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1. POLICY STATEMENT

The Proprietors of WHIS are fully committed to promoting the safety and welfare of all in our school community so that effective education can take place. They will do everything they can to ensure that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies not just with the law but also incorporates the relevant elements of best practice. The School will regularly assess the risks to our employees, pupils, visitors and the wider community who could be affected by our activities and work to reduce these risks when identified. This policy applies to the whole school and is drawn up with regard to the following:

1. Handbook for the Inspection of Schools – The Regulatory Requirements January 2015
2. The Independent School Standards
3. Health and Safety at Work Act (1974) (and other regulations derived from this Act).

2. AIMS OF THE POLICY

The aims of this policy are to:

1. Protect both the School and individuals (including pupils, visitors and employees) from unnecessary risks by ensuring risks are properly identified and managed
2. Ensure consistency of approach and management across the wide range of activities that the School is involved in.
3. OTHER RELEVANT POLICIES. In reading this policy you should also consider and consult the following:
 1. Health and Safety Policy
 2. Educational Visits Policy
 3. First Aid Policy
 4. Risk Register
 5. For staff there is additional guidance in the Staff Handbook.

3. WHAT IS A RISK ASSESSMENT?

1. 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.
 1. A **hazard** is something with the potential to cause harm.
 2. A **risk** is an evaluation of the probability (or likelihood) of the hazard occurring.
 3. A **risk assessment** is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property) given the probability of the hazard occurring.
2. 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, preliminary visits, warning

- signs, barriers and insurance).
3. Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (child protection issues) and environmental (asbestos, legionella). Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments make good sense.
 4. Risk assessments need reviewing and updating regularly. Risk assessments are done in accordance with legal and regulatory requirements across all areas of compliance. Risk assessments for the building are maintained by the Estates Manager and an electronic copy of these are held on the Team Drive. Risk assessment templates can be found on the Team Drive.
 5. **WHY HAVE RISK ASSESSMENTS?** By focussing on prevention - as opposed to reacting when things go wrong - it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Preventative measures can often be surprisingly simple and cost-effective, such as the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers. ISI and Ofsted Inspectors (where applicable) will expect to see examples.

4. WHICH AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out at school, each of which requires its own separate risk assessment. The most important of these cover:

1. Fire safety, procedures and risk assessments
2. Educational visits and trips
3. Activities, such as science experiments, drama, sports, art activities and social events like school discos
4. However, risk assessments will also be needed for many other areas, including:
 1. Physical Education
 2. Lone Working
 3. Pregnant workers
 4. External contractors
 5. Display Screens
 6. Ladders and Heights
 7. Manual Handling
 8. PPE
 9. COSHH
5. All staff receive training in risk assessments tailored to their specific needs and areas of work.
6. **SPECIALIST RISK ASSESSMENTS** The Estates Manager arranges for specialists to carry out the following risk assessments:
 1. Fire Safety
 2. Asbestos
 3. Legionella
 4. Gas Safety
 5. Electrical Safety

5. CONDUCTING A RISK ASSESSMENT

Overall responsibility for risk management within the school is with the Proprietors. They have delegated the overseeing of risk to Cass Stephens (insurance brokers).

1. Risk assessments are practical tools designed to assist teachers and support staff who are in charge of an outing, activity or event inside or outside of the school. There are several possible techniques or models that can be used and all staff and technicians responsible for carrying out risk assessments will be trained in how to use and complete risk assessments that are used in the different areas.
2. Staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Proprietors, the Estates Manager, and the DSL to enable the school to comply with its legal health and safety responsibilities.
3. All members of staff are responsible for reporting any risks or defects to the Estates Manager or Proprietors.
4. When conducting a risk assessment in any area consideration should be given to the likelihood any hazard could potentially cause harm. This will determine whether action needs to be taken to reduce the risk. Even after all precautions have been taken some risk usually remains. A decision is then made to determine whether the remaining risk for each hazard is acceptable .. GIS will cease any activity or event where the risk is deemed to be too high.
5. In order to determine the risk status consideration has to be given to the likelihood of a situation occurring (from 1 – rare to 4 - likely) and the severity of the consequence of the situation occurring (from 1 – minor to 4 – catastrophic). The likelihood and impact scores are then calculated simply by **multiplying** the two

numbers together to determine a “risk rating” as shown in the matrix below:

Consequence	1. Minor	2. Moderate	3. Major	4. Catastrophic
Likelihood				
4. Likely	4	8	12	16
3. Possible	3	6	9	12
2. Unlikely	2	4	6	8
1. Rare	1	2	3	4

Risk Rating Actions:

Grade	Risk mitigation actions
L 1-4	LOW: These risks should be recorded, monitored and controlled by the responsible manager.
M 5-8	MEDIUM: These risks should be recorded, monitored and controlled with mitigation actions to reduce the likelihood and seriousness identified and appropriate actions to be identified and endorsed at SLT level.
H 9 and above	HIGH: This level of risk could pose a significant impact on an individual/group of individuals or overall school community. No risks assessed as “high” will be taken by the school. The Principal should be advised of identified risks which have been graded at this level.

- All means of restricting or avoiding risk should be considered to reduce risks to 4 or below unless it is a sporting activity in which case the maximum should not exceed 6.

6. REVIEW OF RISK ASSESSMENTS

- All risk assessments should be regularly reviewed.
- Risk assessments should also be reviewed (and recorded), when major structural work is planned, or in the event of an accident/incident. The School's Health and Safety policy describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for auditing the catering and cleaning functions and for water sampling.
- The Proprietors will review the H&S management system (including the strategic risk register) on an annual basis.
- ACCIDENT REPORTING** The Health and Safety Officer is responsible for reporting and recording any notifiable accident that occurs on 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). Further details are provided in the Health and Safety Policy. All notifiable accidents and near misses are reviewed by the school's Advisory Board with a view to assessing whether any measures need to be taken to prevent recurrence.

Revision Control Table	
Drawn up by	D Sturdy
Date	01/02/2019
Review schedule	Annual
Reviewed	01/02/2020 by DS; 01/2/2021 by DS and SS; 04/06/22 by DS
Next review	10/09/23