

Policy Lead: MF	Date: 05/02/19	Revision due: nov 2021
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05.02.19	CB	
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WSNL RISK ASSESSMENT POLICY

School Tier: Whole School, including EYFS

Related Policies:

POLICY AIMS

Through the operation of this policy we aim to: identify risks inherent in everyday life in order to adopt systems for minimising them. Our pupils need to be educated into how to cope safely with risk.

INTRODUCTION

The Board of Woodard Schools (Nottinghamshire) Limited (WSNL) is fully committed to promoting the safety and welfare of all in its schools, so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with the law and also where possible with best practice.

WHAT IS A RISK ASSESSMENT?

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.

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

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on

A9 - Risk Assessment

Policy Lead: MF	Date: 05/02/19	Revision due: nov 2021
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05.02.19	CB	
9/11/20	MRF	

prevention, rather than reacting when things go wrong. In many cases simple measures are very effective and not costly.

Risk assessments need reviewing and updating regularly. WSNL is very aware that all staff and pupils need to receive training. At the Woodard Schools (Nottinghamshire) Ltd site a "library" of risk assessments is maintained by the Operations Manager and head of Senior School, Head Ranby House for staff to refer to and use for themselves

Worksop College: -

T:\Health and Safety\Risk Assessment Library (not including Trips)

Ranby House.

T:\Prep Staff\RISK ASSESSMENTS

WHAT AREAS REQUIRE RISK ASSESSMENTS?

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

- Fire safety, procedures and risk assessments
- Swimming Pool
- Educational visits and trips.
- Pandemic Response

But risk assessments are also needed for many other areas, including:

Educational

- Science experiments
- Design and Technology
- Food Technology
- Each sport and PE activity
- Duke of Edinburgh award
- Art
- CCF
- Drama (including the theatre back stage, stage and lighting box)

At Woodard Schools (Nottinghamshire) Ltd we make use of model or generic risk assessments, for our educational activities and visits. We subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science and Design and Technology. All teaching staff and technicians receive regular induction and refresher training in risk assessments tailored to their specific areas.

Pastoral

The focus of our pastoral policy is to ensure that every pupil leaves as a confident, articulate young adult capable of keeping himself/herself safe on the streets, in the home and in all situations. Our PSHE programmes and Assemblies are directed towards promoting an increasing understanding as the pupil develops, of the risks

A9 - Risk Assessment

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05.02.19	CB	
9/11/20	MRF	

that exist in both the real and the electronic worlds, and on sensible precautions that should be taken. Our Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

Medical and First Aid

The Medical area has risk assessments for first aid and all other treatments and procedures.

The accident reporting books are located in

The HCC At Worksop College

The HCC At Ranby house

Completed reports are held by the the HCC At Worksop college and details of all incidents are logged on Spreadsheet and reported to the Health and Safety Committee.

The School's separate medical questionnaire policy explains the procedures that we would follow in the event of a medical emergency. The operations manager is responsible for reporting 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).

Unsupervised Access by Pupils

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas but not exclusively such as the swimming pool, the science laboratories, the design technology rooms Sports Hall, Fitness Suite CCF Any storage areas, Squash Courts Cellars and Plant rooms. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.

Child Protection

Our Child Protection policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, and/or are not allowed to work in the UK. By extending this regime to Governors, volunteers and the adult members of the households of staff who are accommodated on site, and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

Support Areas

- Catering and Cleaning: risk assessments and training is required for every item of catering and cleaning equipment, as well as for manual handling, slips and trips and

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9/11/20	MRF	

the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.

- Caretaking and Security: risk assessments cover every room, laboratory, stairs, corridor and emergency exit in the entire school, [including boarding houses]. Particular emphasis in training is given to minimising 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: risk assessments and training is required for every tool and item of equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, swimming pool maintenance and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.

- Grounds: risk assessments and training is required for every tool and piece of machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides/other chemicals, storage of flammables and COSHH. Induction and refresher training covers risk assessments, protective equipment and safety notices.

- Office staff: risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

CONDUCTING A RISK ASSESSMENT

There are several possible techniques; but at WSNL we use the model recommended by the HSE in its publication "Five Steps to Risk Assessment".

Our policy is not to carry out any high risk activity. Activities involving pupils are normally low risk. We undertake a few medium risk activities with older pupils, such as sailing and scuba diving; but only using qualified instructors. Pupils are always given a safety briefing before participating in these activities, and if required, are expected to wear protective equipment (such as mouth-guards) and to follow instructions.

We will always employ specialists to high risk tasks. Support staff may only carry out medium rated activities if they have been properly trained and work in pairs. All members of staff and pupils are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

Specialist Risk Assessments

The Operations Manager will arrange for specialists to carry out the following risk assessments:

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

A9 - Risk Assessment

Policy Lead: MF	Date: 05/02/19	Revision due: nov 2021
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Reviews

All risk assessments are reviewed (and recorded), when major structural work is planned, or in the event of an accident. The separate policy on the management of health and safety 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 catering and cleaning and for water sampling.

Responsibilities of all Staff

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety (which is recorded). Specialist training is given to those whose work requires it. However, 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 Head Master, the SLT and other managers at both sites in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the head of Ranby House, head of Senior School, Headmaster or Operations Manager.

AUDIT COMPLIANCE STATEMENTS

An annual Company compliance risk assessment is presented by the Headmaster Director of Finance and Operations Manager to the Finance and General Purposes Committee of WSNL to approve. This report analyses:

- The financial procedures and controls
- The major risks to the school, including:

Strategic risk

Loss of fee income

Damage to reputation

Failure to teach the correct syllabus

Risk of a child protection issue

Gaps in Governor skills

Conflicts of interest

Employment disputes

Major health and safety issues

Possible data loss

Risk of fire, flood and land slip

Poor cash flow management

Fraud

Loss through inappropriate investments

Areas of potential risk

- The measures taken to protect the school against such risks, including:

Safer recruitment of staff, Governors and volunteers

Measures to ensure the selection, training and appraisal of appropriately qualified staff and Governors

A9 - Risk Assessment

Policy Lead: MF	Date: 05/02/19	Revision due: nov 2021
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Insurance

Strong financial controls

Use of professional advice from lawyers, accountants, architects, etc as needed

The Board of WSNL is invited to approve the compliance risk assessment annually and to endorse the insertion of a statement along the following lines:

"The Directors 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 are in place to manage our exposure to the major risks".

A Legal Requirement, ISI, Ofsted and EYFS Standards for all Independent Schools, Boarding Schools and Early Years Providers

References:

- A. ISI "Handbook for the Inspection of Schools: The Regulatory Requirements, Part 3 (September –December 2009)" www.isi.net
- B. "Reference guide to the Key Standards in Each Type of Social Care Service inspected by Ofsted (Reference 080117)" www.ofsted.gov.uk
- C. "The Early Years Foundation Stage: Statutory Framework 2008" www.teachernet.gov.uk
- D. "Responsibility for the Management of Health and Safety in Schools" Section G of the ISBA Model Staff Handbook, by Rickerbys Solicitors LLP of March 2009, (www.rickerbys.com).
- E. "Health and Safety and Welfare at Work," Chapter N of the Bursars' Guide by Pinsent Masons LLP of 2009, (www.pinsentmasons.com).
- F. "Five Steps to Risk Assessment" and "Principles of Sensible Risk Assessment" by the HSE (www.hse.gov.uk)
- G. "Charities and Risk Management," The Charities Commission, July 2007(www.charity-commission.gov.uk)
- H. "Risk Management Framework: A Ten Point Plan" and "What is Risk Management?" by the NCVO (www.ncvo-vol.org.uk)

Legal Framework:

General Guidance:

Technological:

Boarding Schools:

Appendix: