

**RISK MANAGEMENT AND RISK ASSESSMENT POLICY GUIDANCE TO SUPPORT CHILD PROTECTION AND SAFEGUARDING**

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

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*"Sensible risk management is about practical steps to managing real risks, not bureaucratic back covering. Address the real risks, not only to pupils, but also to the health and well-being of your staff. And remember, risk assessment is just good planning – keep it fit for purpose and act on it."*

Sir Bill Callaghan, former Chairman, HSC

The Governors of Westbrook Hay School are fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just with the law; but with best practice. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated into how to cope safely with risk.

### THE SCHOOL'S RESPONSIBILITY

- It is the School'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 school; namely Heads of Departments or Heads of Section, their direct line managers (e.g. Deputy Head (Academic) or Deputy Head (Pastoral) and the Bursar. The Bursar monitors and evaluates risk assessments.
- The School will utilise risk assessments at all levels to manage risk, from the Risk Register to risk assessments for individuals.
- The School 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, as a minimum all teaching staff will undertake online training in risk assessment.
- Heads of Subject or Heads of Section should ensure that risks within their areas of responsibility or arising out of the work of their department are identified, and, so far as is reasonably practicable, removed or adequately reduced and controlled. Risk assessments will enable suitable controls, helping establish safe systems of work and H&S training needs of staff.
- Assisted by the Bursar risk assessments are the responsibility of Heads of Subject or Heads of Section, however, responsibilities for specific assessments are as follows:

ACTIVITY	RISK ASSESSMENT RESPONSIBILITY
Trips and Visits	Group Leader – overseen by EVC (Senior Deputy Head)
Maintenance Activities	Bursar
Grounds Maintenance	Bursar and outsourced contractor
Cleaning	Bursar and outsourced contractor
Building Works	Bursar
Holiday Lets	Hirer/Bursar
Fire Risk Assessment	Bursar
Pregnancy Risk Assessment	HR Officer
Individual Classrooms	Head of Subject
Swimming Pool	Head of PE & Boys' Sport
Playing Fields/Pitches/Courts	Head of PE & Boys' Sport
Machinery/Equipment	Head of Subject owning the equipment
Events	Event Organiser – overseen by Senior Deputy Head
House Activities	Head of House

- Heads of Subject or Heads of Section should ensure that risk assessments are stored on Gadminshare/H&S for ease of access and reference. Heads of Subject or Heads of Section should ensure department risk assessments are reviewed regularly, after an incident/accident or at least on an annual basis.

### 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 the Executive Group 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, 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 via ServiceDesk, in order to assist with reducing risks.

### WHAT IS A RISK ASSESSMENT?

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 (e.g. a chip pan will catch fire if left unattended).
- 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 and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

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 used
- 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.

Generic risk assessments should be treated with caution, whilst these can be a useful starting point for departments, assessments need to be specific to the actual situation and it is important that we are able to operate all the control measures listed.

### **DYNAMIC RISK ASSESSMENTS**

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 from every job/activity 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 of time, or that creates uncontrolled risk to others.

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.

### **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.

Heads of Subject or Heads of Section 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.

### **WHAT AREAS REQUIRE RISK ASSESSMENTS?**

There are numerous activities carried out in the school, each of which requires a separate consideration. The most important of these cover:

- Fire safety, procedures and risk assessments including children with short or long term physical disability (PEEPS)
- Educational visits and trips
- Traffic movement on school sites

- Visitors and contractors on site particularly those without a current DBS
- External coaches and after school activities.

However, we require risk assessments for many other areas, including:

- Safeguarding – responsibility of Head, Governors and Designated Safeguarding Lead and SENCO. Please see the [Child Protection and Safeguarding Policy](#) for extensive processes and procedures.
- Children with mental health needs
- Children who have been bullied
- Allegations against a member of staff (please see the [Allegations Against Staff including Low Level Concerns Policy](#)) or peer abuse.

Educational – responsibility of Head of Department

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

Schemes of work and lesson plans for the above educational areas should include details of the hazards and risks associated with the activity, to ensure pupils are aware of the risks involved and general health and safety arrangements.

We subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science and Design and Technology, as well as providing professional training courses for both teachers and technicians who work in Science and D&T.

## EDUCATIONAL VISITS

The School has a separate policy for educational trips involving pupils, this is overseen by the Senior Deputy Head and 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 routine trips, major trips and arrangements for dealing with external organisations.

The EVC must also ensure the correct licences are in place for adventures activities. Before a major trip departs, key information, together with the trip Risk Assessment, must be deposited with the EVC. This information will be stored on the school's shared drive, accessible to staff who may need to access it.

## MEDICAL AND FIRST AID

The Medical Co-ordinator holds risk assessments for first aid and all other treatments and procedures. The accident forms are maintained in the School Office and the Medical Co-ordinator is responsible for ensuring that accident reports are passed to the Bursar. The Bursar is responsible for reporting any notifiable accident that occurs on school premises to a pupil,

member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

### **UNSUPERVISED ACCESS BY PUPILS – RISKY AREAS ON SCHOOL SITE**

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms, etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.

### **CHILD PROTECTION**

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 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. Risk assessments are and must be in place in case of a late DBS check. By extending this regime to Governors, volunteers and the members of the catering and maintenance teams, and by ensuring that everyone in our community receives regular child protection and risk assessment training, we manage this risk to an acceptable level.

### **SUPPORT AREAS**

- Catering: risk assessment and training is 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. This is provided by our outsourced catering provider.
- Caretaking and Security: Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments cover manual handling, working at heights, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- Maintenance: risk assessment and training is 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 assessment and training is 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.
- Office staff: risk assessments are required for the display screen equipment used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

### **PUPIL WELFARE AND 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. The [Supervision of Pupils and Missing Pupil Procedure](#)

details the expectations of how pupils are supervised during various activities and times of the day. Staff ratios and availability play a key part of ensuring appropriate supervision of pupils.

## CONTRACTORS

Contractors are responsible for undertaking their own risk assessment, in order to protect the health and safety of their staff, our pupils and staff (and others). The contractor “owns” the risk involved with their work activities. However, the School has an obligation to ensure competent contractors are used, sufficient time for planning is allowed and risk assessment forms part of the planning and work processes.

If a contractor is employed to undertake work on behalf of the School the person engaging the contractor must ensure suitable and sufficient risk assessments are in place to cover the work, prior to work starting. The person engaging the contractor will need to review and discuss the contractor’s risk assessments and provide supervision of the contractor to ensure risk assessments are being adhered to.

## CONDUCTING A RISK ASSESSMENT

We use the model recommended by the HSE in its publication “Five Steps to Risk Assessment”. See [www.hse.gov.uk](http://www.hse.gov.uk) . If staff require training on the writing of Risk Assessments please contact the Bursar. Our policy is not to carry out any high risk activity. Activities involving pupils are normally low risk. We undertake a few medium risk activities with pupils off site, such as skiing, but only using qualified instructors. The school ensures any external providers have their own adequate risk assessments, policies and insurance. Pupils are always given a safety briefing before participating in these activities, and are expected to wear protective equipment, such as helmets, and to follow instructions.

SEVERITY 1=Negligible 2=Slight 3=Moderate 4=High 5=Very High

LIKELIHOOD 1=Improbable 2=Unlikely 3=Even Chance 4=Likely 5=Almost certain

### RISK RATING

20 – 25 = Unacceptable

12 – 16 = Substantial

8 – 10 = Manageable (Medium)

3 – 6 = Manageable (Low)

1 – 2 = Acceptable (trivial)

Any activity with a value of 12 or above should not be carried out unless further measures are taken or an alternative found. We will always employ specialists to carry out high risk tasks. All members of staff and pupils are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

### Specialist Risk Assessments

The Bursar arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Electrical safety

## **REVIEWS**

All risk assessments are reviewed annually, when major structural work is planned, or in the event of an accident. The separate policy on the management of health and safety describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for water sampling.

## **RISK REGISTER**

The risk register is presented to the Governors as Trustees of the Charity at each termly Board meeting. It is reviewed regularly by the Executive Group and by the Finance & General Purpose Committee termly.



## Risk Assessment Form

**Task/Activity:**

**Location/Dept:** \_\_\_\_\_ **Date Assessed:** \_\_\_\_\_ **Issue Number:** \_\_\_\_\_

**Assessed by:** \_\_\_\_\_ **Review Date:** \_\_\_\_\_ **Reference Number:** \_\_\_\_\_

Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk Rating	Additional controls required

## Risk Rating Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK RATING PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-10	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so