



**Winchester House School**  
**Risk Assessment Policy**

This policy applies to all staff of Winchester House School.

Last reviewed: 31<sup>st</sup> March 2024 KMA  
Next review date: 31<sup>st</sup> March 2025 KMA

Adopted by Governors: n/a

This policy document should be read in conjunction with the School's Health and Safety Policy as required, where Risk Assessment is outlined in the Arrangements Section of the Policy

## **1. Introduction**

Documented Risk Assessments are a requirement under the Management of Health and Safety at Work Regulations 1999. The School is required to assess the risks to the health and safety of workers and any others who may be affected by the work carried out for the purpose of identifying measures needing to be taken to comply with other legislation. Carrying out these written assessments will help to identify all the protective and preventive measures that must be taken to comply with the Regulations.

It is the responsibility of Heads of Department and Departmental Line Managers to ensure that risk assessments are in place for their areas/departments. They can complete the assessments themselves, or instruct other staff to undertake them.

The School will follow the Health and Safety Executive's 5 stage approach to Risk Assessments:

- Step 1 – Identify the hazards.
- Step 2 – Identify who might be harmed and degree of severity.
- Step 3 – Evaluate the risks and decide on precautions.
- Step 4 – Record and implement findings.
- Step 5 – Review assessment and update if necessary.

Copies of risk assessments should be in date and signed by the Assessor producing them. There should also be evidence that the responsible person undertaking the tasks has read and understood them. These should be held in the area of work, with copies stored centrally on the Staff Information share point, ensuring they are available for inspection by the Director of Operations, Group H,S&C Manager, HSE, Governing Body and the outside Inspectorates as required.

Risk assessments should be reviewed and revised:-

- Annually (or biannually if the risk is deemed to be low).
- When there is reason to suspect the assessment is no longer valid. This may become apparent through accidents and near misses, safety complaints, ill-health trends, or the employer may become aware that a relevant piece of legislation has fallen out of date.
- When there has been a significant change in the matters to which the assessment relates, such as the introduction of new work equipment, changes in management/personnel, new markets or applications for the School's products, cutbacks in training etc.

All significant findings should be recorded and brought to the attention of relevant personnel, with signatures provided as evidence that the information has been read and received by those undertaking the tasks. The School's Risk Assessment template at Appendix A gives further guidance.

Specific Risk Assessments, which the School must have in place under current regulations are:-

- Fire Risk (Individual buildings)
- Young workers employed by the School/work experience
- New and expectant mothers
- Control Of Substances Hazardous to Health (COSHH)
- Asbestos
- Working with Lead Based Products
- Lone working

- Workplace equipment (individual equipment where required for example in Design Workshops)
- Confined space

All the above have specific templates that will assist in the completion of the task; these are available from, and should be shared with, Director of Operations and the Group Health, Safety and Compliance Manager where applicable.

### **Safeguarding**

All risk assessments undertaken for School activities must include a section to cover the risk to pupils in relation to Safeguarding. The control measures must cover how the pupils are protected for that specific activity or task. The document must record control measures including staff training, DBS clearance checks, accommodation and welfare facilities (including accommodation during an off site visit), security arrangements and lone working with pupils.

## **2. Other Types of Risk Assessment**

**Generic Risk Assessments** are acceptable where activities/processes/operations are consistent across the workplace. However, these **must** be adapted, as appropriate, to consider particular individuals and specific issues relating to the environment at Stowe or the area where the activity is taking place. They should also be signed and dated to confirm that all staff have been made aware of the contents. They must be subject to regular review.

**Specific Assessments** may be produced using a generic template, but are in place for one dedicated task or event. Other assessments may be referenced in the specific assessment and will have very prescriptive controls for the individual or task, for example a one off trip, a 'return to work' assessment or functions such as a wedding, or external letting.

**Dynamic Risk Assessments** are constant, on the spot assessments of the situation/task that are not written down. These should not be relied on completely for a task/activity, as there is no written evidence of the control measures in place. Dynamic risk assessments will not be accepted by the HSE or the School's Insurance provider in any accident investigation. However they can be noted in a full Risk Assessment as an ongoing assessment of the risk.

As part of the measures for the control of contractors on site, risk assessments and, where applicable, method statements (RAMS) must be obtained and in place before the contracted task is undertaken. It is the responsibility of the Head of Department instigating and overseeing the contracted works to obtain these and share them with the Director of Operations.

External clubs and users of the School facilities will also be asked to submit their own risk assessments. It is the responsibility of Stowe Enterprises Limited or the Co-Curricular Coordinator to obtain these as part of the contract process. In turn and on request any risk assessments relating to the environment being shared by all which have been produced by the School, will be shared.

Evidence of risk assessments (hard copies or electronic) must be held by the departments for a minimum of 3 years. This will allow them to be obtained or referred to if required for insurance purposes.

## **3. Guidelines for Written Risk Assessment**

### **DEFINITIONS:**

**HAZARD** – Something with the potential to cause harm  
**RISK** – The likelihood of harm being realised and its severity

- A. Identify and record an activity, process or operation using Appendix A, where there is potential for injury or damage.
- B. Consider whether it is essential for the activity to continue, given that without the hazard there is no risk.
- C. Identify the hazards within the activity, e.g. using machinery, confined spaces, working at height, electricity, manual handling, lone working etc.
- D. Determine the risks involved and what type of incident is anticipated, e.g. contact with moving/sharp equipment, asphyxiation, falls, electrocution, back injury, violence/abuse. Consider who and how many people will be affected, e.g. employees, visitors, customers, contractors.
- E. Estimate the risk level, without the benefit of any control measures, using the matrix at Appendix B.
- F. High and medium risk levels will require control measures to reduce the risk level to as low as is reasonably practicable. This could be achieved by guarding, safety procedures/working practices, training, mechanical assistance, contracting out etc. Personal Protective Equipment (PPE) should only be considered as the last resort if alternative control measures cannot achieve a lower risk level.
- G. Reassess (quantify) the risk level with existing control measures in place to ensure that the risk is reduced – if it is not then further controls will be needed, see below.
- H. Some additional control measures may be required to reduce the risk level further.
- I. Share and discuss with all persons involved in the activity/process/operation and obtain signatures to confirm their understanding and involvement.

**The completed assessments should be signed and dated by the Assessor completing them.**



Appendix A	<b>Winchester House School Risk Assessment</b>
<p><b>RISK ASSESSMENT For:</b></p> <p><b>Date of Assessment:</b> ..... <b>Date of Review:</b> ..... <b>(Annually or sooner if risk/hazards are significantly changed)</b></p>	

Activity/ Process/ Operation	What are the Hazards to Health and Safety?	What Risks do they pose and to whom?	Risk Level H/M/L	What existing control measures are in place to reduce the risk?	Risk Level Achieved H/M/L	What further action / control measures are still required to reduce the risk	Date to complete further action:
				•		•	
				•		•	
				•		•	
				•		•	
				•		•	
				•		•	
<b><u>Names of Persons involved in the Activity/Process/Operation</u></b>					<b><u>Signature/Date</u></b>		
<b><u>Name of Assessor</u></b>					<b><u>Signature/Date</u></b>		

Circulation list:
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Related documentation:
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		LIKELIHOOD				
		1. <b>VERY UNLIKELY</b> (freak event - no known history)	2. <b>UNLIKELY</b> (unlikely sequence of events)	3. <b>LIKELY</b> (foreseeable under unusual circumstances)	4. <b>VERY LIKELY</b> (easily foreseeable - odd incident may have occurred)	5. <b>ALMOST CERTAIN</b> (common occurrence - aware of incidents)
<b>SEVERITY</b>	1. <b>NEGLIGIBLE</b> (First Aid injury/illness - no real visible injury/pain)	<b>1 LOW</b>	<b>2 LOW</b>	<b>3 LOW</b>	<b>4 LOW</b>	<b>5 LOW</b>
	2. <b>MINOR INJURY</b> (minor cuts, bruises - no long term effects)	<b>2 LOW</b>	<b>4 LOW</b>	<b>6 LOW</b>	<b>8 MEDIUM</b>	<b>10 MEDIUM</b>
	3. <b>MODERATE</b> (heavy bruising, deep flesh wound, 7 day lost time accident)	<b>3 LOW</b>	<b>6 LOW</b>	<b>9 MEDIUM</b>	<b>12 HIGH</b>	<b>15 HIGH</b>
	4. <b>SEVERE</b> (lost time accidents and major injuries)	<b>4 LOW</b>	<b>8 MEDIUM</b>	<b>12 HIGH</b>	<b>16 HIGH</b>	<b>20 HIGH</b>
	5. <b>VERY SEVERE</b> (long term disability or death)	<b>5 LOW</b>	<b>10 MEDIUM</b>	<b>15 HIGH</b>	<b>20 HIGH</b>	<b>25 HIGH</b>

Appendix B