

**Winchester House School**

**Risk Management and Risk Assessment Policy**

Version 1

Responsible Governor:

Last reviewed: 20th May 2021

Adopted by Governors:

Next review due: 20th May 2024

## **RISK MANAGEMENT AND RISK ASSESSMENT POLICY**

### **Scope**

This guidance is applicable to staff with responsibility for developing / implementing risk management strategy and undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Standards Regulations (ISSRs), National Minimum Standards for Boarding and Early Years Foundations Stage.

The policy should be read in conjunction with the School's Health and Safety Policy and the School's Risk Register.

### **Objectives**

- 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.

### **Guidance**

The Head and Governors are responsible for the overarching risk management policy of the school and the overall strategy will be formally reviewed on an annual basis, alongside the School's Health and Safety Policy and Risk Register.

The School identifies its key health and safety risk areas as:

- pupil supervision (including safeguarding and welfare requirements).
- school trips
- management of visitors on school premises
- fire and emergencies
- traffic and pedestrian interaction on site
- regulatory compliance – including asbestos management, legionella, moving & handling, display screen equipment
- management of hazardous substances
- use of hazardous equipment

The School identifies its key other risk areas as:

- financial

## **Risk Management and Risk Assessment Policy**

- recruitment procedures and suitability of staff including governing body oversight
- reputational
- terrorism, including the prevention of fundamentalism and extremism
- security, specifically in boarding and EYFS areas

Where specialist skills are required to complete a risk assessment, for example the management of asbestos, fire, legionella etc. the Director of Operations will instruct an external provider to carry these out.

### **Procedure**

Teaching Heads of Department and Departmental Managers are responsible for reviewing and updating written risk assessments in their area of responsibility:

- as procedures or circumstances change
- where there is a change in regulation
- where there is a change in published good practice
- after a near miss or accident
- or annually, whichever is sooner

All staff, however, are reminded of the need to visually risk assess areas before starting a task or teaching exercises as required.

Written risk assessments should be stored on the shared drive of under Staff Information/Admin/Health and Safety/Risk Assessments/Relevant Sub folder. All risk assessments will be checked by the Director of Operations on completion and all should indicate the author, date of completion and date of checking by the Director of Operations.

Identified training needs should be brought to the attention of the Assistant Head (Curriculum) for teaching areas and to the Director of Operations for support areas.

The Director of Operations is responsible for the implementation of the risk assessment policy and co-ordinates its implementation through the Health and Safety committee. The Director of Operations is also responsible for monitoring the implementation of risk assessments.

From the date of this policy all staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis during Inset or via an e-mail to all staff.

Risk assessment training will be provided on specific areas where identified by the Director of Operations, Head of Maintenance, Domestic Services Manager or Head of Department.

### **Risk Assessment Template**

A template risk assessment form is included at Appendix 1 to this guidance. It is not necessary for departments to use this specific template as long as their assessment covers the salient points detailed below.

Each risk assessment will address the following areas:

- identify the hazard - something with the potential to cause harm
- Identify who may be harmed -

## **Risk Management and Risk Assessment Policy**

- rate the risk level - an evaluation of the likelihood of the hazard causing harm
- identify the risk rating - assessment of the severity of the outcome of an event if it happened
- identify control measures - physical measures and procedures put in place to mitigate the risk

The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design and Technology.

### **Areas requiring written risk assessments**

Risk assessments should be in place for the following list of activities / areas, but is not exhaustive and Heads of Departments should use their judgement when completing additional assessments. Where there is doubt regarding the need for a written risk assessment, guidance should be sought from the Director of Operations.

- General classroom management / low risk teaching (classrooms should be assessed against this assessment and a specific assessment created where a unique risk exists)
- Science experiments and Science classrooms
- Design & technology
- Sport and PE activity
- Activities
- Art
- Music
- General room (indoor) areas
- Outside play areas
- Educational Visits (see School journeys and educational visits policy)
- Catering
- Housekeeping
- Security and lone working
- Maintenance
- Grounds and gardens
- Traffic management
- Visitors
- Fire
- Pupil Safeguarding and Welfare (see Child Protection (Safeguarding) policy)

### Appendix 1: Risk Assessment Template

What are the hazards?	Who might be harmed and how?	Risk Level  (likelihood of hazard occurring) 1(low) – 5 (high)	Risk Rating  (severity if hazard occurs) 1(minor)-5(fatal)	Combined Risk Level  1-25	Control Measures in Place

**Appendix 1: Risk Assessment Template**

**Identified additional control measures to be put in place:**

<b>Measure</b>	<b>By Whom</b>	<b>Date Completed</b>

**Risk Assessment Completed By :**

**Date:**

**Checked by Director of Operations on (Date)**