

RISK ASSESSMENT POLICY DSDT

	Date	Name/signature
Last updated	15/6/2023	MR
Reviewed by Managing Director on behalf of the trustees	20/6/23	SS
Date for next review	Regularly	

What is a risk assessment policy?

Risk Assessment is the process of taking identified risks and analyzing their potential severity of impact and likelihood of occurrence. Risk Treatment is the process of managing assessed or identified risks.

What is a risk assessment policy at work?

Our charity has a legal duty to assess the risks to the health and safety of our employees (and risks to the health and safety of persons not in your employment) to which they are exposed while they are at work.

Our charity:

- Identifies risks.
- Assess the risks.
- Minimises or eliminates risks.
- Assigns responsibility for tasks.
- Develops contingency plans.
- Communicate the plan and train our staff.
- Monitors for new risks.

We write risk assessments for all of our activities including office work and off site visits. An example of one of our risk

assessment templates is included with this policy document.

Introduction and Objectives

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

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 charity has an absolute duty to carry out risk assessments to ensure such obligations are met.

The Independent School Regulatory requirements demand that the charity ensures the welfare of children and young people 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.

The charity must take a proactive approach to managing risk, and thereby reduce the likelihood that children and young people (and others) will be harmed through negligence and lack of foresight or proper planning.

The purpose of Risk Assessment

By focusing on prevention, as opposed to reacting when things go wrong, it is 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, or where appropriate more formally by providing a copy of the risk assessment and discussing the findings during a team or department meeting.

What is a risk assessment?

Risk assessment is a tool for conducting a formal examination of the harm or hazard to people, particularly in the charity's case to staff and the children and young people they support that could result from a business activity or situation.

- A hazard is something with the potential to cause harm.
- A risk is an evaluation of the probability (or likelihood) of the hazard (harm) occurring.
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).

Risk control measures are the measures, actions and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, appropriate supervision, clear work procedures, preliminary visits, warning signs and barriers).

Risk assessments are used to identify the potential hazards to people from the charity's activities (e.g. safeguarding related, site security, slipping, falling, poor health, equipment, sports, recreation), property (fire), strategic (reputation, loss of learners, impact on development), financial, compliance (data protection) and environmental (hazardous waste).

Responsibilities for Risk Assessments

- **The charity's responsibility:** It is the charity's responsibility, through its management, to ensure risk assessments are completed and implemented. The work involved to meet this responsibility is delegated to key roles within the charity; Managing Director who is also

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the Designated Safeguarding Lead and Health and Safety Manager, the Operations/Office Manager and the SEND Teacher/Outreach Coordinator. This responsibility includes recognition of the particular nature of the charity as an organisation that cares for and supports vulnerable children and young people with Down syndrome and the associated risks e.g. security of learners.

- The Health and Safety Manager monitors and evaluates risk assessments, and reports on risk assessment to SLT.
- DSDT will provide suitable and sufficient training for staff required to complete risk assessments to ensure staff have the knowledge and understanding to fulfil this responsibility and undertake effective risk assessments.
- The senior leadership team or Managers have control over the activities and therefore need to ensure the decisions made take into account safety requirements.
- A key way to achieve this is by completing a risk assessment and ensuring work activities within the charity are carried out safely.
- Senior Leadership Team members or Managers are responsible for ensuring appropriate risk assessments are in place and reviewing them to ensure the risk assessment accurately reflects operations and activities.
- Managers should ensure that risk assessments are stored on

the shared area for ease of access and reference.

- Managers should ensure risk assessments are reviewed regularly, after an incident/accident or at least on an annual basis.

Responsibilities of all staff

- Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors.
- They are responsible for cooperating with the health and safety policy and arrangements (including risk assessments) and members of the SLT.
- Finally, all members of staff are responsible for reporting any risks/defects or concerns to their line manager.

General risk assessments

General risk assessments should consider the following generic hazards:

- Safeguarding of pupils
- Manual handling
- Working at height
- Slips and trips
- Hazards from equipment/machinery used
- Lone working
- Substances hazardous to health (COSHH)
- Noise
- Access and egress
- Preventing unauthorised access to high risk areas

Safeguarding risk assessments

- are confidential and prepared by the DSL and the Deputy DSL.

- These are stored on the relevant pupil's safeguarding file.
- Information is shared, where needed, to protect individuals.
- SLT will be asked to complete the H&S checklist to assist with providing a safe environment for teaching and learning to take place.
- Office staff will also be requested to complete a simple health and safety checklist, although these are low risk work environments it is important to ensure safe access/egress, suitable lighting and ventilation for example.
- Educational Visits On induction to the LSI staff, all teachers are briefed on the "Do's and Don'ts" and "Actions On" regarding routine school trips, such as lecture visits or theatre trips
- Every activity lead reads and signs a copy of a risk assessment form devised for this purpose.
- This standard risk assessment document covers key aspects of supervision and responses to incidents. Access by learners to risky areas

Contractors engaged on behalf of DSDT

- If a contractor is employed to undertake work on behalf of DSDT the person engaging the contractor must ensure appropriate arrangements are in place before work starts. The requirements include:
- Suitable and sufficient risk assessment that covers the work must be provided by the contractor
- Public and Employers Liability Insurance – copies must be provided by the contractor.
- Safeguarding arrangements must be adhered to.



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- The contracting member of staff must liaise with the Health and Safety manager to ensure appropriate vetting checks are in place for the contractor staff or arrangements for suitable supervision of the contractor.
- These requirements apply to contractors undertaking maintenance work, for example.
- (teaching and support), review and develop their risk assessments it will be possible to maintain a log of risk assessments on the LSI shared drive for staff to refer to and adapt for their own use.

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Down Syndrome Development Trust

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Registered Charity Number: 1155830

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