

## Health and Safety “H&S” Code of Practice

### RISK ASSESSMENT POLICY

#### Purpose

Health and Safety is an important consideration for all within Wingate School. The School will take all reasonable steps to provide a safe and suitable environment for students, staff and visitors. The welfare of pupils at Wingate is further safeguarded and promoted by the drawing up and effective implementation of this Risk Assessment Policy, the documentation of all risks within school and for trips out of school and that appropriate action is taken to reduce risks that are identified. This Policy is also supported by all other H&S Policies and Safeguarding Policy.

#### Responsibilities:

The School will ensure:

- Suitable and sufficient risk assessments are undertaken for activities
- Identified control measures are implemented to control risk so far as reasonably practicable
- Those affected by School activities have received suitable information on what to do
- Risk assessments are recorded and reviewed when appropriate ensuring that staff responsible for assessing risk have the training to understand and record when and how a risk assessment is completed
- Risk assessments are completed for all excursions and follow-up comments made

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
- Analysis of existing control measures - physical measures and procedures, to determine if they are adequate to mitigate risk
- Details of the additional control measures needed.

The risk assessment process will consist of the following 6 steps:

- What could go wrong?
- Who might be harmed?
- Assessment of existing control measures
- Need for additional control measures
- Risk Assessment documentation (Appendix 1) are signed and dated by the individual carrying out the risk assessment
- Monitoring and review of the assessment to ensure risk is being managed effectively

Risk assessments are to be carried out by individual members of staff with specific responsibility for a particular event or activity, equipment or facility where there is potential for someone (staff, Student or visitor) to be harmed as per the following table:

AREA OF RESPONSIBILITY	PERSON RESPONSIBLE FOR COMPLETING THE RISK ASSESSMENT
Premises	Head of School & Bursar
Car Parks am & pm	Head of School & Bursar
Science Department	Head of Science
Sports Activities including Pitch Activities	Head of PE
Extra Curricular Sports Activities	Extra Curricular Coordinator

AREA OF RESPONSIBILITY	PERSON RESPONSIBLE FOR COMPLETING THE RISK ASSESSMENT
Food Preparation	Sra. N Coello
Schools Bus Service	Administration Dept
Visitors	Administration Dept
First Aid and Accident Reporting	Administration Dept
Trips & Excursions	Designated Trip Leader

**Risk Assessments for Trips, Visits or Excursions:**

All out of school activities must be Risk Assessed individually by the designated Trip Leader. Repeated trips or excursions should review the original Risk Assessment Form and make any necessary changes. **ALL** Trip Leaders must be fully aware of the contents of the H&S Trips & Excursions Policy.

Mr M Howells  
Head of Wingate School

Date of Review: August 2023