



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, e.g. 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 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, as well as authorising the risk assessments with the Headmaster.

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 (NB: see Appendix 2 for further details and a checklist, which must be completed for each visitor)
- 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.

### **Management Checks**

All 'area risk assessments' will be reviewed biannually as part of the School's Health & Safety Advisory Visit. All 'trip or event risk assessments' will go through the following management check:

### **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.

<b>Last Review Date</b>	<b>Next Review Date</b>	<b>Reviewer(s)</b>
October 2024	September 2025	Bursar

**Appendix 1: Risk Assessment Template (landscape or portrait)**

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

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.

## **Appendix 2: Checklist for Visiting Speakers**

Westbourne House School often invites speakers from the wider community to give talks to enrich our pupils' experience. The School recognises the enormous benefit gained by pupils from speakers from all walks of life. Both the School and pupils greatly appreciate the time and effort that visiting speakers put into their presentations.

The purpose of this Appendix is to set out the School's legal obligations when using visiting speakers and to set out the standards of behaviour expected from visiting speakers and should be read in conjunction with the school's Child Protection (Safeguarding) Policy.

### **Overview**

The Prevent statutory guidance (<https://www.gov.uk/government/publications/prevent-duty-guidance>) expects schools to have clear protocols for ensuring that any visiting speakers are appropriately supervised and suitable. This appendix was therefore drawn up having had regard to the Government's Prevent Duty guidance and the school's wider safeguarding obligations.

The School's responsibility to pupils is to ensure that they can critically assess the information that they receive as to its value to themselves, and that such information is aligned to the ethos and values of the School and British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

### **School Protocol**

All requests for outside speakers (be this from a pupil, school staff or parents) must firstly be discussed with the relevant member of the Senior Management Team.

With the aid of the checklist overleaf, the organiser must then undertake a risk assessment before agreeing to a visiting speaker attending the school. This will take into account any vetting requirements considered appropriate in the circumstances and may include a DBS check if relevant. The school may also conduct research on the visiting speaker and/or their organisation, as appropriate. The School will not use a visiting speaker where any link is found to extremism, such as extremist groups and movements.

The organiser will obtain an outline of what the speaker intends to cover in advance of the visit. In some cases, the school may also request a copy of the visiting speaker's presentation and/or footage in advance of the session to ensure it is appropriate to the age and maturity of the pupils to be in attendance and does not undermine British values or the ethos and values of the School.

A member of school staff must be present during the visit/talk, who will monitor what is being said to ensure that it aligns with the values and ethos of the School and British values. In the unlikely event that the talk/presentation does not meet this requirement, visiting speakers will be informed that school staff have the right and responsibility to interrupt and/or stop a

presentation. The member of staff will report this to the Headmaster or Bursar as soon as reasonably practicable after the talk/visit.

Visiting speakers will be supervised by a school employee whilst on school site. At no point will a visiting speaker be left unsupervised on school site whilst pupils are present.

On arrival at the School, visiting speakers will be required to show an original current identification document including a photograph such as a passport or photo card driving licence and will be asked to sign the visitors' book. The visiting speaker will be issued with a visitors' badge which they must always wear whilst on school site. Visiting speakers will also be briefed on the school's Child Protection (Safeguarding) Policy and given a copy of the school's Safeguarding Brochure.

The School will keep a formal register of visiting speakers. Any information gathered will be kept in accordance with the School's Data Protection Policy.



Westbourne  
House School  
CHICHESTER

## Checklist for Visiting Speakers

	Action	Details
	<b>Details of the arrangements</b>	
1.	Name of the staff member responsible for booking the visiting speaker.	
2.	Name of visiting speaker.	
3.	Visiting speaker contact details.	
4.	Date of presentation.	
5.	Audience details.	
6.	Confirm that: <ul style="list-style-type: none"> <li>• the Visiting Speaker Appendix has been sent to the visiting speaker.</li> <li>• the visiting speaker has been briefed on the School's Safeguarding Policy.</li> </ul>	
	<b>Checklist</b>	
7.	Visiting speaker biography, to include speaker's organisation and other affiliations.	
8.	Details of presentation to be provided.	
9.	Details of research undertaken on visiting speaker (i.e. check the internet for any recent published reports, statements or speeches made by the individual, any retractions or public apologies etc).	
10.	Are you satisfied that the content seen in response to 9 above is not in any way contrary to the School's Equality Policy, the ethos of inclusion of the School, British values or any concern in relation to the Prevent Duty?  If such concerns exist, refer the matter to the Designated Safeguarding Lead (DSL).	Yes (refer to DSL)  No

11.	Will the Visiting Speaker be left alone with pupils and undertaking a regulated activity? If yes, complete 12 below and inform the DSL.	Yes (if Yes, refer to DSL) No
12.	Enhanced DBS certificate details:	DBS number: Date of issue:
13.	Name of person responsible for supervising the visiting speaker whilst they are on site.	
14.	Confirm a Risk Assessment has been completed and a copy provided to the Bursar.	
15.	Confirm a copy of this form has been provided to HR for inclusion on the Single Central Register.	

Signed: .....

Date: .....

**Countersigned by [Bursar/Head/Senior Leader]**

Signed: .....

Date: .....