



Wetherby Kensington  
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# Risk Assessment Policy

**Policy reviewed by:** Lauren Vallely and Helen Milnes

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**Reviewer's Signature:** *Lauren Vallely* *Helen Milnes*

**Head Teacher's Signature:** *Helen Milnes*

**Circulation:** This policy is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Wetherby Kensington; 'parents' refers to parents, guardians and carers.



## **Wetherby Kensington**

### **Risk Assessment Policy**

#### **Rationale**

At Wetherby Kensington we are fully committed to promoting the health and welfare of everyone in our community. Our highest priority is to ensure that all aspects of teaching and learning are delivered in a safe manner that complies fully with the law and also with best practice. Risks are inherent in everyday life and we need to adopt systems for minimising them. At Wetherby Kensington pupils need to be educated into how to manage risks.

This document works in conjunction with the Alpha Plus Risk Assessment document. This policy applies to all children in the school, including those in the EYFS.

#### **What is a risk assessment?**

A risk assessment is a tool for conducting a formal examination of the harm or hazard to pupils/staff that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm e.g. a 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

Please refer to: Alpha Plus Risk Assessment documents for the five steps to Risk Assessments.

In accordance with the Management of Health and Safety at Work Regulations 1999, Wetherby Kensington will carry out risk assessments of all activities that present a risk to pupils or employees. These risk assessments will be carried out in line with Health and Safety Executive guidance. The procedure for doing so is as follows:

1. Identify the significant hazards involved in the activity
2. Decide who might be harmed and how
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done
4. Record the significant findings of the assessment
5. Review the assessment when things change, or there is a reason to believe that it is no longer valid

Risk assessments need reviewing and updating regularly especially in the EYFS setting. At Wetherby Kensington we are very aware that all staff and pupils need to receive training which takes place as part of staff induction. A copy of all of our risk assessments can be found on the school intranet and in the Health and Safety file. The Educational Visits Co-ordinator (EVC) is responsible for ensuring all risk assessments are completed for any educational visits or journeys.

### **What areas require risk assessments?**

There are numerous activities carried out in Wetherby Kensington, each of which requires a separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips

However there are many other areas that require consideration. These include a global pandemic, terrorism and force majeure.

### **Who, What and When?**

The Headmistress in conjunction with other staff, when necessary, is responsible for completing written risks assessments. These risk assessments are reviewed annually and any necessary changes are made. All staff are informed of changes in staff meetings. New staff are inducted in managing risks. All staff training in risk assessments is completed regularly. Separate risk assessments are carried out for all off-site visits.

### **EYFS**

In the EYFS setting there are risk assessments for all areas that the pupils use. These are reviewed frequently and are saved on the staff shared area.

Certain activities and areas must be risk assessed before pupils use them. Before an area is used by pupils it is the staff member's job to ensure it is safe. Should an area or an aspect of the area be unsafe, this is reported to the health and safety committee and the premises manager is informed immediately.

### **Educational risk assessments**

- Science experiments
- Design and Technology and Art
- Each sport and PE activity
- Music
- Drama
- Outside play and learning

### **Pastoral**

The focus of our learning for life (PSHE) policy and pastoral care policy ensures that every pupil leaves as a confident, articulate young adult capable of keeping

themselves safe on the streets, in the home and in all situations. Our learning for life lessons and circle time are directed towards promoting an increasing understanding of the risks that exist in the real world and sensible precautions that should be taken. These lessons also cover health and safety during the school day.

Please refer to: Wetherby Kensington Pastoral Care Policy

### **Medical and First Aid**

At Wetherby Kensington there are procedures to follow regarding medical and first aid. The Headmistress is responsible for reporting any accident that occurs on the 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).

Please refer to: Wetherby Kensington First Aid Policy

### **Safeguarding Pupils**

At Wetherby Kensington the Safeguarding Pupils policy and training of staff in child protection are the core of our child protection risk management. Safer recruitment procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children who are not allowed to work in the UK.

Please refer to: Wetherby Kensington Safeguarding Policy

### **Catering and Cleaning**

CH & Co Catering and NuServe are responsible for all risk assessments related to any product that they use. Their staff are trained in these products and all essential training is the responsibility of CH & Co and NuServe. Wetherby staff are trained in the control of substances hazardous to health (COSHH). Any product that has been brought into school by a member of staff that could be hazardous to health needs a COSHH assessment sheet completing. The person responsible for health and safety must see the completed form before the product can be used.

### **Managing the Premises and Security**

Risk assessments are essential to minimise 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**

Only the premises manager is permitted to use tools in the school. Risk assessments and training is required for manual handling, slips and trips, working at height, lone working, control of contractors on site, electricity, gas, water and the control of substances hazardous to health (COSHH). Asbestos and electricity checks are carried out by external contractors. They are responsible for monitoring and checking the

necessary areas and equipment. Induction and refresher training cover risk assessments, safe working practices, communication and health and safety notices. A risk assessment tick list is also completed on a daily basis by the premises manager and anything that is not safe is dealt with quickly and further action is taken. The safety of the boys in the school building is paramount at all times.

### **Office Staff**

Risk assessments are required for the display screen equipment and cables by those staff who spend most of their working day in front of a screen. This will mainly be the school office staff.

Please refer to: Alpha Plus Health and Safety File: Display Screen Equipment

### **Conducting a risk assessment**

At Wetherby Kensington we do not carry out any high risk activities. Activities involving pupils are normally low risk. In Year 3 the residential trip involves activities that may be a medium risk; however these activities are run by specialist and qualified instructors. Pupils are always given a safety briefing before participating in these activities and are expected to wear essential equipment and to follow instructions.

All risk assessment pro-formas can be found on the school intranet.

### **Specialist Risk Assessments**

The following risk assessments are carried out by specialists:

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

### **The Prevent Duty**

As part of Wetherby Kensington's ongoing safeguarding and child protection duties, we are fully behind the Government's Prevent Duty.

Please refer to: Safeguarding Policy for further information.

### **Reviews**

All risk assessments are reviewed and recorded regularly. In EYFS risk assessments are reviewed at least once a year, if not more. The Health and Safety plan describes the arrangements for regular health and safety audits of the school together with its arrangements for catering, cleaning and water sampling.

## **Responsibilities**

All members of staff are given training on the school's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it. However staff are responsible for taking care of their own safety together with that of pupils and visitors. They are responsible for co-operating with the Headmistress in order to enable the school to meet its health and safety requirements. All members of staff are responsible for reporting any risks or defects to the Headmistress or the Health and Safety committee.

Please refer to: Alpha Plus Health and Safety documents on the portal

## **Wetherby Kensington Business Continuity Plan and Risk Register**

A Business Continuity Plan is produced annually by the Headmistress with Alpha Plus. There is also a risk register which is reviewed annually. These documents analyse:

- Financial procedures and controls
- Major risks to the school including: strategic risk; loss of fee income; damage to reputation; risk of a child protection issue; employment disputes; major health and safety issues; possible data loss; risk of fire, flood and land slip; terrorist threat; loss of Headmistress; major injuries on a school visit; fraud
- Measures taken to protect the school against such risks, including: safer recruitment of staff; measures to ensure the selection, training and appraisal of appropriately qualified staff and governance; strong financial controls; use of professional advice from lawyers, accountants, architects, etc as needed

Alpha Plus will approve the Business Continuity Plan and risk register annually and will endorse the insertion of a statement along the following lines in the school's annual accounts:

‘Alpha Plus have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the Company, and are satisfied that systems in place to manage our exposure to risks.’

**This policy will be reviewed annually**