

WINDLESHAM HOUSE SCHOOL

RISK ASSESSMENT PROCEDURE



Last Reviewed: September 2023

Procedure: 02-01d

Responsible Member of Staff: Bursar, Emma Harris

Purpose of Procedures: Windlesham House School is fully committed to promoting the safety and welfare of all in our community so that effective education can take place. The purpose of this procedure is to outline the process and requirements for undertaking risk assessments for any specific or generic activities happening within the School.

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

1) 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) A hazard is something with the potential to cause harm (e.g. fire).
- b) 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).
- c) A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).
- d) 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).

2) How to Complete a Risk Assessment

Operational risks are documented through completion of a risk assessment sheet. Any member of staff is empowered to complete a risk assessment sheet.

All risk assessments should be emailed to the relevant Head of Department and Compliance Officer for review. Once approved they will be stored in the risk assessment folder on Sharepoint at Staff/Resources/Risk Assessments.

The purpose of the risk assessment sheet is to examine the risks associated with a visit or activity, to assess the level of such risks and identify the steps to be taken to manage the risk in an appropriate way.

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A guidance note for the completion of a risk assessment is provided at Annex 1 and the template risk assessment sheet is provided at Annex 2 (see also the EVC visits procedure with regard to educational visits).

By referring to the guidance notes you will see that you should, for example, consider:

- Location
- The age and experience of the children
- The age and experience of the staff leading the activity
- The specific activity being undertaken
- Weather conditions
- Safeguarding issues including “stranger danger” and other pastoral issues
- Equipment being used or needed (and its condition and safety)
- What level of briefing is needed (pupil and staff)
- Transport and traffic issues
- Behavioural, Health and Medical requirements of participants (including allergies)
- Any known special educational needs or disabilities amongst pupils

The level and impact of each identified risk is considered as part of the process of completing the risk assessment sheet. Risks are categorised as high, medium or low.

3) What areas require Risk Assessments?

To establish the level of risk present and establish appropriate procedures to manage the identified risks, the following generic risks are assessed and annually reviewed:

- Traffic movement on campus
- Slipping, tripping and falling
- Manual handling
- Working with dangerous/hazardous chemicals (COSHH forms & asbestos manual)
- Working with machinery – grounds/maintenance/kitchen
- Posture and back problems
- Working at heights
- Noise
- Fire safety
- Burns and Scalding

This list is not exhaustive and others will be added.

There are a number of activities and risks associated with a School that require specific risk assessment:

- School trips and visits (see Educational Visits Procedure)
- Safeguarding
- Each sport and PE activity
- Science
- Art and Design Technology
- Food Technology
- Forest School
- Boarding
- IT Rooms
- Generic Classroom
- Generic Office

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- Kitchens
- Communal Space
- Library
- Swimming Pool
- Transport provided by the school
- Music (including minimising the risk of hearing loss to Staff)
- Dance, Drama and School Plays (including the theatre back stage, stage, props room and lighting)

There are a number of risk assessments which the Bursar arranges for specialists to carry out. These include:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety

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.

Our policy at the School is not to carry out any high-risk activity unless the risk can be controlled/reduced through mitigating measures such as specialist support. Activities involving Pupils are normally low risk. We undertake a few medium risk activities 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.

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) Monitoring and Evaluation of Risk

Risk assessments are held electronically on the Share Point for access by all staff. Hard copies are available in the staff resources room.

The Compliance Officer maintains a log of near miss incidents and resulting action taken including reviews of risk assessments. (NB a near miss is defined as an event not causing harm, but has the potential to cause injury or ill health)

The Health and Safety Committee and Senior Leadership Team receive termly reports on the Health & Safety Action including the schedule of risk assessments and log of near misses.

An overall review of the risk assessments held takes place once a year by the owner (or more frequently if there are key changes to the activity including, but not limited to numbers participating, location, content of activity).

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Annex 1 – Risk Assessment Guidance Note

Whenever an activity or visit is planned, it is essential that the leader gather all information relating to the potential risks involved, assess these and consider how risks can be reduced.

A risk assessment need not be complex, but should be comprehensive and cover all issues. There may be several different parts to the activity to be considered. The following checklist may be helpful in designing the parameters of the activity and/or visit and appraising the suitability of the activity or to re-site the visit.

- What is the destination for the activity or visit?
- What mode of transport will be used?
- What particular activities will be included?
- How many young people will be in the group?
- What are the ages of the young people taking part?
- Do any of the young people have disability or special educational needs?
- Will the activity or visit include overnight stays?
- What is the duration of the visit?
- During what time of year/ season will the activity or visit take place

The following five steps should be followed when conducting a risk assessment. The lists are not necessarily exhaustive.

The school identifies a five-stage process to undertaking a risk assessment:

1. Identify the hazards 2. Analyse the Risk 3. Evaluate the Risk 4. Record and Implement the Findings 5. Review

1. Identify the hazards

- **People**
Experience, qualifications and competence of staff, Ratio of staff to young people, Volunteers, Requirements of training, Age/fitness/temperament of the young people, needs of individual young people, Young person unable to continue, medical conditions, allergies, illness/injuries, loneworking
- **Equipment**
Quality of equipment, Safety factors of equipment, manual handling, personal protective equipment
- **Materials**
Chemical/hazardous products used in activity, flammable materials, exposure to gases
- **Environment**
Season, weather, time of day, Urban or rural, Inside or outside, gradient, surface hazards, slips/trips/falls, temperature exposure, security/access, parking, vehicle access, noise/vibration, fire risk, communications, location of underground services, risk of drowning, falls from height

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2. Analyse the Risk

Having defined the visit and identified the hazards, the next step is to analyse the risk. **The level of risk is severity versus likelihood.** If the likelihood of injury is remote and the severity minor, the activity will be classed as low risk. Conversely, if the likelihood of injury is at least “possible”, and that injury might be severe or fatal, the activity is classed as high.

The assessor can assign values for (a) the severity of the hazard (b) the likelihood of the hazard causing an incident, and multiply together to give an overall risk rating:

Hazard Severity	Likelihood of Occurrence
Minor (e.g. discomfort, slight bruising, small cut, sprain, basic first aid needed)	Remote (less than 10% chance of occurring)
Major (e.g. fracture. Incapacitation >3 days)	Improbable (11 to 30% chance)
Severe (e.g. hospitalisation or off school for 1 month)	Possible (31 to 60% chance)
Fatal (e.g. single or multiple)	Probable (61 to 90% chance)
	Likely (91 to 100% chance)

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3. Evaluating the Risk

Having assessed the severity and likelihood of each hazard, use the table below to estimate the level of risk for each separate element of the activity or visit, based upon your subjective considerations.

The higher the score the greater the risk which should now be reduced as far as possible.

There is a large degree of subjectivity associated with making this decision but it should be remembered that the law only requires subjective assessments to be made.

	SEVERITY OF INJURY →			
	Minor	Major	Severe (critical illness/injury)	Fatal (loss of life)
Likely ↓	MEDIUM	HIGH	HIGH	HIGH
Probable ↓	MEDIUM	HIGH	HIGH	HIGH
Possible	MEDIUM	MEDIUM	HIGH	HIGH
Improbable	LOW	MEDIUM	MEDIUM	HIGH
Remote	LOW	LOW	MEDIUM	MEDIUM

The school has identified the following treatment of risks depending on the determined risk rating:

Degree of risk	Risk treatment
Low	Risk level Acceptable. Further action not normally required
Moderate	Consideration must be given to where risks can be reduced to a level as low as reasonably practicable, and done where this is possible.
High	Action must be taken to remove the hazard or reduce the risk to a level as low as reasonably practicable. If you are not able to implement strategies to control the risk then the activity should not take place.

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Following any assessment of risk, record significant findings and bring the information to the attention of all those involved in the activity or visit. Written records should be kept for future reference. Previous records of assessment are valuable sources of information, without relying on them for future assessments.

If the risk assessment identifies hazards that the leader is concerned about and where the risk cannot be effectively managed, then the activity should not go ahead.

With regard to educational off site visits, please consult with the Educational Visits Co-ordinator for a second opinion where you are unsure or have concerns.

4. Record the Findings

The risk assessment sheet should be completed in Google Drive and shared with the Head of Department and Compliance Officer. When signed off the risk owner will be notified and the risk assessment will be moved to the K Drive where it will be available to all staff.

5. Review

Risk Assessments will be reviewed annually as a minimum, normally in the Summer period but controls should be continually reviewed with amendments shared with Heads of Department and the Compliance Officer.

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Annex 2 – Risk Assessment Sheet Template

LOCATION/ACTIVITY:

Date of Event:

Review Date

Carried out by:

Date:

Checked by:

Date:

Location, hazards identified, possible harm or accident	Persons at risk (pupils, staff, visitors)	Level of risk (high/medium/low)	Control measures in place/arranged (i.e. risk control)	Revised Level of Risk (high/medium/low)	Additional Risk Control Required/Mitigating Measures (state what)	Action/ review to be undertaken by	Date completed