



# Risk Assessment Policy

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

|                     |                                      |
|---------------------|--------------------------------------|
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| Website             | Yes                                  |

## **1. Policy Overview**

At Wellington School we are committed to providing a safe environment for all members of our school community. This policy sets out the procedures the school will follow to identify and manage risks to the health and safety of staff members, pupils and visitors.

This policy and guidance is applicable to all those with responsibility for developing/implementing risk management strategy and undertaking risk assessments at Wellington School for departments, tasks, activities, trips and educational visits and trips which are under their control. This includes the requirements of the Independent Schools Standards (ISSRs) 2014, National Minimum Standards for Boarding and Early Years Foundation Stage.

Instruction and training in suitable and sufficient risk assessment is provided to those with responsibility for risk assessment.

Risk assessments are regularly reviewed to evaluate and monitor their effectiveness.

### **1.0 Legal framework**

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Education Act 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- Handbook for the Inspection of Schools – The Regulatory Requirements
- Early Years Foundation Stage: Statutory Framework
- Charities and Risk Management, The Charity Commission CC26
- Keeping Children Safe in Education
- Prevent Duty Guidance
- National Minimum Standards for Boarding Schools
- Independent Schools Standards Regulations
- DfE: The Independent School Standards, Guidance for Independent Schools

## 2.0 Definitions

For the purpose of this policy:

- **“Risk assessment”** is defined as a careful examination of what could cause harm to people so that the school including the H&S Advisor, Trip Leader and Leadership Team can determine whether the necessary precautions are in place or whether more should be done to prevent harm.
- **“Hazard”** is defined as anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer, etc.
- **“Risk”** is defined as the chance, low to high, that someone could be harmed by a hazard, together with an indication of how serious the harm could be.
- **“Dynamic risk assessment”** is defined as an assessment that takes into account unexpected or short, temporary changes that require immediate amendments to be made to control measures.
- **“Generic risk assessment”** is defined as an individual assessment covering the common, significant hazards that staff and others face on a daily basis, such as low-risk activities or repeated activities that can be documented in another way.
- **“Suitable and sufficient risk”** is defined as an assessment that is proportionate to the risk and ensures that all relevant hazards are addressed, complies with statutory requirements, ensures all groups who are affected are considered, takes account of existing control measures, and identifies further measures as necessary.

## 3.0 Role and responsibilities

The governing board is responsible for:

- Overseeing risk management at the school.
- Overseeing the management of health and safety.
- Delegating strategic decisions for operational management of risk and health and safety to the Head
- Ensuring that relevant incidents and injuries are recorded and reported in line with RIDDOR.

The Head is responsible for:

- Ensuring there is an effective approach to risk management in the school.
- Implementing frameworks for decision-making and corporate strategies which consider risk assessment principles.

The Director of Operations is responsible for:

- Appointing a competent health and safety lead to ensure the school meets its health and safety duties.
- Ensuring that any individual tasked to carry out a risk assessment is suitably trained to do so.
- Implementing appropriate mechanisms to communicate safe systems of work identified as part of the risk assessment process.
- Communicating elements of risk and health and safety management to the governing board.
- Developing a Health and Safety Policy with the Leadership Team, subject to reviews based on thorough risk assessment to reflect on and reduce occurrences of newly established risks.

The Health and Safety Advisor is responsible for:

- Developing and implementing an effective approach to risk management in the school.
- Reporting to the Head, Director of Operations and governing board, as required.
- Recording any significant findings from risk assessments.
- Reviewing and Updating Risk Assessments with the Staff
- Providing regular staff training and updating

Staff members are responsible for:

- 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.
- Taking reasonable care of their own safety, as well as that of pupils, visitors and other staff members.
- Being aware of any established risks and understanding the measures the school has put in place to manage these.
- Undertaking their work in accordance with training and instructions.
- Cooperating with the school on health and safety matters.
- Carrying out assigned risk assessments effectively, ensuring all risks are identified as well as suitable control measures.
- Reporting any risks or defects to the Health and Safety Advisor in order to create new, or update, risk assessments.

- Participating in risk management training delivered by the School.

#### **4.0 Areas of Risk**

The School has identified key areas that present risks to the school community – these include, but are not limited to, the following:

- Safeguarding
- Student welfare
- Health and safety
- Security
- Plant, equipment and facilities.
- Transport including road safety and minibuses and traffic flow and management
- Fire safety
- Critical incidents
- Educational visits and trips
- Lessons and activities
- Hazardous chemicals, flammables and radioactive materials.
- Early Years (EYFS)
- Boarding Houses
- Staff recruitment
- Events

Specific risk assessments by industry professionals with relevant professional qualifications and knowledge are also conducted under the following categories:

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

## 5.0 Risk ratings

The School adopts the following risk ratings to determine the impact and severity of different hazards:

| LIKELIHOOD OF HARM | SEVERITY OF HARM   |  |   |
|--------------------|--|--|---|
|                    | SLIGHT HARM<br><i>Cuts, abrasion, first aid treatment - superficial equipment damage</i> | MODERATE HARM<br><i>Injuries or illness requiring medical treatment &amp;/or causing short-term disability – slight equipment damage</i> | EXTREME HARM<br><i>Fatality or Major Injury causing long-term disability – major equipment damage</i> |
|                    | <b>VERY UNLIKELY</b><br><i>Remote chance of harm/exposure to hazard</i>                  | <b>VERY LOW (Trivial Risk)</b>   | <b>LOW (Tolerable Risk)</b>   |
|                    | <b>UNLIKELY</b><br><i>Possible chance of harm/exposure to hazard</i>                     | <b>LOW (Tolerable Risk)</b>  | <b>MEDIUM (Moderate Risk)</b>   |
|                    | <b>LIKELY</b><br><i>Probable chance of harm/exposure to hazard</i>                       | <b>MEDIUM (Moderate Risk)</b>  | <b>HIGH (Substantial Risk)</b>  |
|                    | <b>VERY LIKELY</b><br><i>Frequent opportunities for harm/exposure to hazard</i>          | <b>MEDIUM (Moderate Risk)</b>  | <b>VERY HIGH WITH CONTROL MEASURES IN PLACE (Intolerable Risk)</b>                                    |

This then corresponds with the following identification of risk, with the following actions and timescales abided by:

| Degree of risk  | Risk treatment  |
|-----------------|---|
| <b>Very Low</b> | <ul style="list-style-type: none"> <li>Acceptable level of risk</li> <li>Risks should be monitored and reassessed at appropriate intervals</li> <li>No further action or additional controls should be necessary</li> </ul>   |
| <b>Low</b>      | <ul style="list-style-type: none"> <li>Improvement not mandatory, but records and monitoring required to ensuring suitable and sufficient controls are maintained</li> <li>Temporary or low cost improvements where possible</li> </ul>   |
| <b>Moderate</b> | <ul style="list-style-type: none"> <li>Acceptable but further adjustments required to reduce risk</li> <li>Actions to implement additional control measures should be clearly set to an agreed timetable</li> <li>Establish more precisely the likelihood of harm as a basis for determining the need for improved control measures</li> <li>Resources may need to be allocated to reduce the risk, but costs of prevention may be limited</li> </ul> |

|                  |  |
|------------------|--|
|                  | <ul style="list-style-type: none"> <li>Where the risk involves work in progress, immediate action should be taken</li> </ul>   |
| <b>High</b>      | <ul style="list-style-type: none"> <li>Currently unacceptable level of risk</li> <li>Immediate action must be taken to manage the risk</li> <li>Control measures must be put into place must be implemented to reduce the level of risk significantly from High to Medium before proceeding with the activity/task</li> <li>A significant number of control measures are required to implement this downgrading of risk and additional resources will need to be allocated in order to achieve this</li> </ul> |
| <b>Very High</b> | <ul style="list-style-type: none"> <li>Unacceptable level of risk</li> <li>Activity/Task should not proceed until the risk level has reduced to an acceptable level.</li> <li>If it is not possible to reduce risk even with unlimited resources, a decision not to proceed with the activity/task must be made.</li> </ul>  |

When completing risk assessments, staff members, with guidance from the Health & Safety Advisor, will grade impact and likelihood using the above scale systems and respond with appropriate and proportionate control measures.

## 6.0 Principles of effective risk management and assessment

The School follows the following key principles of risk prevention:

- If possible, avoid a risk altogether
- Avoid introducing new hazards
- Evaluate unavoidable risks via a risk assessment
- Combat risks at the source
- Consult with those affected to adapt work to the requirements of the individuals
- Consult with the health and safety lead
- Take advantage of technological and technical progress where appropriate
- Implement risk prevention measures within policies
- Give priority to protection measures that safeguard the whole school
- Ensure that staff and pupils understand what they must do to minimise risk
- Develop a positive approach to health and safety within school

The School will use a five-stage process to undertake a risk assessment:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks
- Record the findings

- Review

Hazards that are already covered under other risk assessments will be ticked as 'checked' in the general risk assessment. There will then be no need to conduct a separate risk assessment unless the risk changes.

## **7.0 Hazard identification**

When identifying hazards, staff members will:

- Consider what could reasonably be expected to cause harm – this could include anything related to the school premises or the delivery of its curriculum, whether on- or off-site.
- Consider potential risks from the perspective of other staff, visitors and pupils, including consulting these groups where necessary.
- Give priority focus to significant hazards that could result in serious harm or affect several people.

To identify hazards, staff members will have regard to factors including, but not limited to, the following:

- The environment, e.g. poor lighting or low/high temperature
- Slipping and tripping hazards, e.g. poorly maintained floors or stairs
- Fire, e.g. from flammable materials
- Chemicals and how they are used, and in what quantities, e.g. cleaning chemicals
- Moving parts of machinery, e.g. within workshops
- On and off -site vehicle movements
- Asbestos on school premises
- Selection and management of contractors
- Work at height, e.g. scaffolding around buildings
- Ejection of materials, e.g. workshops and experiments
- Pressure systems, e.g. within laboratories
- Electricity, e.g. poor wiring, portable appliances, electrical experiments
- Dust, e.g. metal grinding and cement
- Fumes, e.g. welding and chemicals
- Manual handling
- Noise
- Building design and maintenance
- Biological hazards, e.g. gardening or contact with bodily fluids



- Management of work-related stress
- Behaviour management, e.g. kicking, hitting and verbal abuse

## **8.0 Individuals at risk of harm**

In addition to staff and pupils, those conducting a risk assessment will also consider individuals and groups who may not be in the workplace consistently.

Staff will have regard to the following groups of people:

- Staff members
- Operators
- Maintenance personnel
- Cleaners
- Contractors
- Parents
- Pupils
- Visitors
- Volunteers

Staff will have due regard to the following groups:

- Staff and pupils with disabilities
- Pupils with SEND
- Inexperienced staff
- Lone workers
- Pregnant workers
- Staff and pupils with mental health needs
- Pupils with safeguarding needs
- Other groups which could be particularly at risk depending on the nature of the hazard

## **9.0 Evaluating risks**

Staff will evaluate the risks arising from the hazards and decide whether existing precautions are adequate, or more should be done in line with the 'Risk rating' section of this policy.

For each significant hazard, staff will decide whether the residual risk is high, moderate or low. Staff will consider whether industry standards are in place and whether all has been done that is reasonably practicable to keep the workplace safe.

Staff will ensure that managing additional hazards does not interfere with other control measures, such as fire safety.

Staff will ensure that the following are in place:

- Adequate information, instruction or training
- Adequate systems or procedures

When implementing control measures, staff will have due regard to whether the precautions:

- Meet the standards set by a legal requirement.
- Comply with the recognised industry standard.
- Represent good practice.
- Change existing precautions in place.

To reduce risks as far as reasonably practicable, staff will aim to eradicate the hazard completely, or control the risk significantly to ensure that harm can be deemed unlikely, or the likelihood of harm occurring is sufficiently minimised.

## **10 Recording findings**

Staff will ensure that significant hazards are recorded, as well as the control measures in place to mitigate those hazards, and the expected outcomes following the implementation of the control measures.

Up-to-date copies of risk assessments will be held by the Health and Safety Advisor and on line for staff to access.

Where a risk assessment includes personal details about an individual, e.g. personal health information, the school will ensure that the risk assessment maintains that individual's confidentiality, and will therefore only share the details of the assessment where necessary.

Staff will not be required to show how the assessment was carried out, provided that:

- A proper check was made.
- The assessment details who might be affected.
- All the obvious, significant hazards are considered, taking into account the number of people who could be involved.
- The precautions are reasonable and the remaining risks are low.

All findings will be reported to the Health and Safety Advisor who will review and record. Where the impact or likelihood of major risks cannot be minimised, the Head and Leadership Team will decide whether the activity will still take place.

## **11.0 Reviewing**

Any concerns from staff regarding the control measures implemented following a risk assessment will be discussed with line managers, the Health and Safety Advisor and the Director of Operations. Further independent advice can be obtained relating to specialist areas.

Risk assessments will be reviewed in line with the school's Risk Assessment Review Tracker.

The school implements the following requirements for when risk assessments will be reviewed:

- When there are changes to an activity
- After a near-miss or accident
- When there are changes to the type of people involved in the activity
- When there are changes to personnel involved with the department or activity, especially if the authors of risk assessments need to amended
- When there are changes to good practice
- When there are changes to related legislation
- Annually, if for no other reason

Reviews of risk assessments will be dynamic, as necessary.

A new risk assessment will not be conducted unless there are significant changes relevant to the activity in question.

A review record (including dates and signatures) is provided on each individual risk assessment and logged on the Review & Update Tracker on the Risk Assessment Register. Changes will be communicated to all relevant stakeholders immediately. Hard copies are available, stored centrally in the Campus Office but also in relevant departments. Digital copies are stored on the H&S server and general standing risk assessments are also accessible via the shared drive and on Firefly, accessible to all staff.

Risk assessments will be stored for the duration of the risk assessment, plus three years.

## **12.0 Training**

All staff members will receive annual training on basic risk management procedures. Staff members with a responsibility for creating and completing risk assessments will receive in-depth training on risk management on an annual basis, in addition to the basic risk management training offered. All new staff members will receive training on risk management and will be required to familiarise themselves with this policy as part of their induction training.

Staff whose work involves a greater element of risk will have extra or specific training, including:

- Using industrial machinery.
- Managing asbestos.
- Having responsibility for the storage of, and accountability for, potentially hazardous materials in their buildings.

### **13.0 Monitoring and review**

This policy will be reviewed on an annual basis by the Director of Operations and the Health and Safety Advisor.

Any changes made to this policy will be communicated to all relevant stakeholders.