LORD WANDSWORTH COLLEGE

St Neot's Prep School

RISK ASSESSMENT POLICY

Staff member responsible	Revision Date	Approved By	Approval Date	Reason
COO/LP	April 2026	RSC	1 May 26	New LWCG Policy

Aim of the School:

To provide an inspiring and joyful education that will be remembered for a lifetime and which empowers our children with the confidence, knowledge, skills and character to thrive. We are shaping brighter futures for our children.

The St Neot's Way is:

- *Where we promote a true sense of community, family values, a love of the outdoors and a commitment to having fun.*
- *Where every child comes into school feeling safe, valued and with a broad smile on their face; and who returns home with uplifting stories to tell.*
- *Where a first class, personalised, rigorous academic journey is matched by an enriching, broad and challenging co-curricular programme.*
- *Where the children's character, contribution and service is as valued as their academic success.*
- *Where the children's physical wellbeing is surpassed by their mental wellbeing.*
- *Where highly skilled, passionate and dedicated teachers, working in first class facilities, are full of ambition for themselves and the children in their care.*

Our School Culture:

The culture at St Neot's is based on:
Community, Family Values, The Outdoors, Ambition, Fun

St Neot's Values

Happiness Kindness Respect Resilience Loyalty

1. Introduction and Policy Statement

Lord Wandsworth College Group (LWCG)[1] is fully committed to promoting the health, safety and welfare of all in our community so that effective education can take place. Work-related accidents, injuries and ill health can ruin lives, damage reputations, and have significant financial impact. Apart from being a legal requirement, risk assessments make good sense by focusing on prevention as an active part of the planning process.

A Risk Assessment is a careful examination of what could cause harm to people in our work and environment. It enables us to weigh up whether we have taken enough precautions or should do more to prevent harm. Risk assessments help us focus on the risks that really matter – the ones with the potential to cause real harm – and in many instances, straightforward measures can readily control these risks.

The law does not expect us to eliminate all risk, but we are required to protect people as far as reasonably practicable.

The purpose of this Policy is to outline the procedures in place to ensure that suitable and sufficient risk assessments are completed, recorded, implemented, communicated, and reviewed across all LWCG sites.

2. Scope

This policy applies to all LWCG premises, activities, offsite/educational visits, and events. It is applicable to all those with responsibility for developing/implementing risk management strategy and undertaking risk assessments for activities which are under their control.

3. Objectives

This policy aims to:

- Ensure that major risks are identified and managed with a view to safeguarding and promoting the welfare of pupils
- Meet the ISSR requirement for a written risk assessment policy to be in place
- Ensure the requirements of Health and Safety at Work legislation are met
- Ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk
- Ensure that identified control measures are implemented to control risk so far as reasonably practicable
- Ensure that those affected by school activities receive suitable information on what to do
- Ensure that the risk management strategy and risk assessments are recorded and reviewed when appropriate
- Identify those responsible for conducting risk assessment and monitoring its implementation

4. Commitments

To ensure that all activities are undertaken safely in accordance with the Risk Assessment process, LWCG will:

- Ensure that suitable and sufficient Risk Assessments are carried out on all risks to the health and safety of pupils, employees and others who may be affected
- Ensure that Risk Assessments promote pupil and staff welfare
- Provide information, instruction, training and supervision to ensure all staff undertaking Risk Assessments understand the process

[1] In this document 'LWCG' refers to Lord Wandsworth College and St Neot's School.

- Ensure that adequate resources are made available to fulfil the requirements of this policy
- Review this policy at least annually or more frequently if significant changes occur

5. Legal Obligations

LWCG recognises its duties under:

Health and Safety at Work etc. Act 1974 - to ensure, so far as is reasonably practicable, the health, safety and welfare at work of its employees and others who may be affected (e.g., pupils, visitors, members of the public, and contractors).

Management of Health and Safety at Work Regulations 1999 - to make a suitable and sufficient assessment of the risks to employees and non-employees arising out of its activities. Special consideration must be given to new and young employees, new and expectant mothers, and people with disabilities.

Education (Independent School Standards) Regulations 2014, Part 3, Standard 16 - requires that: (1) the welfare of pupils is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and (2) appropriate action is taken to reduce risks that are identified.

The policy must be in place to control major risks and identify sufficiently detailed procedures for risk assessment including:

- when to complete risk assessments
- who is responsible for drafting and checking
- records to be kept
- training requirements for staff

National Minimum Standards for Boarding Schools:

- 9.3 - The welfare of boarders is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy and appropriate action is taken to reduce risks that are identified.
- 18.2 - All boarders are able to access a good range and choice of activities outside teaching time. Suitable risk assessments are in place and followed for any activities which may put boarders at risk of harm. These should not prevent children having experiences that provide challenge and adventure.

Early Years Foundation Stage - where applicable, EYFS statutory framework requirements apply.

The primary regulator for health and safety is the Health and Safety Executive (HSE) and due regard is given to HSE current advice and guidance.

6. Definitions

Risk Assessment – A careful and systematic examination of what, in your work, could cause injury or harm to people, to weigh up the current precautions and decide if you could do more to prevent harm.

Hazard – Anything with the potential to cause harm (i.e., personal injury, ill health, damage to plant/equipment/property/environment etc.). Hazards can include objects, substances, living organisms, plant/machinery, methods of working (such as work at height, lone/remote working etc.), the working environment, and other aspects of work organisation.

Hazardous Event – Where someone, or something, interacts with the hazard and harm results (e.g. a person tripping on a trailing power cable).

Risk – The chance or likelihood of the hazardous event occurring, together with an indication of how serious the harm could be (e.g., High, Medium, or Low).

Significant Risk – Those that are not trivial in nature and are capable of creating a real risk to H&S which any reasonable person would appreciate and would take steps to guard against.

So Far as is Reasonably Practicable – The degree of risk must be balanced against the time, trouble and cost involved in taking measures necessary to eliminate or reduce risk.

Suitable and Sufficient – Risk assessments must be suitable and sufficient, i.e., they must demonstrate that:

- A proper check was made.
- You asked who might be affected.
- You dealt with all the obvious significant risks, taking into account the number of people who could be involved.
- The precautions are reasonable, and the remaining risk is low; and
- You involved your workers or their representatives in the process.

The level of detail in a risk assessment should be proportionate to the risk and appropriate to the nature of the work.

Your risk assessment should only include what you could reasonably be expected to know - you are not expected to anticipate unforeseeable risks.

Risk Assessor – A competent person with appropriate training, knowledge, and experience It should be noted that in order to be deemed as competent, Risk Assessors should have vocational knowledge/experience of the areas/activities that they will be expected to risk assess and must have completed risk assessment training (refer to section 11 of this Policy).

Risk Control Measures – The measures and procedures that are put into place to minimise the consequences of unfettered risk.

7. Responsibilities

The Senior Leadership Team (SLT) at each site is responsible for:

- Disseminating this Policy within their area of responsibility and ensuring its effective implementation by providing support and advice to their managers and staff
- Ensuring that adequate resources are available to ensure the effective implementation of this Policy
- Ensuring that staff are provided with suitable training as outlined in section 11 of this Policy

The Director of Estates is responsible for:

- The overall implementation, monitoring and revision of this Policy
- Accountability for Health and Safety across LWCG
- Providing specialist advice
- Liaising with Pearson Webb (LWCG's health and safety consultants) and other external consultants as required
- Supporting Heads of Department and Line Managers with completion of risk assessments
- Reviewing complex or high-risk assessments submitted by Risk Assessors in collaboration with Pearson Webb

- Undertaking audits, monitoring and spot checks of risk assessments to ensure that this Policy is being implemented

The Operations Manager at each site is responsible for:

- Drawing up and maintaining a risk assessment register to assist with management oversight
- Administering the risk assessment register and ensuring records are kept up to date
- Supporting the Director of Estates in delivering this policy.

Heads of Department (both Academic and Business) and those staff with Line Management responsibility are responsible for:

- Disseminating this Policy within their area of responsibility and ensuring its effective implementation by providing support and advice to their staff
- Liaising with their department staff to ensure that suitable and sufficient risk assessments are undertaken and recorded for their areas of responsibility
- Ensuring that the findings of the risk assessments are fully implemented, and that any further risk control measures identified as being required (i.e., as specified on the Action Plan) are actioned within a reasonable timeframe
- Escalating any actions that cannot be resolved at department level to the Operations Managers and/or Director of Estates immediately
- Ensuring that all risk assessments within their area of responsibility are reviewed in line with this policy
- Ensuring that the key findings of the risk assessments are communicated to relevant staff, and that such communication is recorded for audit and compliance purposes
- Ensuring that the key findings of the risk assessments are communicated to others where relevant, such as contractors and pupils
- Ensuring that all new employees are made aware of the key findings of area/activity risk assessments which are relevant to their role as part of the induction process
- Ensuring that their staff are adhering to the recommendations and risk control measures specified in the risk assessments on a day-to-day basis, and for applying the Disciplinary Procedure where necessary

Risk Assessors are responsible for:

- Maintaining competence to complete risk assessments including annual training
- Completing and recording area, activity, educational/offsite visit and/or event risk assessments in line with this Policy
- Ensuring that all risk assessments are saved in the department folder in the designated Risk Assessments location on the School Shared Drive.

Employees are responsible for:

- Engaging with Risk Assessors and their departments to inform and update Risk Assessors.
- Notifying their Head of Department/Line Manager of any shortcomings that they identify in the risk assessments
- Adhering to the recommendations and risk control measures specified in the risk assessments on a day-to-day basis

8. Conducting a Risk Assessment

Risk assessments should be carried out by the Risk Assessor(s) in the area of interest (by inspecting the area/observing the activities – not sat at a desk) and should involve other relevant staff and, where relevant, H&S contractors.

Risk assessments will take into account:

a. hazard - something with the potential to cause harm

b. risk - an evaluation of the likelihood of the hazard causing harm

c. risk rating - assessment of the severity of the outcome of an event

d. control measures - physical measures and procedures put in place to mitigate the risk

To carry out the risk assessment, Risk Assessors should follow the five-step process outlined in **Appendix 1 – Guide to Completing a Risk Assessment**.

Use of Model or Generic Risk Assessments

LWCG Staff are encouraged to use the LWCG Risk Assessment Template (found on each School's Shared Drives). The HSE and professional organisations such as CLEAPSS provide generic assessments that can serve as a useful base.

LWCG adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology. Risk Assessors must follow the instructions on customisation provided by CLEAPSS, specifically CLEAPSS L196 for Science and CLEAPSS G235 for Design Technology.

Important: When model or generic risk assessments are used, Risk Assessors must review the content and ensure it is fully customised to consider the hazards and control measures specific to the area/activity/educational visit/event/department concerned. It is not acceptable to simply copy an example – this would not satisfy the law and would not protect people.

Further tailored templates are available from the ISBA for risk assessments relating to recruitment when DBS certificates are not yet available, recruitment of staff with blemished DBS checks, and recruitment of volunteers.

9. Review of Risk Assessments

Heads of Department and Line Managers must ensure that all area and activity risk assessments within their area of responsibility are reviewed annually as a minimum (N.B. educational/offsite visit and event risk assessments should be reviewed prior to each new educational/offsite visit/event).

In addition to this requirement, risk assessments must be reviewed if:

- An accident, incident, near miss or case of occupational disease has occurred.
- There have been any significant changes which may impact the validity of the risk assessment (e.g., new legislation, new machinery/equipment, changes to the environment, or changes to the way work is carried out); and/or
- There is any other reason to suspect that the risk assessment is no longer valid.

10. Dissemination of Risk Assessments and Feedback/Communication

Heads of Department and Line Managers are responsible for ensuring that the key findings of risk assessments are communicated to relevant staff, and that such communication is recorded for audit and compliance purposes.

This can be achieved through:

- Staff reading and signing/date risk assessments at induction and following reviews
- Short toolbox talks for individual staff members and/or groups of staff
- Team/department meetings

Any toolbox talks or meetings used to brief staff on risk assessments must be recorded as evidence of training.

It is the responsibility of Heads of Department and Line Managers to ensure that all new employees are made aware of the key findings of area/activity risk assessments which are relevant to their role as part of the induction process.

Staff should be actively involved in the risk assessment process wherever possible and be encouraged to provide feedback on completed risk assessments. This is an important step in the process as it encourages ownership and ensures a collaborative approach whereby staff can provide feedback on the hazards identified and any further risk control measures required.

Where appropriate, the key findings of risk assessments should be shared with contractors, pupils and/or their parents/carers/guardians. For example:

- Teaching staff should brief pupils on key hazards and control measures prior to practical activities
- For educational visits, particularly UK residential and overseas visits, it may be necessary to share copies of risk assessments with parents/carers/guardians

11. Training

All staff will receive guidance on risk assessment as part of their induction, with annual refresher training. Risk assessment training will be provided on specific areas where identified by the HoD or SLT.

All Risk Assessors must complete formal Risk Assessment training upon becoming a designated Risk Assessor, with refresher training provided periodically.

12. Staff Compliance

It is the responsibility of Heads of Department and Line Managers to ensure that their staff are adhering to the recommendations and risk control measures specified in the risk assessments on a day-to-day basis. Staff may be subject to disciplinary action for contravening the content of risk assessments.

13. Storage of Risk Assessments

Risk Assessors must ensure that all risk assessments are saved in the department folder in the designated Risk Assessments location on The School's Shared Drive.

Upon review, previous versions of risk assessments should be saved and archived for a minimum of 5 years for audit and compliance purposes.

The Operations Manager is responsible for maintaining a risk assessment register to assist with management oversight.

14. Other Risk Assessments

In addition to general risk assessments to cover areas, activities, educational/offsite visits and events; there are a number of other specialist risk assessments required.

This guidance is applicable to general risk assessment. Where specialist skills are required (e.g., safeguarding, pupil-to-pupil abuse, asbestos, fire, water quality, radon gas and hazardous substances), there is separate policy guidance in place.

Details of who holds responsibility for arranging and/or completing specific types of risk assessments is provided in **Appendix 3**.

LWCG recognises the importance of safeguarding-specific risk assessments as referenced in Keeping Children Safe in Education (KCSIE) and the Independent School Standards, including but not limited to:

- Child-on-child abuse (including peer-on-peer abuse)
- Risks to pupils with disabilities, mental health issues or medical conditions
- Site security and public access
- Safeguarding risks on educational visits
- The Prevent Duty
- Online safety (annual review)
- Recruitment issues
- Use of reasonable force
- Sexual violence and sexual harassment between pupils

A comprehensive list is provided in Appendix 2 and Appendix 3.

15. Monitoring

This Policy will be monitored by the Health & Safety Committee using indicators including but not limited to: accident, incident and near miss data; RIDDOR incidents reported to the HSE; legal action and claims data; occupational health data; and internal/external inspection and audit.

APPENDIX 1: GUIDE TO COMPLETING A RISK ASSESSMENT

Risk assessments should be carried out by the Risk Assessor(s) in the area of interest (by inspecting the area/observing the activities – not sat at a desk) and should involve other relevant staff and, where relevant, H&S contractors.

To complete the risk assessment, Risk Assessors should follow the five steps outlined below:

Step 1 – Identify the Hazards

Identify the hazards associated with the area, activity, educational/offsite visit, or event being assessed, and record them in the 'Hazard' column on the Risk Assessment form (available on SharePoint).

A hazard can include: objects, substances, living organisms (e.g., people, animals), plant/machinery/equipment/tools, methods of working (such as work at height, manual handling, lone working), the environment (e.g. lighting, temperature, weather), and other aspects of work organisation.

Children and Young Persons: Where activities involve pupils who are children (under 16) and/or young persons (aged 16-17), identify this as a specific hazard due to their lack of knowledge, experience, maturity and risk perception. They may also engage in horseplay and may not follow instructions.

Record existing control measures such as: area-specific H&S induction, staff supervision, 1:1 supervision for certain tasks, ongoing training and instruction, code of conduct/H&S rules, and clear communication of prohibitions.

Step 2 – Decide Who Might be Harmed and How

For each hazard, identify who could be harmed and how, and record this in the 'Potential Risk / Harm' column. Consider: staff, pupils, parents/carers/guardians, visitors/members of the public, contractors, new or inexperienced staff, young persons, children, disabled persons, new and expectant mothers.

Step 3 – Evaluate the Risk

Record existing control measures in the 'Existing Control Measures' column.

Assess the risk rating using the severity x likelihood calculation and record this in the 'Risk Rating' column.

Identify further controls needed to reduce the risk so far as is reasonably practicable. Consider:

- Can you eliminate the hazard altogether?
- If not, how can you control the risks so that harm is unlikely?
- Redesigning the area/activity
- Replacing materials, machinery or process
- Organising work to reduce exposure
- Implementing practical measures needed to work/learn safely
- Providing personal protective equipment (PPE)

Record further controls in the 'Control Measures Required' column with full details on the Action Plan.

Step 4 – Record the Significant Findings

Record the significant findings on the Risk Assessment form.

PPE Requirements: Where PPE is identified as a control measure, clearly state exactly what items and type are required. For example:

- Not sufficient: "suitable PPE to be worn" or "eye protection required"
- Required: "safety glasses to EN166 1.F must be worn"

This is particularly important for respiratory protective equipment (RPE) as there are many different types available. Note: nuisance dust masks should NEVER be used as RPE. Seek advice from your Department's PPE suppliers.

Heads of Department and Line Managers must ensure that the findings are fully implemented, and that any further risk control measures (as specified on the Action Plan) are actioned within a reasonable timeframe. Escalate any actions that cannot be resolved at department level to the Operations Manager and/or Director of Estates immediately.

Step 5 – Review

Review all area and activity risk assessments annually as a minimum. Educational/offsite visit and event risk assessments should be reviewed prior to each new visit/event.

Also review if:

- An accident, incident, near miss or case of occupational disease has occurred
- There have been significant changes (e.g., new legislation, new equipment, changes to environment or work methods)
- There is any other reason to suspect the risk assessment is no longer valid

APPENDIX 2: AREAS REQUIRING RISK ASSESSMENT (NON-EXHAUSTIVE)

Educational – Heads of Department

- Science and Design & technology
- Sport and PE
- Outdoor education/ Duke of Edinburgh award/ CCF
- Special Educational Needs
- Art, Music, Drama & dance
- General classroom
- School trips, educational and Residential visits (UK and overseas)

Business – Heads of Department

- Catering and cleaning
- Caretaking and security
- Legionella, Asbestos, Radon gas and high-risk areas
- Maintenance & Grounds
- Traffic management
- Site Security and Site visitors
- Fire & emergencies
- Risks arising from communicable diseases

Pupil Safeguarding and Welfare – Designated Safeguarding Lead

General Safeguarding:

- Dangers posed by pupils to themselves and each other (including child-on-child abuse and peer-on-peer abuse)
- Risks to pupils with disabilities, mental health issues or medical conditions
- Safeguarding risks on educational visits (from staff or members of the public)
- Sexual violence and sexual harassment between pupils

Specific Risk Assessments:

- The Prevent Duty risk assessment
- Online safety - annual review and risk assessment
- Recruitment issues (vetting of individuals who have lived/worked overseas, vetting of volunteers, recruitment of offenders, staff starting before DBS available)
- Allegations against staff – decisions about suspension
- Use of reasonable force

Early Years Foundation Stage (EYFS) – where applicable

- Safeguarding and welfare requirements
- Suitable people
- Staff qualifications, training, support and skills
- Key person and staff: child ratios
- Health (including managing medicines, food and drink)
- Managing behaviour
- Special educational needs
- Information and records
- Outings

APPENDIX 3: RESPONSIBILITIES FOR COMPLETING RISK ASSESSMENTS

Type of Risk Assessment	Completed/Arranged by
Areas of the premises (including grounds)	Heads of Department/Line Managers
Activities	Activity Leaders
Allergy management - individual	Health Centre and Catering Managers
Asbestos	Director of Estates
Boarding houses, activities and visits	Head of Boarding/ Houseparents
Catering (including allergens)	Catering Manager (LWC) Catering Contractors (Thomas Franks) (STN)
Clubs and co-curricular	Deputy Head Co-curricular/ Activity Lead
Control of Substances Hazardous to Health (COSHH)	Heads of Department
Data management	Director of IT
Display Screen Equipment (DSE)	Director of People
Educational visits	Visit Leaders
E-safety/internet access	Director of IT
Events	Activity Leaders
Fire Risk Assessment for premises	Director of Estates
First aid and medical provision (including storage and administration of medication)	Health Centre Manager
Individual risk assessments for staff (e.g., in relation to disabilities, medical conditions etc.)	People Team/Line Managers
Individual risk assessments for pupils (e.g., in relation to disabilities, medical conditions etc.)	Senior Deputy Head
Legionella	Director of Estates
New and expectant mothers	Director of People
Noise	Heads of Department
Pupil access to risky areas	Director of Estates

Type of Risk Assessment	Completed/Arranged by
Pupil wellbeing	Head of Pastoral LWC/ Deputy Head STN
The 'Prevent' Duty	Head of Pastoral/ Deputy Head STN
Radon	Director of Estates
Radioactive sources	Radiation Protection Supervisor – Head of Science LWC Only
Security (including public access)	Operations Managers
Safeguarding pupils	Designated Safeguarding Lead (DSL)
On-site vehicle movement	Operations Managers
Stress	Director of People
Transport	Operations Managers
Vibration	Heads of Department
Visitors	Visit sponsor/lead/host
Visiting speakers	Visit sponsor/lead/host
Young persons (for employment of young persons, including provision of incoming work experience placements)	People Team/Line Managers