Westbourne
House School
CHICHESTER

RISK ASSESSMENT POLICY

This is the policy of Westbourne House School, which incorporates the Prep School, Pre-Prep, Early Years Foundation Stage as well as provision for boarding

Policy Statement
The Governors and Headmaster are committed to protecting staff, children, parents, visitors and contractors from harm by assessing the risks inherent in hazardous tasks and then initiating control measures to reduce the risk of harm to a negligible or at least acceptable level.

Aims
The School aims to manage the risk assessment process actively and ensure that assessments are kept up-to-date by those best able to assess the risks. Assessments are available to all those affected in order that they are as relevant as possible to the activity in question.

Practice and Procedure

Scope
This guidance is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control. This includes the requirements of the Department of Education: National Minimum Standards and Early Years Foundations Stage standards.

Objectives
- 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 risk assessments are recorded and reviewed when appropriate.

Guidance
The Bursar and Heads of Department will be responsible for the implementation of this policy.

This guidance is applicable to general risk assessment. Where specialist skills are required, eg asbestos, fire, water quality and hazardous substances, there is separate policy guidance in place.

Teaching area risk assessment checklists are also in place for guidance. All staff will receive guidance on risk assessment as part of their induction. This will be refreshed on an annual basis. Risk assessment training will be provided on specific areas where identified by the Bursar and Heads of Department.

A template risk assessment form is included at Appendix 1 to this guidance. The school refers to the CLEAPSS Advisory Service for assessments in Science.

Risk assessments will take into account:

- hazard - something with the potential to cause harm.
- risk - an evaluation of the likelihood of the hazard causing harm.
- control measures - physical measures and procedures put in place to mitigate the risk.
- risk rating - assessment of the severity of the outcome of an event.

The risk assessment process will consist of the following 6 steps:

- what could go wrong?
- who might be harmed?
- how likely is it to go wrong?
- how serious would it be if it did?
- what are you going to do to stop it?
- how are you going to check that your plans are working?

The Bursar will be responsible for the maintenance of risk assessment records.

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.

A list of areas and occasions (non-exhaustive) which will require risk assessment are:

- Science Laboratories
- Art, Design & Technology

- Food Technology
- Swimming Pool
- Sports Hall, Squash Courts and Dance Studio
- Millennium Hall
- Lake (including public access)
- Boundaries
- Boarding Houses
- Visitors to the School
- Pupil welfare:
    - self-medication, particular medical needs (eg: use of crutches around school)
    - eating disorders/mental health issues
    - safeguarding and supervision of pupils throughout the day/whilst on trips
- Recruitment purposes eg: when DBS is late in being seen

Teaching and Learning
Teachers need to assess the risks associated with potentially hazardous educational activities, including trips, sports and games, boarding activities, science experiments and demonstrations, art D&T lessons, cookery and activities involving changes of level, high and low temperatures, water-based activities etc.

Differentiation / Inclusion
The control measures introduced by the risk assessment process will in some cases need to be explained to children in whatever ways they as individuals can best process and understand the information and instructions to keep them safe.

Assessment and Record Keeping
Departments should maintain copies of risk assessments they generate. The Bursar will keep a record of all assessments done by or passed to him.

Staffing and Resources
The Health and Safety consultant and Bursar are available to assist in the preparation of risk assessments.

Monitoring and review
The School will review and monitor the effectiveness and compliance of this policy (and appendices – if appropriate). This policy will be kept up-to-date and amended to take account of legislative and regulatory changes.

Last Review Date	Next Review Date	Reviewer(s)
April 2021	September 2021	Bursar

Appendix 1: Risk Assessment Template (landscape or portrait)

What are the hazards?	Who might be harmed and how?	Control Measures in place to reduce the Risk	Post Event Review

Risk Assessments should be reviewed and amended accordingly if it is thought that it is no longer valid ie: following an accident in the workplace, or if there are any significant changes to the hazards in the workplace, such as new equipment or work activities.