Risk Assessment Policy

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Reviewed By	DR
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Version	8.1

WYCHWOOD
SCHOOL • OXFORD

Introduction

The School's Directors are committed to promoting the safety and welfare of all members of the school community. Directors' priority lies in ensuring that all 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. It is recognised that risks are inherent in everyday life and that the need is to identify them and adopt systems for minimising them. It is important for our pupils to be educated to cope safely with risk.

Objectives

- To ensure that major risks are identified and managed as part of the School's overarching commitment to promoting children's and staff's welfare
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk
- That identified control measures are implemented to control risk so far as reasonably practicable.
- That those affected by school activities have received suitable information on what to do.
- That the risk management strategy and risk assessments are recorded and reviewed when appropriate.
- To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

Responsibilities

All members of staff are given an induction into the School's health and safety arrangements for risk assessments and Health and Safety. Staff are trained on completing the Risk Assessment forms in staff Induction and Inset days. Specialist training is given to those whose work requires it. Staff are, however, responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Head, the Director of Operations (DoO) and other members of the SLT in order to enable the Directors to comply with their Health and Safety duties. All members of staff are responsible for reporting any risks/defects to the DoO. Staff are required to report back to the Head and DoO on any issues (whether near-misses or actual accidents) that arose which were not covered in the RA to improve risk assessment across the school.

The Directors are responsible for carrying out regular reviews of the School's activities and the systems in use. This is for the purpose of planning for the future and assessing major risks to which the School is exposed. The Director responsible for Health and Safety is responsible for ensuring good record keeping and regular reviews of risk assessments are undertaken, deputised to the DoO.

Some specific risk assessments (such as School trips) require checking and signing off by senior staff (such as the Head or DoO), this will be detailed on the individual risk assessment form.

Accident Reporting and Record Keeping

It is the responsibility of the DoO to record and report to the HSE, in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR), any notifiable accident that occurs

on school premises involving a pupil, member of staff, parent, visitor or contractor. All notifiable accidents and near misses are reviewed by the School's Health and Safety Committee, with a view to assessing whether any measures need to be taken to prevent recurrence.

Definitions

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.
- **A risk** is an evaluation of the probability (or likelihood) of the hazard occurring.
- **A risk assessment** is the resulting assessment of the severity of the outcome (for example, loss of life, destruction of property).
- **Risk rating** is a system to calculate whether or not the identified risk poses a significant danger and outlines the need for any/further control measures to mitigate the risk.
- **Control measures** are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (for example, staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

Risk assessments can be used to identify potential hazards to people (e.g. slipping, falling) and property (e.g. fire, flooding) and strategic hazards (e.g. reputational damage, loss of pupils, impact on development), financial hazards (e.g. falling pupil rolls), compliance hazards (e.g. Child Protection or Safeguarding issues) and environmental hazards (e.g. asbestos, legionella).

It is recognised that accidents and injuries can ruin lives, damage reputations and cost money, and it is recognised that preventative measures can often be surprisingly simple and cost effective, for example, the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

Risk assessments are reviewed and updated annually by Heads of Department to include the Head of Boarding and the DoO.

Procedures

What areas require risk assessment?

There are many key areas of risk and activities carried out at the School, each of which requires risk assessment. Areas in which risk assessments are of importance at any educational setting are:
- pupil supervision (including safeguarding and welfare requirements, including pupils with identified SEND or EAL needs).
- school trips and educational visits
- management of visitors on school premises
- fire and emergencies
- traffic and pedestrian interaction on site
- management of hazardous substances
- use of hazardous equipment e.g. in DT, Art etc
- legionella
- asbestos
- the suitability of staff to undertake designated roles and checks to ensure that they are suitable including staff not employed by the school who work with pupils   on another site

Risk assessments are also needed for many other areas at Wychwood, including:

Educational

- Science
- Food Technology (currently not taught)
- Sport and PE
- Duke of Edinburgh's Award
- Art and Design
- Music (including minimising the risk of hearing loss)
- Drama (including the hall, stage, props room and lighting box)
- Dance

School Events

- House sports competitions
- Public lectures
- Concerts
- Plays
- Golden Ticket nights
- Charity events

Safeguarding

The School's *Safeguarding and Child Protection Policy, Safer Recruitment Policy* and training for all staff form the core of our child protection and Safeguarding risk management. Safe recruitment procedures ensure that the School is not exposed to the risk of employing staff who are barred from working with children, or who are not allowed to work in the UK. By extending this regime to Directors, volunteers and the adult members of the families of staff who are accommodated on site, and by ensuring that everyone in our community receives regular safeguarding training, we manage this risk to an acceptable level.

Pastoral

The focus of our pastoral care is to ensure that each pupil becomes a confident, articulate young adult capable of keeping herself safe whether at home or outside the home. Our Personal, Social, Economic and Health Education (PSHE) programmes and assemblies are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the electronic worlds, and of sensible precautions that should be taken. Our science lessons encourage pupils to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

Support Areas

1. Catering and Cleaning

Risk assessments and training cover all significant risks concerning catering and cleaning equipment, manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction training and refresher training cover risk assessments, protective equipment and safety notices.

2. Caretaking and Security

Risk assessments cover all significant risks. Particular emphasis in training is given to minimising fire risks and security risks by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction training and refresher training include training on risk assessments, protective equipment and safety notices.

3. Maintenance

Risk assessments and training cover all significant risks including 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 training and refresher training include training on risk assessments, safe working practices, communication and health and safety notices and protective equipment.

4. Grounds

Risk assessments and training cover all significant risks including manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction training and refresher training include training on risk assessments, protective equipment and safety notices.

5. Administrative 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.

Specialist Risk Assessments and High-Risk Activities

Qualified specialist firms are employed by the School to carry out high risk tasks at the School.
The Bursar arranges for specialists to carry out risk assessments concerning the following:
- Fire (annually)
- Asbestos (full survey February 2015, ahead of any works in specific areas, most recent April 2023)
- Legionella (every two years)
- Gas (servicing & testing every year)
- Electricity (Fixed wire testing every 5 years)

Non-Health and Safety Risk Assessments

The School recognises that there are key risk areas which are not directly related to health and safety, that require risk assessment, these include but are not limited to:
- financial
- recruitment procedures including governing body oversight
- reputational
- terrorism, including the prevention of fundamentalism and extremism
- pupil self-harming
- security, specifically in boarding

The School makes use of model or generic risk assessments for educational activities and visits. We subscribe to the Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) Advisory Service and to the Control of Substances Hazardous to Health (COSHH) service, and we follow their advice regarding risk assessments for all science and food technology activities.

When to risk assess

A risk assessment should be undertaken ahead of any new activity taking place, or any new equipment/facility being used. If you are unsure whether to conduct a risk assessment, speak to your department head, the DoO or the Head. Risk assessments that have a statutory review period (see *Specialist Risk Assessments and High-Risk Activities*) will be reviewed in line with the required time period. Internal, existing risk assessments will be reviewed:
- when there are changes to the activity
- after a near miss or accident

- when there are changes to the type of people involved in the activity
- when there are changes in good practice
- when there are legislative changes
- annually if for no other reason

How to we assess the hazards and risks?

The School has a variety of risk assessment templates depending on the nature of the activity/area being assessed (e.g. off-site trip, event, classroom). In order to have a universal and quantitative way of assessing and understanding risk, the School has adopted a five stage risk matrix with guidance on the quantitative severity of the types of injury/loss:

- People
- Data
- Property/Equipment
- Reputation
- Financial
- Operations

The Risk Matrix is to be used to assess the risk of the identified hazard causing injury or loss after the existing control measures are considered. Using the calculation:

Severity x Probability = Risk Rating

gives a numerical risk rating to decide whether the control measures are adequate and the activity can go ahead, or whether further control is required:

Risk Rating	Action
1 – 5	Control measures adequate - activity may go ahead
6 – 7	Explore further control measures if possible to reduce risk but activity may still go ahead
8 – 11	Further control measures or advice required before activity can go ahead
12+	Activity must not go ahead. Significant redesign of activity and new risk assessment required

Wychwood School, Oxford Risk Rating Matrix (As part of Risk Assessment Policy 8.1)

People	Minor injury, on-site first aid treatment	Injury requiring treatment by medical professional	Major injury/Hospitalisation	Major injury resulting in permanent disability	Fatality
Data	Compromise of information/data otherwise in the public domain	Minor Compromise of information/data sensitive to internal interests	Compromise of information/data sensitive to school operations	Compromise of personal data or information sensitive to school interests	Major compromise of large data/information with significant long-lasting impact
Property/ Equipment	Minor damage repaired internally	Minor damage requiring external repair or <5% of total assets	Damage or loss of <20% of total assets	Damage requiring significant and expensive repair or loss of <50% of total assets	Destruction beyond repair or complete loss of >50% of assets
Reputation	Local ad brief mention only, freedom to operate unaffected. Performance review required	Scrutiny by Director or sub-committee. Short term local media concern. Some impact ton activity	National Media concern. Scrutiny by external agency. Long term "brand impact"	Persistent/intense national media scrutiny. Long term "brand impact". Major operations restricted	National Concern, sustained adverse national media. Government inquiry. Brand significantly affects all operational ability
Financial	<1% of project/dept/ school budget lost	<5% of project/dept/ school budget lost	<10% of project/dept/ school budget lost	<30% of project/dept/ school budget lost	>30% of project/dept/ school budget lost
Operations	Minimal impact on non-core activity(s). Impact can be dealt with by routine internal process	Some impact on activity(s) causing delay/quality issue that can be dealt with internally	Impact resulting in reduced performance to core activity(s). External support required to rectify	Breakdown of core activity(s) leading to prolonged reduction in performance, financial/reputational impact	Critical failure preventing all core activities from being performed risking temporary or prolonged closure

			SEVERITY		
		1	**2**	**3**	**4**	**5**

PROBABILITY		1	2	3	4	5
Almost Certain to occur	**5**	5	10	15	20	25
Likely to occur under normal circumstances	**4**	4	8	12	16	20
Possible - could happen under normal	**3**	3	6	9	12	15
Unlikely - could occur at some point	**2**	2	4	6	8	10
Rare - May occur only in exceptional	**1**	1	2	3	4	5

ACTION

(green)	Control measures adequate - activity may go ahead
(light green)	Explore further control measures **if possible** to reduce risk
(yellow)	Further control measures or advice **required** before activity can go ahead
(red)	Activity **must** not go ahead. Significant redesign of activity and new risk assessment required

References:

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Section B Part 3 (http://www.isi.net/)
B: Health & Safety Executive, Five steps to risk assessment (http://www.hse.gov.uk//risk/fivesteps.htm)
C: Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2014), DfE website.
D: Health and Safety at Work" Section H of the ISBA Model Staff Handbook,
E: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide
F: "Insurance" Chapter K of the ISBA Bursar's Guide
G: Early Years Foundation Stage: Statutory Framework
H: Charities and Risk Management, The Charities Commission CC26 (www.charity-commission.gov.uk)
I: Helping your board to meet their responsibilities: How to Manage risk - NCVO(www.ncvo-vol.org.uk)
J: Prevent duty guidance (www.gov.uk/government/publications/prevent-duty-guidance)
K: National Minimum Standards for Boarding Schools September 2022