



## **Risk Assessment Policy**

### **1. Purpose**

The purpose of this Risk Assessment Policy is to establish a structured approach to identify, assess, and manage risks across all aspects of Wendover Online School's operations ('the school'). This policy aims to promote a proactive risk management culture, enhance decision-making, and safeguard the well-being of employees, contractors, stakeholders, and the organisation as a whole.

### **2. Scope**

This policy applies to all employees, contractors, and stakeholders involved in school operations. It encompasses risk assessments for all activities, processes, and projects undertaken by the organisation.

### **3. Principles**

The school adheres to the following principles in conducting risk assessments:

- **Proactive Approach:** Identifying and assessing risks proactively to prevent incidents and mitigate potential harm.
- **Inclusivity:** Involving all relevant stakeholders in the risk assessment process to gather diverse perspectives.
- **Continuous Improvement:** Regularly reviewing and updating risk assessments to reflect changes in operations, technology, and external factors.
- **Compliance:** Ensuring that risk assessments comply with relevant laws, regulations, and industry standards.
- **Transparency:** Communicating risk assessment findings and mitigation strategies to all relevant parties.

### **4. Responsibilities**

#### **Leadership and Management**

Leadership and management at Wendover are responsible for:

- Endorsing the risk assessment process and supporting its implementation.
- Allocating necessary resources for risk assessments and risk mitigation efforts.
- Promoting a culture of risk awareness and accountability.
- Coordinating and facilitating risk assessment across the organisation.

- Ensuring assessments are conducted consistently and shared.
- Documenting and maintaining records of risk assessments.

#### Employees and stakeholders

All employees, contractors, and stakeholders are responsible for:

- Participating in risk assessments and providing relevant information.
- Reporting potential risks and incidents promptly.
- Complying with risk mitigation measures identified in assessments.

### 5. Risk assessment process

The risk assessment process at Wendover includes the following steps:

- Identification: Identify potential hazards, threats, or opportunities related to the activity, process, or project.
- Assessment: Evaluate the likelihood and severity of identified risks.
- Mitigation: Develop and implement mitigation strategies to reduce or eliminate identified risks.
- Monitoring: Regularly review and update risk assessments as needed.

Risk assessments identify measures to control risks during school activities. Health and safety law requires the school to assess risks and put in place proportionate control measures. The law also requires it to record details of risk assessments, the measures taken to reduce these risks and expected outcomes. See <https://www.gov.uk/government/publications/health-and-safety-advice-for-schools/responsibilities-and-duties-for-schools#assessing-and-managing-risks>.

### 6. Documentation

All risk assessments must be documented, including:

- The identified risks and their descriptions.
- The assessment of likelihood and severity.
- Mitigation strategies and control measures.
- Responsible parties and deadlines for mitigation actions.

Please see Appendix 1 for the risk assessment template. Further guidance on how to complete risk assessments is provided by the Health and Safety Executive at <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>.

#### Policy review

This policy is designed to set good practice standards. However, the school recognises that best practice develops over time and, as such, will update it regularly in light of experience and as a result of changes in legislation or its own internal organisation and policies. As with all

Wendover policies, this policy will be reviewed according to our comprehensive policy review calendar.

Date of policy: April 2024

Date of review: April 2026

## Appendix 1: Risk assessment template

When completing this document, you should consider all the potential hazards, the level of supervision you are able to provide and how children of all ages and abilities will interact with the environment.

If any children pose a higher risk of harm due to SEND or exhibiting unique behaviours that could be unsafe, then a child-specific risk assessment could be used in addition to this document.

Further support for completing risk assessments can be found on the Health and Safety Executive website at <https://www.hse.gov.uk/simple-health-safety/risk/index.htm>.

Risk assessment templates for a range of educational visits can be downloaded from <https://thegrid.org.uk/health-and-safety-offsite-visits-premises/offsite-visits/offsite-visits-risk-assessments>.

### Wendover Online School risk assessment template:

Name of person carrying out the risk assessment:
Position:
Date of risk assessment:
Date of review:
Activity/purpose of the risk assessment:
Activity date:
Are additional risk assessments needed if any children pose a higher risk of harm due to SEND or unique behaviours?

**(NB Children's names must not be entered into any documents shared externally)**

What are the hazards?	Level of risk	Who might be harmed and how?	What are we doing to control the risks?	Who is responsible?	Action by when?	What further action can be taken to reduce the risk?	Who is responsible for carrying out the action?	Action when?	Completed? Notes/Report

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**Level of risk:**

- Low: Unlikely to happen and/or have minor or negligible consequences
- Unlikely: Possible to happen and/or have moderate consequences
- Moderate: Likely to happen and/or have serious consequences
- Likely: Almost sure to happen and/or have major consequences

**Signed off****Name:** Sarah Thomas**Position:** Principal**Date:**

### How Do I Decide the Severity and Likelihood of Each Hazard?

The keys below can be used to gauge the potential severity and likelihood of each hazard. Hazards that are graded as medium or high in both tables should be given priority when considering additional safety measures to introduce.

	Low	Medium	High
Severity of Potential Harm	Injuries are likely to be minor and most could be dealt with at home, using a first-aid kit where appropriate.	Injuries have the potential to require medical attention and/or hospital treatment but are unlikely to cause any permanent damage other than minor scarring.	Injuries have the potential to be severe and could result in permanent damage, substantial scarring and/or death.

	Low	Medium	High
Likelihood of Occurring	There is only a small chance of this occurring in the setting and it is unlikely to happen frequently.	There is a medium chance of this occurring in the setting and it could happen on a semi-regular basis.	There is a high chance of this occurring in the setting and it could happen regularly.