



# **RISK ASSESSMENT POLICY**

The purpose of this policy is to state how Westbourne School deals with the requirements of the law regarding risk assessments and the arrangements by which this is brought about.

## **RESPONSIBLE PERSON(S)**

**VINA KHAN (Bursar)**

**Dorrien Peters (Chair of Governors)**

**Review Date: Sep 2022**

The primary function of the above named person is to carry out General Risk Assessments as required under the current Management of Health and Safety at Work Regulations 1999 and to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported.

In addition, the above named person has a responsibility to carry out, or arrange to be carried out by a competent person or organisation, any risk assessments as identified and required by any specific sets of regulations that may apply. It will also be the responsibility of the above named person to determine the level of competency required to carry out these specific risk assessments and to ensure that the requirements of both the specifically applicable regulations and those of the Management of Health and Safety at Work Regulations 1999 are met.

## **The Policy:**

- To ensure that there is a system by which hazards that have the potential to cause harm to any individuals are identified and that appropriate controls and precautions are put into place in order to reduce the risk of harm to as low a level as reasonably practicable
- To inform all those who may be exposed to such hazards the findings of the relevant risk assessment and to clearly instruct, inform or otherwise make aware of the controls and precautions required in order to prevent harm as far as reasonably practicable
- To use only competent persons to carry out risk assessments

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- To call upon and utilise the knowledge and experience of all teaching staff and others when and where considered appropriate in assisting in identifying hazards and developing the corrective actions, controls and precautions necessary
- To promote the understanding of risk and 'risk taking' to all students and pupils under our control.

## **The Arrangements:**

The following arrangements and activities are in place in order to meet the above policy requirements:

- A risk assessment system that enables the user to apply a consistent interpretation of the level of risk applicable
- Provision of specialised equipment and materials required to enable any internally appointed assessor to carry out a risk assessment in a suitable and sufficient manner
- An appropriately located master manual(s) that contains a copy of any current and applicable risk assessments carried out on behalf of the organisation. This manual is available for any member of staff to access and consult at any time
- A system by which any identified actions and controls required to be put into place as a result of risk assessment findings are implemented in a timely manner appropriate to the level of risk identified.

## **The Responsibilities:**

All staff have the following responsibilities:

- To familiarise themselves with the contents and findings of any risk assessment that is applicable to them
- To follow the controls and precautions identified as a result of any risk assessment that is applicable to them and to ensure that those for whom they are responsible are also made aware of these controls and precautions
- To report back any changes or suggested changes deemed necessary for any risk assessment in order to update that assessment and ensure its accuracy and applicability
- To not carry out any tasks or operations that are not covered either by a generic risk assessment or a risk assessment specific to that task or operation. If in any doubt, the responsible person named at the head of this policy, or their delegated representative, should be contacted before hand.

## **Training:**

The following training will be undertaken by the organisation:

- All staff will be trained in the basics of risk assessment either through the organisation's own internal training system or by arrangement through an external competent organisation.

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## **References:**

The following internal documents and official publications should be referenced in conjunction with this policy:

- Risk assessment system and methodology documents
- Safety Summary Sheet : Staff Awareness Training Series, Risk Assessments
- Current sets of regulations:
  - Management of Health and Safety at Work Regulations 1999.
  - Health and Safety at Work Act 1975
  - Health and Safety Executive website: [www.hse.gov.uk](http://www.hse.gov.uk)
  - HSE Infoline: 0845 345 0055

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