

# WINDLESHAM HOUSE SCHOOL

## PROCEDURE: RISK ASSESSMENT



**Updated: February 2020**

**Procedure: 02-01a**

**Responsible Member of Staff: Bursar, Emma Harris**

**Purpose of Procedures:** *The Governors of Windlesham House 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 every day life. We need to identify them and to adopt systems for minimising them, whilst educating pupil in how to manage their own risk.*

*This policy and procedures also apply to our Early Years Foundation Stage and after school care.*

### **1) What is a Risk Assessment?**

- a) 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.**
- b) A hazard is something with the potential to cause harm (e.g. fire).**
- c) 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).**
- d) A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).**
- e) 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).**
- f) 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. In many cases simple measures are very effective and not costly.**
- g) Risk assessments need reviewing and updating regularly, annually in settings providing for Early years EYFS children. A "database" of risk assessments is maintained by the Bursar, the Educational Visits Co-ordinator and the Estates Bursar on the school computer system for staff to refer to and use for**

# **WINDLESHAM HOUSE SCHOOL PROCEDURE: RISK ASSESSMENT**

themselves. The HR Manager is responsible for keeping records of staff training.

## **2) What areas require Risk Assessments?**

**a) There are numerous activities carried out at the school, each of which requires a separate risk assessment. The most important of these cover:**

**i) Fire safety, procedures and risk assessments**

**ii) Educational visits and trips.**

**b) But risk assessments are also needed for many other areas, including:**

**i) Educational**

**(1) Supervision in break & free times (Pupil Supervision)**

**(2) Science experiments**

**(3) Design and Technology**

**(4) Food Technology**

**(5) Each sport and PE activity**

**(6) Art (including the clay and print studios)**

**(7) Music (including minimising the risk of hearing loss to Staff)**

**(8) Drama (including the theatre back stage, stage, props room and lighting box)**

**(9) Dance**

**ii) At the school we make use of model or generic risk assessments for our educational activities and visits. 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. All teaching staff and technicians receive regular induction and refresher training in risk assessments tailored to their specific areas.**

**iii) Pastoral**

**(1) Our pastoral policy aims to ensure that every pupil leaves as a confident, articulate young adult capable of keeping him/herself safe on the streets, in the home and in all situations.**

## **WINDLESHAM HOUSE SCHOOL PROCEDURE: RISK ASSESSMENT**

- (2) Our PSHE programmes and assemblies are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken.**
- (3) Our science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.**

### **iv) Medical and First Aid**

- (1) The Medical area has risk assessments for first aid and all other treatments and procedures.**
- (2) Accident forms are maintained in the Medical Area and the School Nurse is responsible for ensuring that accident reports are passed to the Bursar, the Deputy Head and the pupil's Houseparents.**
- (3) The School's separate medical questionnaire policy explains the procedures that we would follow in the event of a medical emergency.**
- (4) The Head Nurse 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).**

### **v) Unsupervised Access by Pupils**

- (1) 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.**
- (2) Doors to these areas are kept locked at all times when not in use.**
- (3) All flammables are kept securely locked.**
- (4) Pupils do not have access to the Grounds sheds and workshops, Maintenance, Catering and Caretaking facilities of the School, but they can go in the Grounds (climbing trees with permission).**

### **vi) Child Protection**

- (1) Our Child Protection policies and training for all Staff form the core of our child protection risk management.**

## **WINDLESHAM HOUSE SCHOOL PROCEDURE: RISK ASSESSMENT**

- (2) The safer recruitment policy and procedures ensure that the School is not exposed to the risk of employing Staff who are barred from working with children, or who are not allowed to work in the UK.
- (3) 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.
- vii) Support Areas
- (1) 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 cover risk assessments, protective equipment and safety notices.
- (2) Caretaking and Security: risk assessments cover every room, laboratory, stairs, corridor and emergency exit in the entire School, including boarding houses. In training, particular emphasis is given both to minimising the risk of fire and to maintaining security by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction and refresher training cover risk assessments, protective equipment and safety notices.
- (3) 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, gas, water, swimming pool maintenance and the control of substances hazardous to health (COSHH). Induction and refresher training cover risk assessments, safe working practices, communication and health and safety notices and protective equipment.
- (4) 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 cover risk assessments, protective equipment and safety notices.
- (5) 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.

### **3) Conducting A Risk Assessment**

- a) There are several possible techniques; but at the School we use the template shown in Annex A (separate document).

## **WINDLESHAM HOUSE SCHOOL PROCEDURE: RISK ASSESSMENT**

- b) Our policy at the School is not to carry out any high-risk activity. Activities involving Pupils are normally low risk. We undertake a few medium risk activities with the older Pupils, such as riding & skiing; but only using specialist/qualified instructors. Pupils are always given a safety briefing before participating in these activities, and are expected to wear protective equipment, such as mouth-guards, and to follow instructions.**
- c) We will always employ specialists to high risk tasks. Support Staff may only carry out medium rated activities if they have been properly trained and work in pairs. All members of Staff and Pupils are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.**

### **4) Specialist Risk Assessments**

- a) The Estates Bursar and/or Bursar arranges for specialists to carry out the following risk assessments:**
  - i) Fire safety**
  - ii) Asbestos**
  - iii) Legionella**
  - iv) Gas safety**
  - v) Electrical safety**
- b) Reviews**
  - i) All risk assessments are reviewed (and recorded) regularly and annually for EYFS providers, when major structural work is planned, or in the event of an accident.**
  - ii) 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.**
- c) Responsibilities of all Staff**
  - i) All members of Staff are given a thorough induction into the School's arrangements for risk assessments and health and safety.**
  - ii) Specialist training is given to those whose work requires it.**
  - iii) However, Staff are responsible for taking reasonable care of their own safety, together with that of Pupils and visitors.**

## **WINDLESHAM HOUSE SCHOOL PROCEDURE: RISK ASSESSMENT**

- iv) Staff are responsible for cooperating with the Head, the Bursar and other members of the SMT.**
- v) Finally, all members of Staff are responsible for reporting any risks or defects to the Bursar.**


### **5) Audit compliance Statements**

- a) An annual SORP compliance risk assessment is presented by the Bursar to the Governors to approve as Trustees of the Charity and also as Company Directors at the same time that they review the audited accounts. This report analyses:**
  - b) The financial procedures and controls**
  - c) The major risks to the School, including:**
    - i) Strategic risk**
    - ii) Loss of fee income**
    - iii) Damage to reputation**
    - iv) Failure to teach the correct syllabus**
    - v) Risk of a child protection issue**
    - vi) Gaps in Governor skills**
    - vii) Conflicts of interest**
    - viii) Employment disputes**
    - ix) Major health and safety issues**
    - x) Possible data loss**
    - xi) Risk of fire, flood and land slip**
    - xii) Poor cash flow management**
    - xiii) Fraud, Loss through inappropriate investments**
    - xiv) Areas of potential risk**
  - d) The measures taken to protect the School against such risks, including:**
    - i) Safer recruitment of Staff, Governors and volunteers**

## **WINDLESHAM HOUSE SCHOOL PROCEDURE: RISK ASSESSMENT**

- ii) Measures to ensure the selection, training and appraisal of appropriately qualified Staff and Governors**
  - iii) Insurance**
  - iv) Risk assessments and risk mitigation policy and procedures**
  - v) Strong financial controls**
  - vi) Use of professional advice from lawyers, accountants, architects, etc as needed**
- e) Governors are invited to approve the compliance risk assessment annually and to endorse the insertion of a statement along the following lines in the School's annual accounts:**
- "The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the Trust, and are satisfied that systems are in place to manage our exposure to the major risks".**

## Annex A – Risk Assessment Template

Windlesham House School – Risk Assessment									
<b>Category of Risk:</b>									
<b>Location/Activity:</b>									
<b>Description of Risk:</b>	<i>Where is it happening, who with, overview of the activity/event, is someone else organising the activity/event</i>								
<b>Number of children and adults involved in the activity:</b>									
<b>Is there a risk assessment of the site/event/location you can append to this risk assessment?</b>									
<b>Date of activity:</b>									
<b>Date of assessment:</b>									
<b>Completed by:</b>									
<b>Checked by: (Head of Department)</b>									
<b>Review date:</b>									
									
						<b>What do I do next?</b> After you have completed this form: <ul style="list-style-type: none"> <li>• Forward it to your Head of Department for review &amp; sign off;</li> <li>• Then put in the relevant folder in the risk: KS/Staff/Resource/Risk Assessment/Risk Assessment Library 2019-2020</li> </ul>			
For help in assessing your activity, please see prompts in <i>Notes</i> below and the example general risk assessment tab below.									
<b>Activity &amp; Risk Category</b> <i>(Choose from drop down box or create your own)</i>	<b>Significant hazards identified</b> <i>(What hazards does this activity present?)</i>	<b>Those at risk</b> Pupils/Staff/Parents/Public/ Pregnant women	<b>Likelihood of Risk (1-5)</b> <i>(See Risk Matrix tab for help)</i>	<b>Impact of Risk (1-5)</b> <i>(See Risk Matrix tab for help)</i>	<b>Risk Rating</b>	<b>Controls</b> <i>Actions required to manage the risk. (Who is responsible for the action, when will they do it, how will it be recorded?)</i>	<b>Revised likelihood of Risk (1-5)</b> <i>(See Risk Matrix tab for help)</i>	<b>Revised impact of Risk (1-5)</b> <i>(See Risk Matrix tab for help)</i>	<b>Risk Rating</b>
			0	0	0		0	0	0
			0	0	0		0	0	0
			0	0	0		0	0	0
			0	0	0		0	0	0