to students	Students could become unwell if medicines are not administered in accordance with prescription. Student behaviour could become dangerous if medication is not taken as required Students may suffer ill health if able to access medicines not intended for them, or to self-administer dosage	- Students requiring medication have Individual Healthcare Plan outlining requirements and controls – these are shared and communicated to staff - All medicines are stored securely in a locked cabinet and appropriately recorded. - Staff ensure that students do not pass prescribed medication to other students – as this is a criminal offence - A full record of medicines administered is recorded by a member of staff who has completed advanced First Aid Training.	2	3	6	Medication kept in a lockable tin and stored in a safe place out of sight of the students.	2 x 3 = 6
6	Use of hazardous chemicals in cleaning and/or scientific	Staff and students could be subject to burns, irritation of skin, eyes, lungs etc.	- Science Teacher undertakes COSHH assessments and implements safety controls - Chemicals are clearly	2	3	6	Check risk assessments and COSHH of all alternative provision	1 x 3 = 3

	experiments	respiratory problems. Mixing chemicals could lead to risk of fire or creation of noxious substances which may harm.	labelled and stored offsite • COSHH information posters displayed • Students to be given safety briefing before experiments • Long handled mops provided for cleaning • Less harmful alternatives are purchased where possible • Hygiene & first aid facilities on site • PPE provided and used by staff, including safety goggles, gloves, aprons etc				activities carried out by self-employed staff	
7	Use of premises or activity during extremes of temperature/w eather	Staff and students may suffer ill-health if the internal environment is not managed and becomes too hot, cold or water ingress occurs	• Windows are operational and allow in light and fresh air	2	2	4	• Any leaks to be reported to the proprietor immediately	2 x 2 - 4

8	.		• Full Fire Risk Assessment carried out by competent external specialist and all actions are undertaken • Fire detection & alert systems maintained and tested regularly by external contractor	1	4	4		1 x 4 = 4
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			• Emergency procedures displayed throughout the building • Fire Drills undertaken half-termly to practice emergency arrangements • Fire marshals identified and trained in actions and roles in emergency evacuation plans. • Fire and evacuation policies and logbook in place • Gas boiler is maintained annually by external specialist • Access to gas boilers is restricted • Staff made aware of proprietor contact in the event of gas leaks					
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9	Use of electrical installations and equipment within the premises, such as ICT, Kitchen appliances, lighting etc.	Staff, students, and visitors could suffer injury from electrical shock. Fire could also result from faulty/unsafe electrics.	• Portable Appliance Testing (PAT) undertaken at least annually. Any faulty or damaged appliances are removed for repair immediately • Use of untested external appliances is strictly prohibited • Staff are made aware of the location of electrical mains during induction • Staff reminded to report any	2	2	4	• risk assessments and management of Health and Safety alongside knowledge of Electrical Safety.	2x2 = 4
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			unsafe conditions to Sonia or Matthew • Emergency lighting is tested and maintained by qualified external contractor annually • Health and Safety is promoted in the bulletin and periodically reinforced as a preventative measure to inform staff/students/visitors of the risks of plugging in potentially dangerous equipment. • All staff read and sign to say they understand the Health and Safety Policy.					
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10	Lone working and offsite intervention	Staff may be subject to slips, trips, falls, violent and aggressive behaviour, animal attack, theft/robbery, drugs/hazardous chemicals or other accidents whilst lone working. They may also be subject to communicable diseases,	- Staff start/end times are regulated to avoid lone working wherever possible. - Health and Safety Policy which refers to lone working procedures in place and circulated to all staff, to include: - Use of shared outlook diaries with details of appointments and all calendar's shared - Dynamic risk assessment - Signing in/out procedures in place for premise for students, staff and visitors - Staff medical questionnaires completed with any health conditions so that management can	1	3	3		1 x 3 = 3
			adjust and conduct individual risk assessments as appropriate.					

11	Use of staff vehicles to transport students to other venues/ locations	Staff and students making use of the staff vehicles could be involved in a road traffic collision. Mechanical failure, student behaviour, driver distraction could all contribute to increased risk of RTC Staff could be at increased risk of malicious allegations if alone in a vehicle and away from the school with students	• Staff instructed to avoid taking students alone in their own vehicle unless unavoidable (e.g. One to one Practitioner provision). • Appropriate vehicular insurances and MOT in place • Vehicles to have emergency kit on board e.g. fire extinguisher, warning triangle, first aid kit. • Pre-journey visual inspection of vehicle to ensure safe • Staff ratio and pupil profile considered and dynamic risk assessment by trip leader to be undertaken • For extended activities in other premises, a specific risk assessment is to be undertaken • Staff and pupils are instructed to follow walkways and not to walk on roads where possible to avoid coming into contact with vehicles. • Defects to be reported immediately and alternative transport arranged	2	4	8	• Ensure staff understand their responsibilities in driving students in their own vehicle. In particular, ensure that drivers understand they are legally responsible for the condition of the vehicle. • Develop a process for staff to provide proof of driving licence and evidence of appropriate vehicular business insurance and MOT to keep on file.	1 x 4 = 4
12	Sports, games, and physical activities on	Students and staff participating in physical activities may sustain	• Specific risk assessments to be drawn up for activities involving equipment or intense physical	3	2	6	• Staff to undertake risk assessments for specific activities.	2 x 2 = 4

	site	injuries such as pulled muscles or ligaments, sprains etc. Injuries may also be sustained during improper use of sporting equipment.	• activity Students and staff to undertake suitable warm up and warm down exercises • exercises Staff leading activities are trained to use sporting equipment correctly • Staff must supervise the use of sporting equipment, and carry out visual safety inspection prior to use • Staff to ensure students have appropriate attire, access to hydration, and that adequate first aid trained staff and provisions are in place • Off-site/external activity providers to pass on risk assessments, insurance information and training information prior to activity • All sport related accidents are recorded and kept in the accident book kept in the main school office. • Fully qualified PE Teacher recruited and responsible for the delivery and oversight of the PE curriculum.					
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			Dynamic risk assessment of conditions, weather, equipment, student capabilities and other factors in planning and before delivering activities.					
13	Safeguarding – duty to act	Risk of harm due to staff negligence, lack of training or action to protect students in accordance with policy and legislation	- Staff provided with full and comprehensive induction to the school, including key policies such as safeguarding, and health & safety - Full safeguarding and child protection procedures are in place, including the recording and logging of concerns. - Designated Safeguarding Leads are appropriately trained, present and available at all times. - Regular bulletins, updates, and briefing documents are circulated to staff - Annual refresher training and regular updates are provided - Full INSET and safeguarding delivery schedule to be reviewed on a regular basis.	2	3	6	- Ensure training and role descriptions are up to date and confirm all DSL's understand the DSL role description. - Full INSET and safeguarding delivery schedule to be reviewed on a regular basis.	1 x 3 = 6

14	Safeguarding – Bullying	Students may be victim to bullying, giving rise to physical, emotional or mental harm Staff may also be targeted for repeated behaviours which constitute bullying, resulting in physical, emotional or mental harm.	• Anti-Bullying policy is in place and includes online bullying. • Staff are aware of signs of bullying and the process for recording, reporting and dealing with incidents. • Instances of bullying are recorded on Behaviour Incident Forms and reported back to our commissioners	2	2	4	• Set up staff group.	2 x 2 = 4
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			• DSL and Deputies on site. • Only intervene when a risk of serious harm is presented. • Individual pupil risk assessments in place, reviewed and updated by the team regularly or after incidents. • Student and staff dynamics considered in planning. Restorative approaches in place to manage relationships.					
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15	Safeguarding Absconding from site	Students absconding from site could come into contact with a range of hazards such as moving vehicles. Students could be subject to safeguarding risks such as abduction, abuse, or violence and aggression from the wider public	• A clear protocol around students absconding. • Suitable staff ratios in place to enable staff to follow/monitor • Students are to be supervised by an adult at all times whilst at school	2	2	4	• All individual student risk assessments are reviewed and updated regularly.	1 x 2 = 4
16	Contextual Safeguarding Child Criminal Exploitation	Students may be subject to CCE, particularly through 'County Lines', and may be threatened, harmed or coerced into criminal activity or unsafe situations	• Staff trained to recognise signs of CCE • DSL and procedures for referral in place • Strong working relationships with agencies and clear information sharing protocols in place • SMSC and PSHE activities aim to protect students from criminal exploitation	3	3	9		3 x 2 = 6

17	Contextual Safeguarding Peer on peer sexual abuse	Students may engage in harmful sexual behaviours including manipulation, physical, emotional, or online sexual abuse (including sexting), up-skirting etc.	- Staff trained in Online safety - Staff issued and directed to Part five of 'Keeping Children Safe in Education' (2023) and 'Sexual violence and sexual harassment between children in schools and colleges' (May 2018). - Student risk assessments are reviewed and updated regularly.	3	3	9	Staff signed that they have read and understand KCSIE 2023 (in place from 1st September 2023) and adhere to procedures.	2 x 3 = 6
18	Other Contextual Safeguarding – FGM, HBV	Students may be subject to forced marriage, female genital mutilation or honourbased violence	- Safeguarding policies and procedures in place includes - raising awareness of contextual safeguarding, and how to raise concerns - Multiple formats in place to encourage students to present issues/concerns to a trusted adult in private, for further support (e.g. student council). - Student risk assessments are reviewed and updated regularly. - Staff are aware of warning signs/indicators of FGM, HBV and forced marriage.	1	4	4		1 x 4 = 4

19	Contextual Safeguarding Radicalisation and extremism of students	Students may become radicalised by internal or external factors. Students may be exposed to extreme or terror related materials	• Safeguarding and Prevent policies in place • Opportunities to promote 'British values' during activities • All staff are aware of the 'Prevent' Strategy and its objectives as it relates to both the national and	1	3	3		1 x 3 = 3
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		or ideology online. The above may result in psychological, emotional, physical harm to students, or physical acts which cause further harm to students, staff, or the wider public.	local context and take steps to ensure that the overall values and ethos of the Dragonfly Programme reflect strategies to support the 'Prevent' duty. Students are encouraged to report to an adult any material which • leaves them feeling worried or uncomfortable. Staff understand PREVENT referral processes. •					
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20	Safeguarding – trips and visits	Students may be subject to safeguarding risks or abuse from other adults whilst on trips and visits away from the school	• All staff ensure that appropriate supervision is in place to cover activities – including planning for issues such as absconding, illness etc. • Staff profile considered e.g. male/female • Headcounts, contact numbers, emergency procedures etc. are all in place • At least one DSL is present on all trips/visits where possible (alternative DSLs in place) • All staff and volunteers are subject to safer recruitment checks. • Extra transport and additional member of staff available in case of an accident/injury or behaviour incident which requires the removal of an activity for both	2	2	4		2 x 2 = 4
			their own safety and that of others. • All staff have access to trip/visit risk assessment and they have read and have access to key information before trip/visit commences.					

21	Practical work (design & technology, gardening, arts etc) Students and staff may be subject to cuts or injury from use of sharp tools. Students and staff could suffer illness following exposure to animal manures, microbial or pathogenic contamination Students and staff may suffer eye injury from materials (dust, soil, paint, plant supports/canes etc) Students and staff may suffer injury from manual handling (wheelbarrow, lifting materials and equipment etc.) Staff and students may be subject to stings from	• Staff to examine and inspect tools and instruments before use and provide safety briefing to students on proper and safe use • Students to only use tools under supervision and all tools counted in and out of storage • Use of highly dangerous tools if prohibited (electric saws etc.) • ‘tool stop’ station to be identified for tools to be gathered when not in use during session (so no tools are left lying around) • Adequate working space provided, with ventilation • Use of fresh organic manure to be avoided where practical – alternative soil improvers to be used instead • Gloves provided and staff to ensure these are used at all times • Hygiene facilities provided and staff to train and monitor student handwashing before and after tasks • Eye protection provided when	3	3	9	• All vocational subjects (e.g. Motorcycle Maintenance, Construction, Hair and Beauty) where staff are from external agencies/selfemployed continue to refresh awareness of student risk assessments. • Any new activity involving tools/equipment must be approved by Sonia and Matthew	2 x 3=6
	bees/wasps	required and eye wash included in first aid kit					

			- Students are given manual handling briefing and information. Staff to supervise moderate lifting, and heavy lifting is prohibited. - Staff are aware of student conditions which may exacerbate bee/wasp stings. Staff to monitor and supervise students at all times. First aid trained staff present. - Risk Assessments for individual activities.					
22	Smoking/ substance misuse	Students may engage in harmful behaviour such as smoking or drugs on site, affecting long-term health. Students may suffer adverse reactions to drugs, or loosened inhibitions resulting in greater risk taking – leading to potential for harm.	- The Dragonfly Programme has a zero-tolerance policy on drugs - Students engaged individually to address smoking - Staff always challenge student when they suspect smoking and follow procedure - Serious non-compliance may result in termination of contract	4	2	8	Promote the site as a clear air environment.	3 x 2 = 6