

Risk Assessment Policy

This policy refers to both Wellington Senior School and Wellington Prep School

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1. Policy Overview

- 1.1. Wellington School is committed to managing health and safety within the business by controlling risks in the School and its workplaces.
- 1.2. As an integral part of the Schools Health and Safety Management System, risk assessment will control the risks in the School and the workplace by considering what might cause harm to staff, pupils and others and deciding whether reasonable steps are being taken to prevent that harm.
- 1.3. Risk assessment covers areas that present significant risk and shall include, but is not limited to:
 - Premises – School and public use;
 - Plant, equipment and facilities;
 - Transport including road safety and minibuses;
 - Fire and emergency;
 - Hazardous Substances including Legionella and Asbestos;
 - Educational visits and trips
 - Events;
 - Welfare issues including safeguarding, first aid and supervision.
- 1.4. This is achieved by suitable and sufficient risk assessment that clearly identifies potential hazards and decides the controls necessary to eliminate or reduce the level of risk, in accordance with the Management of Health and Safety Regulations 1999.
- 1.5. This policy and guidance is applicable to all those with responsibility for undertaking risk assessments at Wellington School for departments, tasks, activities, trips and educational visits which are under their control and that present significant risk.
- 1.6. Instruction and training in suitable and sufficient risk assessment is provided to those with responsibility for risk assessment.
- 1.7. Risk assessments are regularly reviewed to evaluate and monitor their effectiveness.

2. Objectives

This policy & guidance has the following key objectives:

- To ensure that suitable and sufficient risk assessments are carried out for School departments, tasks, activities, trips and educational visits where there is likely to be significant risk;
- To ensure that identified control measures are implemented to control foreseeable risks so far as is reasonably practicable;
- To ensure that those affected by School activities have received suitable information and instruction on the hazards present and how to control them – what to do;
- To ensure that School risk assessments are recorded and reviewed when appropriate.

3. Definitions

For the purposes of this policy the following definitions apply:

Competent: Being able to perform a task and meet recognised good practice standards. It is based on the consistent application of supporting technical knowledge, experience and skill.

Control Measures: Physical measures and procedures put in place to eliminate or mitigate the risk to an acceptably low level.

Hazard: A hazard is anything that has the potential to cause harm.

Hazard Identification: The process of recognising that a hazard exists and defining its characteristics.

Reasonably Practicable: Balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, we do not need to take action if it would be grossly disproportionate to the level of risk.

Risk: An evaluation of the likelihood of the hazard causing harm. The level of risk depends on the likelihood or frequency of the harm occurring, the severity of the harm or injury and the number of people exposed.

Risk Assessment: A simple and careful examination of what, at work, could cause harm to people, so that we can decide whether we have taken enough precautions or should do more to prevent harm occurring.

4. Responsibilities

- 4.1. The School Director of Operations is responsible for the annual review of this policy and all members of staff are responsible for the implementation of this policy.
- 4.2. The Head Teachers and Leadership Team are responsible for the management and arrangements for the risk assessment process at the School.
- 4.3. Heads of Departments (HODs) and Line Managers carry out or arrange general risk assessments for their departments and/or areas of responsibility, with support and advice provided as necessary by the School Health & Safety Advisor (SHASA) or by other internal or external specialists as necessary.
- 4.4. HODs ensure that risk assessors carry out suitable and sufficient risk assessments by ensuring that they:
 - are competent to do so through suitable instruction and training;
 - involve other workers in the process or activity being assessed;
 - understand when specialist help and advice might be needed.
- 4.5. Risk assessors must promptly communicate to the responsible Manager situations where current control measures, procedures or work instructions are inadequate, supported by recommendations for remedial actions and improvements.
- 4.6. Responsible Managers review findings and recommendations of risk assessment and develop action plans to implement necessary controls. Required actions, responsibilities and target completion dates are recorded on the risk assessment and updated when actions are completed to clearly identify the status of actions.
- 4.7. Risk assessments must be carried out by competent and responsible management in consultation with applicable staff and the SHASA for advice and guidance.
- 4.8. To support the risk assessment process and their duty to take reasonable care of their own safety, together with that of visitors, all members of staff are responsible for reporting any hazards, risks or defects to their Line Manager as soon as they are noted.

4.9. All staff receive guidance on the risk assessment process as part of their health and safety induction, refreshed on a regular basis or as necessary. Specialist risk assessment training, instruction and advice will be given to those whose work and responsibilities requires it.

4.10. Risk assessments show that:

- a proper hazard identification check was made;
- all people who might be affected were considered;
- all significant risks were assessed;
- existing control measures were identified and their effectiveness considered;
- the identified existing and required precautions and control measures are:
 - appropriate to the level of risk;
 - reasonable and practicable;
 - considered in order of priority and consider the hierarchy of control measures.
- the remaining risk following the implementation of control measures is as low as is reasonably practicable.

5. References

- The Management of Health and Safety Regulations 1999 – Section 3
- HSE Guidance HSG65 - Managing for health and safety
- HSE Guidance INDG275 - Plan, Do, Check, Act An introduction to managing for health and safety
- HSE Guidance INDG163 - Risk assessment: A brief guide to controlling risks in the workplace
- Department for Education Guidance - Health and safety: Responsibilities and duties for schools
- Independent School Inspectorate – Commentary on the Regulatory Requirements