



THE WEBBER  
INDEPENDENT SCHOOL

## **Risk Assessment Policy**



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Checked By:	H Marsden - Headmistress S Wilson – Site Manager

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*“Sensible risk management is about practical steps to managing real risks, not bureaucratic back covering. Address the real risks, not only to pupils, but also to the health and well-being of your staff. And remember, risk assessment is just good planning – keep it fit for purpose and act on it.” Sir Bill Callaghan, former Chairman, HSC*

The Webber Independent School is fully committed to promoting the safety and welfare of all in our community 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, not just with the law, but with best practice. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated into how to cope safely with risk.

### **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 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. At The Webber Independent School we are very aware that all staff and pupils need to receive training. A “library” of risk assessments is maintained by the EVA and Site Manager for staff to refer to and use for themselves.

### **What Areas Require Risk Assessments?**

There are numerous activities carried out at The Webber Independent School, each of which requires a separate risk assessment. The most important of these cover:

- Fire safety and procedures
- Educational visits and trips

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

## **Educational**

- Science
- Each sport and PE activity
- Art (including the clay and print studios)
- Music (including minimising the risk of hearing loss to staff)
- Drama
- Dance
- Staff, eg pregnancy, return under 'fit for work' limitations issued by GP

To help us carry out effective risk assessments, and assess all risks adequately, we make use of model and some generic risk assessments, for our educational activities and visits.

## **Pastoral**

The focus of our pastoral care policy is to ensure that every pupil leaves as a confident, articulate young person capable of keeping him/herself safe. Our PSHCE programme and assemblies are directed towards promoting an increasing understanding as the pupils develop, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken.

*Ongoing Pastoral Care:* Discussion of individual pupils forms a core of staff meetings; this information is minuted and shared with staff.

*Child Protection issues:* Records of concern are in place to identify children at risk beyond the environs of school.

*Anti-Bullying:* The school follows a clear Anti-bullying policy, of which all staff are made aware. The school keeps a central record of alleged bullying and actions taken.

## **Medical and First Aid**

Lead First Aider maintains risk assessments for first aid and all other treatments and procedures. Accident forms are maintained and the Lead First Aider is responsible for ensuring that accident reports are passed to the Site Manager.

The school's separate medical questionnaire policy explains the procedures that we would follow in the event of a medical emergency. The Head is responsible for ensuring the 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, notably specialist teaching areas.

All flammables are kept securely locked. Pupils do not have access to the Maintenance and Catering areas of the school.

## **Safeguarding**

Our Safeguarding 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 are not allowed to work in the UK.

## **Risky Areas**

The Webber Independent School recognizes the need to identify and assess the risk involved in 'Risky areas' which include but not exclusive to:

Physical Education

Kitchen

Vehicle Movement

Science Labs

Jungle Gym equipment

This is done in form of individual risk assessments for identified 'Risky Areas'

In addition daily visual checks are carried out on all equipment and areas which are considered to be 'Risky Areas'

## **Support Areas**

**Catering and Cleaning:** risk assessments and training are required for every item of catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.

**Site Maintenance and Security:** Risk assessments cover rooms with a greater level of hazard; risk assessments are in place for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water and the control of substances hazardous to health (COSHH). Training is given to minimise the risk of both fire and security by adhering to good practice.

## **Conducting a Risk Assessment**

Our policy at THE SCHOOL is to reduce the risk in all activities to an acceptable level. In order to assure this we ensure that

- Staff delivering the activity or instruction are appropriately trained
- Children receive instructions on safety and behaviour prior to the activity
- Children are appropriately equipped for the activity, including any necessary protective equipment for tasks identified as requiring its usage.

## **Specialist Risk Assessments**

The Site Manager arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella

- Gas safety
- Electrical safety

## **EYFS**

The school has arrangements in place to carry out a daily check of the indoor and outdoor areas used by Early Years pupils. A sample checklist is included in Appendix 1.

## **Reviews**

All risk assessments are reviewed and recorded annually or when major structural work is planned or in the event of an accident. A 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.

Prior to an off-site visit, the trip risk assessment must be evaluated and approved by the Head or a designated senior member of staff to whom the Head has delegated responsibility. Following the visit, the risk assessment must be evaluated by the trip leader with a particular focus on preparing for a future similar visit.

## **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. 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, Bursar, SLT and Education Committee responsible for the governance of the school to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Site Manager or Headmistress.

## Appendix 1 – Risk Assessment Checklist

Mon	Tue	Wed	Thu	Fri
Fire Safety check Smoke Alarm Blanket Fire guards in place Exits clear Keys stored correctly	Fire Safety check Smoke Alarm Blanket Fire guards in place Exits clear Keys stored correctly	Fire Safety check Smoke Alarm Blanket Fire guards in place Exits clear Keys stored correctly	Fire Safety check Smoke Alarm Blanket Fire guards in place Exits clear Keys stored correctly	Fire Safety check Smoke Alarm Blanket Fire guards in place Exits clear Keys stored correctly
Health and Hygiene Toilets checked Kitchen surfaces/equipment clean Toys Individual towels Liquid soap Bins First aid box and medication	Health and Hygiene Toilets checked Kitchen surfaces/equipment clean Toys Individual towels available Liquid soap Bins First aid box and medication	Health and Hygiene Toilets checked Kitchen surfaces/equipment clean Toys Individual towels available Liquid soap Bins First aid box and medication	Health and Hygiene Toilets checked Kitchen surfaces/equipment clean Toys Individual towels available Liquid soap Bins First aid box and medication	Health and Hygiene Toilets checked Kitchen surfaces/equipment clean Toys Individual towels available Liquid soap Bins First aid box and medication
Equipment checks Safety gates Plug sockets Toys Fridge temperature check	Equipment checks Safety gates Plug sockets Toys Fridge temperature check	Equipment checks Safety gates Plug sockets Toys Fridge temperature check	Equipment checks Safety gates Plug sockets Toys Fridge temperature check	Equipment checks Safety gates Plug sockets Toys Fridge temperature check
Items locked away/secured Cupboard locks Cigarettes/lighters /matches Knives Tools COSHH items	Items locked away/secured Cupboard locks Cigarettes/lighters /matches Knives Tools COSHH items	Items locked away/secured Cupboard locks Cigarettes/lighters /matches Knives Tools COSHH items	Items locked away/secured Cupboard locks Cigarettes/lighters /matches Knives Tools COSHH items	Items locked away/secured Cupboard locks Cigarettes/lighters /matches Knives Tools COSHH items

Outdoor checks completed Animal faeces Water Play equipment Outdoor equipment secured/locked away e.g. lawnmower etc Boundaries secure ie sheds, gates, fences etc Ride-on toys in good condition	Outdoor checks completed Animal faeces Water Play equipment Outdoor equipment secured/locked away e.g. lawnmower etc Boundaries secure ie sheds, gates, fences etc Ride-on toys in good condition	Outdoor checks completed Animal faeces Water Play equipment Outdoor equipment secured/locked away e.g. lawnmower etc Boundaries secure ie sheds, gates, fences etc Ride-on toys in good condition	Outdoor checks completed Animal faeces Water Play equipment Outdoor equipment secured/locked away e.g. lawnmower etc Boundaries secure ie sheds, gates, fences etc Ride-on toys in good condition	Outdoor checks completed Animal faeces Water Play equipment Outdoor equipment secured/locked away e.g. lawnmower etc Boundaries secure ie sheds, gates, fences etc Ride-on toys in good condition
Action	Action	Action	Action	Action

END



## APPENDIX 2

# GENERAL RISK ASSESSMENT

All employers must conduct a risk assessment for their areas of work and duties, identifying potential hazards to be managed and made safe.

In red below is a sample entry for a common hazard to illustrate what is expected. You may find example risk assessments a useful guide at <http://www.hse.gov.uk/risk/casestudies>.

Webber Independent School Risk Assessment

Details of task to be assessed:

Room

Name of Assessor

Date

What is the Hazard	Who might be harmed	How might they be harmed	Existing control measures	Likelihood	Consequence	Risk Score	Further Action
A HAZARD IS ANYTHING THAT HAS THE POTENTIAL TO CAUSE HARM SUCH AS TRIPS CUTS BURNS ETC	PUPILS ETC	THE RESULT OF THE HAZARD I.E BURNS, CUTS ETC	DETAIL WHAT IS IN PLACE TO PREVENT THE HAZARD CAUSING HARM SUCH AS ANNUAL PATS TESTING GOOD HOUSEKEEPING ETC	WHAT IS THE REALISTIC CHANCE THAT THE HAZARDOUS EVENT WILL HAPPEN	WHAT IS THE OUTCOME IF THE HAZARDOUS EVENT HAPPENS SUCH AS BROKEN BONES OR EVEN DEATH	RISK IS LIKELIHOOD X CONSEQUENCE	IF THE EXISTING CONTROL MEASURES MEAN HIGH RISK SCORE OVER 10 THEN FURTHER CONTROL MEASURES NEED TO BE PUT IN PLACE

## ASSESSMENT TO BE REVIEWED ANNUALLY

Signed:

### Likelihood

- 1) Very unlikely – there's a 1 in a million chance of the hazardous event happening
- 2) Unlikely – there's a 1 in a 100,000 chance of the hazardous event happening
- 3) Fairly likely – there's a 1 in 10,000 chance of the hazardous event happening
- 4) Likely – there's a 1 in 1000 chance of the hazardous event happening
- 5) Very Likely – there's a 1 in 100 chance of the hazardous event happening.

### Consequence

- 1) Insignificant – no injury
- 2) Minor – minor injuries needing first aid
- 3) Moderate – up to 3 days absence
- 4) Major – more than 7 days absence
- 5) Catastrophic – death

PART B1. HAZARD IDENTIFICATION AND CONTROL MEASURES:				
Step 1 Identify significant hazards		Step 2 Identify who might be harmed and how		Step 3 identify precautionary measures already in place
List of significant hazards (something with the potential to cause harm)	Who might Be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)	<input type="checkbox"/> OR X
Slips and trips	Staff, pupils and visitors	Anything from minor sprain to major injuries and breaks	<ul style="list-style-type: none"> <li>General housekeeping is undertaken;</li> <li>Rooms are adequately lit;</li> <li>Changes in flooring level are clearly highlighted to prevent trips;</li> <li>Trailing leads or cables are moved or protected;</li> <li>Everyone is instructed to work areas clear, e.g. no school bags left in walkways;</li> <li>Everyone is instructed to mop up or report spillages;</li> <li>Floors are maintained in good condition;</li> <li>Furniture is checked for defects weekly;</li> <li>Workplace inspections completed regularly.</li> </ul>	
Falls	Anyone in the classroom could be affected.	Minor to major injuries and breaks	<ul style="list-style-type: none"> <li>Appropriate step stool is available for use if necessary;</li> <li>Small portable stepladders or 'elephant's foot' type steps are provided;</li> <li>Ladder / stepladder checklist is completed;</li> <li>Ladders and stepladders are numbered and inspected annually;</li> <li>All windows above the ground floor are fitted with opening restrictors.</li> </ul>	
Computers and	Staff, pupils and visitors	Posture problems and pain, discomfort or	<ul style="list-style-type: none"> <li>Workstations have been assessed and necessary control measures introduced;</li> <li>Information and training are provided;</li> </ul>	

similar equipment		injuries. Headaches or sore eyes	<ul style="list-style-type: none"> <li>• Assessment is reviewed when the user or equipment changes;</li> <li>• Work is planned to include change of activity or regular breaks if necessary;</li> <li>• Eye tests are provided for teachers who are display screen equipment users,</li> <li>• Pupils are advised about good practice in their use of computers, e.g. adjusting the workstation to suit the user.</li> </ul>	
Other work Equipment	Staff or pupils and visitors.	electrical shocks or burns, entrapment	<ul style="list-style-type: none"> <li>• All new equipment is checked before first use to ensure there are no obvious accessible dangerous moving parts;</li> <li>• Equipment is sited to avoid causing additional hazards;</li> <li>• Staff are trained in use of equipment where necessary and instruct pupils who use equipment how to use it properly;</li> <li>• Staff are instructed not to attempt self repair on electrical equipment;</li> <li>• Staff are encouraged to spot and report any defective plugs, discoloured sockets or damaged cables/equipment;</li> <li>• Defective equipment is taken out of use and is promptly replaced;</li> <li>• Annual PAT Testing of electrical equipment is undertaken.</li> </ul>	
Well-being in the classroom	Employees	Relationship problems, ill health, absence from work	<ul style="list-style-type: none"> <li>• Senior colleagues talk to staff about any problems with their work and take action where needed;</li> <li>• Change is well managed and staff are consulted;</li> <li>• School can demonstrate that a clear positive behaviour policy is in place on general discipline and behaviour in the classroom;</li> <li>• Staff Team building events &amp; socials;</li> <li>• School have Stress policy in place.</li> </ul>	
Hazardous substances	Staff or pupils and visitors.	Chemical burns or poisoning	<ul style="list-style-type: none"> <li>• Clear instructions are available for each hazardous substance in use;</li> <li>• CLEAPS guidance used in school;</li> </ul>	

			<ul style="list-style-type: none"> <li>● For classrooms where hazardous materials or substances are used by pupils, e.g. in certain art lessons casting plaster, paints or glues, a risk assessment has been developed and used;</li> <li>● Full COSHH Assessments have been completed within school for any hazardous substances;</li> <li>● Alternatives products are sought which are non-hazardous.</li> </ul>	

T. If it fully applies please sign below.

I certify that the risk assessment above fully applies to the Classroom assessment in  
ROOM..... :

Name: \_\_\_\_\_

Assessor \_\_\_\_\_

Risk

PART B2. HAZARD IDENTIFICATION AND CONTROL MEASURES:			
Further significant hazards	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)

If the control measures described are not in operation and further action is required or there are further local significant hazards please record these here, transfer any actions required to the below chart and facilities help desk

PART C: ACTION PLAN Step 4 Further action / controls required						
Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed

