

### Risk Hazard Assessment Policy

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|----------------------------|-------------------------------------------------|
| <b>ISI Regulation</b>      | 3: Welfare, Health and Safety of pupils         |
| <b>Reviewed by</b>         | Kathryn Jones, Director of Finance & Operations |
| <b>Date</b>                | September 2026                                  |
| <b>Date of Next Review</b> | September 2027                                  |

**This policy applies to Junior School, Senior School, and EYFS**

#### Statement

This policy reflects Wimbledon High School's commitment to Health and Safety. The School will take all reasonably practicable steps to safeguard the health, safety and welfare of pupils, staff, visitors, contractors and others lawfully on school premises or taking part in school activities. The Head and Senior Leadership Team will ensure that appropriate action is taken to reduce risks identified through assessment.

This policy should be read alongside the [GDST Health and Safety Policy](#), relevant safeguarding and educational visits procedures, and applicable statutory guidance relating to pupil welfare, health and safety, premises, recruitment and supervision.

Systematic risk assessment is completed for areas including health and safety, premises and equipment, building integrity, security, pupil welfare, medical needs, supervision, educational visits, recruitment, safeguarding-related matters, lessons, activities, sport and any other activity, environment or situation where a significant risk may arise.

#### Who should complete the Risk Assessment and When

The Head has overall responsibility for ensuring that effective arrangements are in place for risk assessment and risk management across the school. The Senior Leadership Team and School Management Team are responsible for ensuring that risk assessments are completed, reviewed, approved and implemented within their areas of responsibility.

Heads of Department, trip leaders, activity leads and line managers are responsible for preparing or overseeing risk assessments for activities, areas and processes under their control. All staff are responsible for following agreed control measures, reporting hazards, and escalating concerns where risks are not adequately controlled.

Risk assessments are completed using the agreed standard template before the relevant activity, process or situation begins, and by the person responsible for the activity or area. Existing risk assessments must be reviewed before repeat activities where circumstances, participants, venues, staffing, equipment or levels of risk have changed.

Risk assessments must be completed for off-site activities, educational visits, fixtures, residential trips and any activity taking place away from the school site. These assessments should take account of travel, supervision, medical needs, safeguarding considerations, venue-specific risks, emergency arrangements and any additional controls required for pupils with individual needs.

### Approval/Authorisation/Implementation

Completed risk assessments are authorised by the relevant line manager, Educational Visits Coordinator (EVC) or member of the School Management Team. Approval includes checking that identified hazards, control measures and required actions are appropriate, confirming that amendments are made before approval where necessary, and ensuring that agreed controls are communicated and implemented before the activity or process begins.

Risk assessments should take account of individual needs where relevant, including medical conditions, disabilities, access requirements, pregnancy, temporary injuries, behavioural risks, allergies, safeguarding needs and any reasonable adjustments required to ensure safe participation.

Completed risk assessments must be recorded using the agreed school template and retained in accordance with school and GDST record keeping requirements. Approved assessments should be accessible to relevant staff before the activity or process begins, and updated versions should clearly supersede earlier versions.

### Training

Staff receive risk assessment training during induction and through annual refresher training. Key staff receive additional training where their role requires specialist knowledge, for example in educational visits, premises, health and safety, safeguarding, medical and first aid, science, sport or other higher-risk activities.

### Monitoring and Evaluating Effectiveness

The School Management Team monitors the effectiveness of risk assessments through:

- Annual review, or earlier where the risk changes or the activity is altered.
- Review following accidents, incidents, near misses, safeguarding concerns, significant changes to the activity or environment, changes in staffing or pupil needs, or where monitoring indicates that existing controls may no longer be effective.
- Revising individual risk assessments or the overall process in light of any issues identified.
- Approving risk assessments, or delegating approval to an appropriate Head of Department or responsible manager where suitable.
- Reviewing selected risk assessments with the GDST Health and Safety Adviser.
- Checking that actions from risk assessments have been implemented during site walks, observations, audits and other monitoring activity.

Relevant staff, pupils and other affected parties should be informed of the control measures that apply to them, in a manner appropriate to their role, age and level of understanding. Where necessary, this may include briefings, written instructions, signage, supervision plans or specific individual arrangements.



Wimbledon High School adheres to the **GDST Risk Assessment Policy Statement** and uses this school-level policy to set out local arrangements for completing, approving, implementing, monitoring and reviewing risk assessments.

### **Risk Assessment Policy Statement**

The GDST recognises that Risk Assessment is one of the keystones of good health and safety management; it can make a significant contribution to promoting welfare and reducing health and safety risks to employees, pupils, visitors and others who may be affected by the way in which the school operates

All GDST schools, academies and Trust Office must complete comprehensive risk assessments for all potentially hazardous activities, environments and situations, using the 'five steps to risk assessment' approach, regularly review them, and implement the controls necessary to reduce the risks to an acceptable level following the principles of prevention:

- Eliminate the hazard at source
- Reduce the hazard
- Prevent contact with the hazard
- Implement safe systems of work,
- Employ personal protective equipment (PPE).

All GDST schools, academies and Trust Office will provide training and comprehensive guidance to employees on how to complete risk assessments. It is important that staff know how to identify risks and the importance of implementing reasonably practicable controls, so that risks are managed at an acceptable level.