



Risk Assessment Policy

September 2023

Next Update: September 2024

Approved by: Chair of Trustees

Principal: Neil Bain

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1. Aims

Wemms Education Centre aims to ensure that:

- All risks that may cause injury or harm to staff, students and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm.
- Risk assessments are conducted and reviewed on a regular basis.

2. Legislation and Statutory Requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

- Paragraph 16 of part 3 of [The Education \(Independent School Standards\) Regulations 2014](#) which requires proprietors to have a written risk assessment policy.
- Regulations 3 and 16 of [The Management of Health and Safety at Work Regulations 1999](#) require employers to assess risks to the health and safety of their employees, including new and expectant mothers.
- Regulation 4 of [The Control of Asbestos Regulations 2012](#) requires that employers carry out an asbestos risk assessment.
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of [The Control of Substances Hazardous to Health Regulations 2002](#).
- Under regulation 2 of [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), employers must assess the health and safety risks that display screen equipment pose to staff.
- Regulation 9 of [The Regulatory Reform \(Fire Safety\) Order 2005](#) says that fire risks must be assessed.
- Regulation 4 of [The Manual Handling Operations Regulations 1992](#) requires employers to conduct a risk assessment for manual handling operations.
- [The Work at Height Regulations 2005](#) say that employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely.
- [DfE guidance on First Aid in Schools](#) says schools must carry out a risk assessment to determine what first aid provision is needed.
- [DfE guidance on the Prevent Duty](#) states that schools are expected to assess the risk of students being drawn into terrorism.
- [The Health and Safety Executive \(HSE\)](#) say schools that manage their own pools must conduct a risk assessment.
- Current COVID-19 guidance is updated regularly in the Wemms COVID-19 policy and updates.

3. Definitions

Risk Assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm.
Hazard	Something with the potential to cause harm to people, such as chemicals or working from height.
Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be.
Control measure	Action taken to prevent people being harmed.

4. Roles and Responsibilities

4.1 The Board of Trustees

The Principal has ultimate responsibility for health and safety matters in the school, but will consult on policy with the Board of Trustees.

The Principal has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

Wemms Education Centre, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks.
- Inform employees about risks and the measures in place to manage them.

4.1 The Local Authority and Board of Trustees

Wemms Education Centre has ultimate responsibility for health and safety matters in the school, but takes advice as needed from the Board of Trustees and the Local Authority where appropriate.

4.2 The Principal

The Principal, or in the Principal's absence, the Vice Principals, are responsible for ensuring that risk assessments are completed and reviewed.

4.3 School Staff and Volunteers

School staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required.
- Familiarising themselves with risk assessments.
- Implementing control measures identified in risk assessments.
- Alerting the Principal to any risks they find which need assessing.

4.4 Students and Parents

Students and parents are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

4.5 Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

5. Risk Assessment Process

When assessing risks in the school, Wemms Education Centre will follow the process outlined below.

All staff will be involved where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

Step 1: identify hazards – we will consider activities, processes and substances within the school and establish what associated hazards could injure or harm the health of staff, students and visitors.

Step 2: decide who may be harmed and how – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance students with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

Step 4: record significant findings – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment. A risk assessment template can be found in appendix 2 of this policy.

Step 5: review the assessment and update, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or students spotted a problem?
- Have we learnt anything from accidents or near misses?

Step 6: retaining risk assessments – risk assessments are retained for the 3 years after the length of time they apply. Risk assessments are securely disposed of.

For educational trips and visits, Wemms Education Centre requires teachers to use Evolve Systems to structure, capture and report on risk assessment.

As specified in the Educational Trips policy, no trip can proceed until the Principal is satisfied that risks have been identified, mitigated and are acceptable, and explicitly gives permission to proceed.

6. Monitoring Arrangements

Risk assessments are written as needed and reviewed by the Principal.

This policy will be reviewed by the Board of Trustees every year and approved by the Principal.

Wemms Education Centre

RISK ASSESSMENT

Use this template for assessment of risks other than trips.

If planning a trip use Evolve and the template for educational trip risk assessment

Assessment by:

Date:

Date for review (if appropriate):

Examples below.

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK & LEVEL	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Is the site enclosed or is it an open environment?	Security, Loss, Separation from group, Stranger Danger	Students and staff. Medium	Briefing to trip participants (staff and students) Follow site notices & briefings Where possible provide map of site. Adequate ratio of Staff to Students pertinent to the trip type and location (1 : 3) Trip is managed and controlled by the trip leader and X other Wemms teachers		Low

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK & LEVEL	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Data protection	Loss of data, loss of anonymity	Students and staff Medium	All data to remain electronically-accessed on school system with passwords. Any data taken as printed documents (e.g. medicine logs) to have initials only to anonymise data.		Low