



RISK ASSESSMENT POLICY

*Our mission is to develop happy, confident and successful children
who are well prepared for their future.*

This policy document applies to the whole school, including the Early Years Foundation Stage and should be read in conjunction with the School's Health and Safety Policy.

INTRODUCTION

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.

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.

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.

WHAT IS A RISK ASSESSMENT

A risk assessment (RA) is a tool for conducting a formal examination of the hazards associated with a particular activity or situation and the potential harm to people (or an organisation) that could result from them.

- A hazard is something with the potential to cause harm (e.g. fire, chemicals, fall from ladders etc)
- A risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.
- A risk rating is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property) and what action needs to be taken to reduce the risks to as low as is reasonably practicable.
- Risk control measures are the physical measures and procedures that are put in place in order to minimise the consequences of the occurrence of the hazard (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, electrical shut down points and insurance).
- Risk assessments are used to identify the potential hazards to people from the School's activities, which will include - site security, slipping, falling, poor health, equipment, sports, recreation, property, strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (data protection) and environmental (hazardous waste) risks.
- The risks are then assessed again with the control measures are in place and a decision is taken as to the acceptability or otherwise of this level of "residual risks". If it remains unacceptable, the activity or situation should not be allowed to continue.



OBJECTIVES OF THE POLICY

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
- To meet the ISSR requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk; including school trips
- That identified control measures are implemented to control risk so far as reasonably practicable.
- That those affected by school activities have received suitable information on what to do.
- That the risk management strategy and risk assessments are recorded and reviewed when appropriate.
- To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

RESPONSIBILITIES

The Head, Bursar and Governors will be responsible for the overarching risk management policy of the school. The overall strategy will be formally reviewed on an annual basis. These responsibilities may be delegated on a day to day basis.

The Bursar will be responsible for the implementation of the risk assessment policy.

Responsibilities of all staff

- All 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 EG in order to enable the Governors to comply with their health and safety duties.
- All staff are expected to participate in the completion of risk assessments when requested to do so, follow safety related instructions and safe systems of work identified in risk assessments.
- Finally, all members of staff are responsible for reporting any risks/defects or concerns to their line manager, or via Helpdesk, in order assist with reducing risks.

GENERAL ARRANGEMENTS

Each department is responsible for ensuring risk assessments are in place for all work activities. The Bursar will work with all departments to provide advice and support.

Risk assessments should consider the following general hazards/situations:

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



- New and expectant mothers.

Risk assessments should be undertaken using the school risk assessment template to enable a consistent judgement of risk and easy identification of the high priority risks, see appendix 1.

Completed risk assessments should be made available on adminshare (S:\G-P\Health and Safety\Risk Assessments) and the Bursar notified.

A number of site wide risk assessments have been completed and are available, with associated procedures, from the Bursar, these include:

- Fire
- Legionella
- Asbestos

DYNAMIC RISK ASSESSMENT

Although many risk assessments have been completed, it is possible that some tasks still need assessing or reassessing, therefore if any member of staff has a role which they think has uncontrolled risks, they must inform their line manager or the Bursar.

Levels of risk can change from day to day, and tasks that have been assessed and suitably controlled may have a higher level of risk on some occasions (e.g. due to weather conditions or poor housekeeping), and it is essential that every member of staff takes a moment to assess risk in every job before they start it. This is known as a 'dynamic risk assessment' and is simply taking a moment to think before acting. It's the same principle as looking both ways before crossing the road – you have to do it every time before you cross the road. Staff must still take the time to assess the risks before undertaking a task, even if there is an up to date risk assessment.

Staff must never undertake a task where they have identified a risk that means they cannot do the task safely at that point in time, or that creates uncontrolled risk to others, especially pupils at the school.

TRAINING

All new members of staff are given an induction into the School's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it.

All staff responsible for completing risk assessments will be provided with training to provide them with the knowledge and understanding of the risk assessment process and the skills required to undertake a suitable and sufficient risk assessment.

Line Managers and Heads of Subject/Heads of Year are responsible for ensuring their staff are briefed on risks specific to their department and the control measures to be used to protect the health and safety of pupils and staff.

Risk assessments should be used to identify further staff training needs to enable them to work safely.



AREAS REQUIRING RISK ASSESSMENT

There are numerous activities carried out at Westbrook Hay, many of which require a separate risk assessment.

Some of the key areas affecting the health and safety of all pupils and staff are:

- pupil supervision (including safeguarding and welfare requirements).
- Educational Visits and Trips
- Access by pupils to risky areas
- Fire safety
- Educational and activity areas
- Medical and first aid
- Support areas
- Site security
- Suitability of staff
- EYFS
- Safeguarding

Many of these areas will be covered by separate policies which are available in the Staff Handbook.

Pupil Supervision

When completing risk assessments, staff, particularly teaching staff should ensure safeguarding risks to pupils are considered and documented. One of the controls used to protect pupils will be adequate competent supervision. Staff ratios and availability play a key part of ensuring appropriate supervision of pupils.

Educational visits and trips

The School has a separate policy for educational trip involving pupils, this is overseen by the Deputy Headmaster, who also fulfils the role of Educational Visits Co-ordinator (EVC), by approving all trips. For full details please see the "Educational Visits Policy" which covers all school trips

Access by pupils to risky areas

Risk assessments for all areas of the school reinforce the policy of ensuring that our pupils do not have unsupervised access to potentially hazardous areas, such as cleaners' cupboards or boiler rooms, the swimming pool, the Science Laboratory, the Design Technology room etc. Doors to these areas are kept locked when not in use. Pupils are only allowed access if risks are suitably controlled or accompanied by a member of staff.

Pupils also do not have access to the operational areas of the school, such as the grounds compound, maintenance yard, kitchen areas and tea rooms.

A site wide risk assessment captures the above risks and others such as transport arrangements. The purpose of this risk assessment is to consider generic site related risks which are unlikely to be picked up by teaching and support departments activity/operational risk assessments, in order to protect the safety and health of all those using the site.

Fire Safety

All of the School premises will be subject to a fire risk assessment. This may be conducted by an external consultant or other competent person, such as a suitably trained Maintenance Engineer.

The fire risk assessment will be reviewed and / or updated every year or in the event of significant changes to the buildings or their usage.

A copy of the fire risk assessment report will be available on site (from the Bursar) and employees' attention brought to any hazards found in the assessment.

Fire hazards will be eliminated or the risk reduced to the minimum level practicable by implementing control measures and safe systems of work.

Educational and activity areas

Individual risk assessments will be in place for:

- Science experiments
- Design and Technology
- Each sport and PE/Games activity
- Art
- Music (including minimising the risk of hearing loss to staff)
- Drama (including the back stage, stage, props room and lighting box)
- Dance
- General classroom

A generic Classroom Risk Checklist can be found in Appendix 2 at the end of this policy. This checklist will be provided to teachers annually. Each teacher should complete the checklist and return it to the Bursar. All responses will be collated and an action plan created with risk levels and priorities identified, this plan will be given to the Maintenance department to implement the necessary remedial measures.

All teaching subjects will be asked to complete the Classroom Risk Checklist to assist with providing a safe environment for teaching and learning to take place.

Suitability of staff

Safer recruitment policies and procedures ensure that the school 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. By extending this regime to Governors, volunteers and the adult members of the households of staff who are accommodated on site, and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level. There is a fortnightly review of the RA on anyone starting work at the School without DBS clearance coming through.

Medical and First Aid

The Medical area has risk assessments for first aid and all other treatments and procedures.

Support Areas

We will always employ specialists to carry out high risk tasks. Support staff may only carry out medium risk rated activities if they have been properly trained. All members of staff are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

- Catering and Cleaning: risk assessments and training are required for every item of catering and cleaning equipment, as well as 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. Catering training and risk assessments are the responsibility of our outsourced caterers, Thomas Franks.

- Caretaking and Security: risk assessments cover every room, laboratory, stairs, corridor and emergency exit in the school. 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, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- Maintenance: risk assessments and training are required for every tool and item of equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, water, swimming pool maintenance and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.
- Grounds: risk assessments and training are required for every tool and piece of machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- Traffic and pedestrian interaction on site: risk assessments should consider the control of risks posed to pupils, staff and visitors on foot by the movements of vehicles around the school site including minibuses, estate vehicles, contractor and delivery vehicles, staff and parent vehicles etc. Consideration should be made of arrangements for parking, vehicular and pedestrian access (physical and timing) , lighting, speed restrictions etc.
- Office staff: risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

Site security

- Physical: consider the security of the site and buildings within it in terms of keeping unauthorised intruders out and children away from risky areas;
- Public rights of way: between school boundary and public footpath
- Visitors to the school: management of authorised visitors whilst on site to minimise potential for un supervised access to pupils or property

EYFS

The requirement for EYFS settings to have a policy and procedures for assessing any risks to children's safety has been removed, but the Head of Pre-Prep will ensure that all reasonable steps are taken to ensure staff and children in our care are not exposed to unreasonable levels of risk.

The Head of Pre-Prep must determine when a written risk assessment is required.

Risk assessments should identify risks that should be checked on a regular basis, when and by whom, and how the risk will be removed or minimised.

A risk assessment (not necessarily in writing) must be undertaken for outings, and include consideration of adult-to-child ratios and the steps to be taken to remove, minimise and manage identified risks and hazards.

PREPARING A RISK ASSESSMENT

The risk assessment process will consist of the following 6 steps:



1. what could go wrong
2. who might be harmed
3. how likely is it to go wrong
4. how serious would it be if it did
5. what are you going to do to stop it
6. how are you going to check that your plans are working

The Bursar/Head of Year/Head of Subject will be responsible for the maintenance of risk assessment records.

REVIEW OF RISK ASSESSMENTS

Risk assessments will be reviewed:

- when there are changes to the activity
- after a near miss or accident
- when there are changes to the type of people involved in the activity
- when there are changes in good practice
- when there are legislative changes
- annually if for no other reason

As each department (teaching and support), review and develop their risk assessments it is possible to maintain a "library" of risk assessments on our shared drive (adminshare/G-P/Health and Safety/Risk Assessments) for staff to refer to and adapt for their own use.

The Bursar will carry out a health and safety review of all departments with a focus on risk assessments, to ensure they are kept up to date, reviewed at least annually and of a quality to be deemed 'suitable and sufficient'. Such reviews will take place annually but may be more frequent if there are significant improvements required.

The Bursar will periodically provide an overview of school wide risk assessments, focussing on high level risks, to the Health and Safety Committee for review, to action is taken where necessary through planned improvements to reduce risk.

Reviewed by Kelly Freeman, Bursar 25.03.2021

Approved by Katy Berrill, Estate and Facilities and H&S Governor 05.04.21

Next Review due 25.03.2022



Appendix 1: Risk Assessment Template and How to Guide

The template is based on the HSE’s Five Steps to risk assessment. A risk assessment should be carried out by anyone who is trained and competent to do so; someone who understands the circumstances, the potential harm and the deviations. To do a risk assessment, consider what, in the activities, might cause harm to people and decide whether you are doing enough to prevent that harm. Once you have decided that, you need to identify and prioritise putting in place, appropriate and sensible control measures.

It’s crucial that the risk assessment contents, particularly the control measures actually reflect activities and arrangements that are in place. If a control measure is identified as being required in the recorded risk assessment this must be implemented. Staff involved in the activities/operations should be consulted and involved with the risk assessment process and the results must be effectively communicated to staff and pupils. The written document should help with communicating and managing the risks.

When completing a risk assessment the focus should be on significant risks associated with the activity, you do not need to include insignificant risks. In other words, you do not need to include risks from everyday life unless school/work activities increase the risk.

Risks should be reduced to the lowest reasonably practicable level by taking preventative measures, in order of priority. This is what is meant by a hierarchy of control. The list below sets out the order to follow when planning to reduce identified risks. Consider the headings in the order shown, do not simply jump to the easiest control measure to implement.

1. Elimination - Redesign the job or substitute a substance so that the hazard is removed or eliminated.
2. Substitution - Replace the material or process with a less hazardous one.
3. Engineering controls - for example use work equipment or other measures to prevent falls where you cannot avoid working at height, install or use additional machinery to control risks from dust or fume or separate the hazard from operators by methods such as enclosing or guarding dangerous items of machinery/equipment. Give priority to measures which protect collectively over individual measures.
4. Administrative Controls - These are all about identifying and implementing the procedures you need to work safely. For example: reducing the time workers are exposed to hazards (e.g. by job rotation); prohibiting use of mobile phones in hazardous areas; increasing safety signage, and performing risk assessments.
5. Personal protective clothes and equipment - Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must personal protective equipment (PPE) be used. For example, where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall (should one occur). If chosen, PPE should be selected and fitted by the person who uses it. Workers must be trained in the function and limitation of each item of PPE.

Assessors’ Name		Date
Description of process, activity or task to be risk assessed		



Describe or name the location where the activities are taking place	
Describe the activities being performed	
Describe the equipment and/or substances being used	
Describe the people involved in these activities (and others who might be affected)	

Description of hazard and hazardous event		Who might be harmed?	What risk controls are currently in place?	Current risk rating*			Any further controls needed ?	Date to be completed by	Residual risk rating*		
				L	C	R			L	C	R
Location											
Activities											
Equipment and Substances											

APPENDIX B

INCREASING CONSEQUENCE	5	5	10	15	20	25		20-25	STOP Stop activity and Immediate action
	4	4	8	12	16	20		15-16	URGENT ACTION Take immediate action and stoop activity if necessary. Maintain existing controls rigorously
	3	3	6	9	12	15		8-12	ACTION Improve within specified timescale
	2	2	4	6	8	10		3-6	MONITOR Look to improve at next review or is there is a significant change
	1	1	2	3	4	5		1-2	NO ACTION No further action but ensure controls are maintained and reviewed
		1	2	3	4	5			
INCREASING LIKELIHOOD									

MATRIX TO BE USED TO ASSIST IN DETERMINING WHAT RISK RATING IS REQUIRED WHEN CARRYING OUT YOUR RISK ASSESSMENT

APPENDIX 1 - Continued

DEFINITIONS

Likelihood could be ranked as:

1. Very unlikely – there is a 1 in a million chance of the hazardous event happening
2. Unlikely – there is a 1 in 100,000 chance of the hazardous event happening
3. Fairly likely – there is a 1 in 10,000 chance of the hazardous event happening
4. Likely – there is a 1 in 1,000 chance of the hazardous event happening
5. Very likely – there is a 1 in 100 chance of the hazardous event happening

Consequence would be ranked as:

1. Insignificant – no injury
2. Minor – minor injuries needing first aid
3. Moderate - up to three days' absence
4. Major – more than seven days' absence
5. Catastrophic - death

You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

Appendix 2: Classroom Checklist

Westbrook Hay Classroom Checklist

Class/Department:	
Completed by:	Date:

	Yes	Further action needed	N/A
Movement around the classroom (slips and trips)			
Is the internal flooring in a good condition?			
Are there any changes in floor level or type of flooring that need to be highlighted?			
Are gangways between desks kept clear?			
Are trailing electrical leads/cables prevented wherever possible?			
Is lighting bright enough to allow safe access and exit?			
Are procedures in place to deal with spillages, e.g. water, chemicals, blood from cuts?			
For stand-alone classrooms:			
<ul style="list-style-type: none"> • Are access steps or ramps properly maintained? • Are access stairs or ramps provided with handrails? 			
Work at height (falls)			
Do you have an 'elephant-foot' step stool or stepladder available for use where necessary?			
Is a window-opener provided for opening high-level windows?			
Can windows above the ground floor be secured to prevent falls?			
Furniture and fixtures			
Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?			
Is furniture in good repair and suitable for the size of the user, whether adult or child?			
Is portable equipment stable, e.g. a TV set on a suitable trolley?			
Where window restrictors are fitted to upper-floor windows, are they in good working order?			
Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?			
Manual handling			
Have trolleys been provided for moving heavy objects, e.g. computers?			
Computers and similar equipment			
If you use computers as part of your job, has a workstation assessment been completed?			
Have pupils been advised about good practice when using computers?			
Electrical equipment and services			
Are fixed electrical switches and plug sockets in good repair?			
Are all plugs and cables in good repair?			
Has portable electrical equipment, e.g. laminators, been visually checked and, where necessary, tested at suitable intervals to ensure			

that it's safe to use? (There may be a sticker to show it has been tested.)			
Has any damaged electrical equipment been taken out of service or replaced?			
Are electric cables routed to prevent trips?			
Asbestos			
If the school contains asbestos, have details of the location and its condition in the classroom been provided and explained to you?			
Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?			
Fire			
If there are fire exit doors in the classroom, are they: <ul style="list-style-type: none"> • unobstructed; • kept unlocked; and • easy to open from the inside? 			
Is fire-fighting equipment in place in the classroom?			
Are fire evacuation procedures clearly displayed?			
Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?			
Ventilation and heating			
Does the room have natural ventilation?			
Can a reasonable room temperature be maintained during use of the classroom?			
Are measures in place, for example blinds, to protect from glare and heat from the sun?			

This is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in the space below, including any further actions needed. If necessary, discuss this with your head teacher or employer.

Additional Issues	Yes	Further action needed	N/A

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Recommended review period: Annual
Review by: Katy Berrill, Estates & Facilities Chair
Date reviewed: March 2021