



WETHERBY
PREPARATORY SCHOOL



the **Gold Standard** in education

Wetherby Preparatory School
Bryanston Square
London W1H 2EA

020 7535 3520

Risk Assessment Policy

Policy reviewed by:	Thomas Metherell
Review date:	July 2021
Submission date:	July 2021
Policy actioned from:	September 2021 – August 2022
Next review date:	June 2022
Reviewer's signature:	
Headmaster's signature:	

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

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

Contents

Statement of intent and scope	2
Relevant statutory legislation and guidance	2
Related policies	2
Definitions and terminology	3
Responsibilities for risk assessments	3
Assessment methodology and format	5
Appendix 1	6
Directory of Risk Assessments	6
Appendix 2	7
Non-exhaustive list of typical risk assessments for schools	7

Statement of intent and scope

The school will meet its duty of care to boys and staff (and others) by creating a culture of undertaking risk assessments.

This policy describes the expected practices for the assessment of all risks relating to the safety and welfare of staff, boys and others. The policy complies with the [Alpha Plus Group Risk Management Policy and Framework](#) which also covers commercial and strategic risk. All risks are captured at summary level in the school risk register.

The summary risk register, and the effective implementation of this policy, will be reviewed by the governors at least once per year.

Risk assessment relating to the COVID-19 pandemic is covered by a separate Alpha Plus Group guideline and Wetherby Preparatory School's policies and risk assessments.

Relevant statutory legislation and guidance

The Management of Health and Safety at Work Regulations 1999 dictate that the School has an absolute duty to carry out risk assessments and record significant findings in writing.

Risk assessment is not limited to Health and Safety guidance. Keeping Children Safe in Education is built on the principles of risk management. The Independent School Regulatory Requirements¹ clarify that the welfare of pupils must be safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and that appropriate action is taken to reduce risks identified.

Related policies

- [Alpha Plus Group Health and Safety Policy](#)
- [School Health and Safety Plan](#)

¹ISI Commentary on the Regulatory Requirements, September 2020, part 3 paragraph 16

- [School Child Protection and Safeguarding Policy](#)
- [Alpha Plus Group Offsite Visits and Related Activities Policy](#)
- [Alpha Plus Group Whistleblowing Policy](#)

Definitions and terminology

A **hazard** is anything that may cause harm to pupils, staff, and others to whom the school owes a duty of care, and to property or the environment.

A **risk assessment** is a tool for conducting a formal examination of the possible hazards arising from an activity or situation, and to identify action needed to reduce the risk of the hazard occurring, including mitigating any harmful impact if it does occur.

The process includes an assessment of the severity of the outcome (e.g. trauma, injury, loss of life) and an identification of what action needs to be taken to reduce the risks as low as is reasonably practicable. Typically, five questions need to be raised and addressed:

1. What could go wrong?
2. Who or what might be harmed?
3. How likely is it?
4. How serious would it be?
5. What might reasonably prevent it occurring, or reduce its impact if it did occur?

Risk control measures are the actions and procedures that are put in place in order to minimise the probability and the impact of identified risks.

Risk review measures are the procedures whereby risk assessment and control measures are shown to be effective. They include **periodic** reviews (e.g. fixed intervals), and **dynamic** reviews. Dynamic reviews are required whenever:

- there are new, or changes to, activities, circumstances or school premises
- when an accident, incident or near-miss occurs
- where staff responsibilities or procedures change
- where there is change to legislation
- there is change in the environment, e.g. severe weather, an epidemic outbreak

Responsibilities for risk assessments

It is the School's responsibility to ensure risk assessments are completed and implemented. The work involved to meet this responsibility is assigned as follows:

Table 1 – Designation of responsibilities

Person/Body	Responsibility
Governors	Annual review of the school risk register and directory of risk assessments, including a review of evidence of the implementation of this policy.

Headmaster	<p>Overall responsibility for ensuring that a culture of risk assessment exists within the school. This includes:</p> <ul style="list-style-type: none"> • clarity of delegated responsibilities for risk assessments. • appropriate resource allocation for risk assessment, including training of those with delegated authority. • effective communication to all staff of their role in the process of risk management. • effective operation of the Health & Safety Committee with regard to monitoring and review of risk assessments.
Health and Safety Committee	<ul style="list-style-type: none"> • advising the Headmaster on staff training requirements. • maintenance of a directory (see Appendices 1 and 2) of routine² risk assessments covering the standard list of H&S risks <i>and</i> all other reasonably foreseeable hazards specific to the school. • periodic review, ensuring that risk assessments are kept up-to-date and reviewed periodically. • dynamic review where there is a change e.g. in staffing, procedures, legislation, new school activities or facilities, extreme weather...etc. • Recording and reporting accidents, including those <u>reportable under RIDDOR</u>, and updating risk assessments based on any lessons learned.
Premises Manager	<ul style="list-style-type: none"> • risk assessments relating to the access security of the school premises including access by visitors. • annual Health and Safety Risk assessment of the site, including classrooms and facilities. • identification and recommendation (to the Health and Safety Committee) of any areas on the premises requiring new or updated risk assessment.
Educational Visits Coordinator (EVC)	<p>Ensuring that risk assessments are completed in accordance with the Alpha Plus Group Offsite Visits and Related Activities policy.</p>
Designated Safeguarding Lead (DSL)	<ul style="list-style-type: none"> • active participation in the Health and Safety Committee. • ensuring that the school risk directory includes appropriate³ risk assessments relating to pupil welfare, safeguarding and supervision. Examples include where there is consideration of enhanced DBS checks for volunteers, possible suspension of staff, allegations of abuse, pupil convictions or cautions, risks of being drawn into terrorism, pupils previously excluded and pupils with behavioural, social and emotional difficulties.

² In addition to in-house risk assessments, the H&S committee must ensure that professional risk assessments are conducted for asbestos, legionella, gas, electrical and fires safety, and lifts. These may be coordinated by the Alpha Plus Group estates team, but the committee should check that they are being conducted on a timely basis.

³ Risk management in this area is largely covered by having robust policies and procedures which are compliant with the extensive statutory guidance (e.g. *Keeping Children Safe in Education*), and which are effective in practice.

<p style="text-align: center;">Heads of Department (HoD)</p>	<p>Each department is responsible for assessing risks in its own areas and activities.</p> <ul style="list-style-type: none"> • Art Department risk assessment for hazardous substances and equipment. • Games Department risk assessment for regular sporting activities (lessons and fixtures). • Science Department risk assessment for the three laboratories, hazardous equipment stored in the Science Prep Room and equipment used during experiments.
<p style="text-align: center;">Individual staff members</p>	<ul style="list-style-type: none"> • taking care of their own safety, and that of the boys, visitors and other staff members. • being aware of, and cooperative with, the school's risk management measures including training and instructions. • reporting any previously unidentified risks, defects or hazards in the school's operations or environment.

Assessment methodology and format

The Group [risk assessment form](#) should be used to enable a consistent judgement of risk and easy identification of the high priority risks. Both documents are available on the Educational Policy Guidance and Templates section of the [Alpha Plus Portal](#).

Directory of Risk Assessments

Risk assessment heading	Person assessing, and position	Date last reviewed
Art and Design Risk Assessment	Ria Kirby, Head of Art and Design	September 2021
Chemical Stocklist (CLEAPSS)	Archie Tilleray, Science Technician	June 2021
COVID-19 Risk Assessment	Thomas Metherell, Assistant Head	October 2021
Friday Assembly Risk Assessment (Walking from CoA to WPS)	Thomas Metherell, Assistant Head	September 2021
Hyde Park Risk Assessment (Non-WSG Break)	Thomas Metherell, Assistant Head	September 2021
Lab Tech Activities Risk Assessment	Emily Casserly, Head of Science	September 2021
Pregnancy Risk Assessment	Thomas Metherell, Assistant Head	January 2021
Prevent Duty Risk Assessment	Stephen Blundell, Deputy Head	July 2021
Risk Assessment (Register)	Thomas Metherell, Assistant Head	July 2021
Science Health and Safety Policy	Emily Casserly, Head of Science	September 2021
Science Experiment References	Archie Tilleray, Science Technician	September 2020

Non-exhaustive list of typical risk assessments for schools

Pupils and Staff

- Pupil supervision arrangements
- Pupil risk assessments (e.g. behavioural, social, emotional difficulties; convictions and cautions, previously excluded pupils)
- PREVENT risk assessments
- Recruitment
- Use of volunteers
- Staff risk assessments (e.g. clinically vulnerable, suspension, allegations of abuse)
- Internet access risk (control measures for blocking and/or monitoring activity)
- Sports activities
- Drama and music activities (e.g. stage sets and props, damage to hearing)
- Transportation of pupils (e.g. school bus)
- Pupil access to risky areas
- First aid
- Events

Premises

- Classroom risk assessments (generic)
- Classroom risk assessments (specific)
- Working at height
- Manual handling
- Slips and trips
- Hazards from equipment/machinery used
- Lone working
- Display screen
- Substances hazardous to health (COSHH)
- Noise
- Access and egress
- Traffic onsite
- Preventing unauthorised access to high risk areas
- Fire safety
- Gas and electrical safety
- Legionella
- Asbestos
- Safe temperatures (water, heating, environment)