

WOLVERHAMPTON GRAMMAR SCHOOL

RISK ASSESSMENT POLICY

The Board of Directors of Wolverhampton Grammar School recognise that under the Health & Safety at Work etc Act 1974 and with due regard to DfE guidance on Health and Safety: Advice on Legal Duties and Powers that there is a legal requirement to complete risk assessments to ensure, so far as is reasonably possible, the health, safety and welfare of all their employees and to those students and other people who use the school premises or who take part in school activities.

On a day to day basis, the responsibility for ensuring that these duties are undertaken is delegated to individuals within the School.

The Board of Directors recognises and acknowledges its responsibility to take general precautions to protect and promote the safety, so far as reasonably practicable, of its employees, students and anyone else potentially affected by its undertaking, by providing risk assessments of its activities. By focussing on prevention, as opposed to reacting when things go wrong, it is possible to prevent accidents and injuries occurring that could ruin lives, damage reputations and cost money.

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 (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, preliminary visits, warning signs, barriers and insurance)

What areas require Risk Assessments?

There are numerous activities carried out at Wolverhampton Grammar School, each of which requires its own separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips

Separate policies cover each of the above areas mentioned. However, risk assessments are also needed for many other areas including:

Educational - in particular

- Science
- Design and Technology
- Each sport and PE activity
- Art
- Drama

- Music
- Supervision
- School Trips (see EVC and Management of Offsite Visit Policy)

The School makes use of a general risk assessment template supported by individual risk assessments for areas of high risk e.g. keeping of chemicals in laboratories (supported by CLEAPSS), manual handling and lone working. Every educational department completes a risk assessment of its working area and activities on an annual basis.

Pastoral

The focus of the School's pastoral policy is to ensure that every student leaves as a confident, articulate young adult capable of keeping him/herself safe on the streets, in the home and in all situations. Our Wellbeing programmes and assemblies are directed towards promoting an increasing understanding, as the students develop, of the risks that exist in both the real and the electronic worlds and on sensible precautions that should be taken.

Medical and First Aid

Risk assessments are completed for the provision of first aid and all other treatments and procedures. The accident forms (and near miss forms) are maintained in the Estates Office and they are responsible for ensuring that forms are passed to the Head/Head of Junior School and Finance Director, as appropriate. The First Aid Policy explains the procedures that are in place in the event of a need.

Safeguarding and Anti-Radicalisation

The school's Safeguarding and Anti-Radicalisation 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. This regime is extended to Directors and volunteers who are in regular and/or overnight contact with our students.

Support Areas

- Catering and Cleaning: risk assessments and training are required for all items 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.
- Caretaking and Security: risk assessments cover every room, laboratory, stairs, corridor and emergency exit in the entire school. Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at height and asbestos (see separate policy). Induction and refresher training covers risk assessments, protective equipment and safety notices.
- Maintenance: risk assessments and training are required for all equipment as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, utilities and the control of substance hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication, safety notices and protective equipment.
- Grounds: risk assessments and training are required for all equipment and machinery as well as manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction and refresher training courses covers risk assessments, protective equipment and safety notices.

- Office Staff: risk assessments are required for display screen equipment and cables used by those staff who spend the majority of their working day in front of a screen.

Access by students

Risk assessments of all areas of the school reinforce the policy of ensuring our students do not have unsupervised access to potentially dangerous areas, the science laboratories and the design technology suite. Doors to these areas are kept locked when not in use and students are only allowed access when accompanied by a member of staff. Students do not have access to the Grounds Shed, Maintenance, Catering and Caretaking working areas of the School. In addition, the supervision risk assessment informs/reinforces the Supervision of Students duty guidance for Junior and Senior school staff.

Conducting and Review of Risk Assessments

Conducting Risk Assessments

A risk assessment is required for each department/area and for all activities. All hazards must be identified together with the controls in place designed to mitigate the risk of a hazard occurring. The risk assessment also should identify any further action needed to reduce the risk still further. Detailed procedural guidance notes on the completion of the risk assessments are available from the Finance Director.

Staff conducting risk assessments for their departmental area or activity will arrange for the briefing of members of their department and students as appropriate for the particular activity involved. From time to time the Finance Director and/or Estates Manager may arrange for a specialist to undertake a risk assessment e.g. for Legionella and Asbestos.

Review of Risk Assessments

All risk assessments are reviewed on an annual basis by the Finance Director and Estates Manager and a file maintained for reference. Action plans are drawn up of remedial work required with actions prioritised before work is carried out. Risk assessments are also recorded and reviewed when major structural work is planned or in the event of an accident.

Responsibilities of All Staff and Accident reporting

All members of staff are given a thorough induction into the School's arrangements for risk assessments and for health and safety. Specialist training is given to those whose work requires it. However, staff are responsible for taking care of their own safety, together with that of students and visitors. They are responsible for cooperating with the Head, the Finance Director and other members of SMT in order to enable the Directors to comply with their health and safety duties.

All members of staff are responsible for reporting any risks or defects to the Finance Director/Estates Manager. The Finance Director is responsible for reporting and recording any notifiable accident that occurs on school premises to a student, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). All 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.

Review by Directors

Both the Directors' Education and Finance & General Purposes Committee are responsible for reviewing the major strategic risks the school faces as advised by the regular reports of the Risk Management Group (see policy on Risk Management) and the Health and Safety Committee (see Health and Safety Policy). The main Board of Directors reviews the Safeguarding Policy on an annual

basis and receives regular reports on Safeguarding issues at each meeting. In this way the committees can report with confidence to the Board on an annual basis that the Board have assessed the major risks to which the School is exposed, in particular those related to the operations and finances of the School, and are satisfied that systems are in place to manage the School's exposure to the major risks.

Please also refer to the following policies:

Health & Safety Policy - Staff network and website	Fire Safety Policy - Staff network and website
Risk Management Policy - Staff network and website	First Aid Policy - Staff network and website
EVC and the Management of Off-Site Visits Policy - Staff network	Safeguarding Policy - Staff network and website
Behaviour Management Policy - Staff network and website	Supervision of Students - Staff network
Staff Code of Conduct - Staff network and website	

Monitoring and Evaluation of this policy

The school monitors and evaluates its Risk Assessment Policy through the following activities:

- Review of annual risk assessments by the Finance Director and Estates Manager to identify further actions to be taken to reduce risks
- Regular review and update of the Strategic Risk Register by SMT
- Review of all accident/incidents and near miss forms as a rolling termly summary by Health and Safety Committee to identify trends and take action as appropriate
- Regulatory compliance review by Estates Committee of premises legislation
- Annual review by the Education and F&GP Committees of the Strategic Risk Register
- Termly review by the Board of Directors of any Safeguarding issues
- Review of concerns and complaints registers by SMT and Board of Directors

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September 2024

Next Review:
September 2025