WHITE HOUSE SCHOOL

Risk Assessment Policy

Prepared by: The Central Team

Date: July 2026

Version: V1.1

CONTENTS

Introduction
Aims
Legislation and statutory requirements
Definitions
Roles and responsibilities
Risk assessment process
Monitoring arrangements
Links with other policies
Appendix 1: Statutory Risk Assessments Checklist
Appendix 2: Risk Assessments Template
00. Contact Information
00. Approval & Policy Review
00. Revision History

1. Introduction

The White House School is owned and operated by Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular, it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values. Everything we do is underpinned by our core values:

- **Ambition** – developing curiosity, courage and aspiration.
- **Resilience** – developing confidence, character and perseverance.
- **Community** – demonstrating kindness, integrity and respect.

While this current policy document may be referred to elsewhere in The White House School documentation, including particulars of employment, it is non-contractual.

In the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the Education Act 1996, which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance Understanding and dealing with issues relating to parental responsibility updated August 2023, considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part-time, and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school contracts the services of third-party organisations to ensure regulatory compliance and implement best practices for:

- HR and Employment Law
- Health & Safety Guidance
- DBS Check processing
- Mandatory Safeguarding, Health & Safety, and other relevant training
- Data protection and GDPR guidance
- Specialist insurance cover

Where this policy refers to 'employees', the term refers to any individual who is classified as an employee or a worker, working with and on behalf of the school (including volunteers and contractors).

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at The White House School.

The policy documents of The White House School are revised and published periodically in good faith. They are inevitably subject to revision. On occasion, a significant revision, although promulgated in school separately, may have to take effect between the republication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

2. Aims

The school aims to ensure that:

- All risks that may cause injury or harm to staff, pupils and visitors are identified, and all reasonably practicable control measures are in place to avoid injury or harm
- Risk assessments are conducted and reviewed regularly

3. Legislation and statutory requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

- Paragraph 16 of part 3 of The Education (Independent School Standards) Regulations 2014, requires proprietors to have a written risk assessment policy
- Regulations 3 and 16 of The Management of Health and Safety at Work Regulations 1999 require employers to assess risks to the health and safety of their employees, including new and expectant mothers
- Regulation 4 of The Control of Asbestos Regulations 2012 requires that employers carry out an asbestos risk assessment
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of The Control of Substances Hazardous to Health Regulations 2002
- Under regulation 2 of The Health and Safety (Display Screen Equipment) Regulations 1992, employers must assess the health and safety risks that display screen equipment poses to staff
- Regulation 9 of The Regulatory Reform (Fire Safety) Order 2005 says that fire risks must be assessed
- Regulation 4 of The Manual Handling Operations Regulations 1992 requires employers to conduct a risk assessment for manual handling operations
- The Work at Height Regulations 2005 say employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely
- DfE guidance on first aid in schools says schools must carry out a risk assessment to determine what first aid provision is needed
- DfE guidance on the Prevent duty states that schools are expected to assess the risk of pupils being drawn into terrorism
- The Health and Safety Executive (HSE) say schools that manage their pools must conduct a risk assessment

A table of all the risk assessments schools are required to have in place can be found in Appendix 1 of this policy.

4. Definitions

Risk assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken to prevent harm from them based on their likelihood and their potential to cause harm

Hazard	Something with the potential to cause harm to people, such as chemicals or working at height
Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
Control measure	Action taken to prevent people from being harmed
Dynamic risk assessment	Defined as an assessment that takes into account unexpected or short-term changes that require immediate amendments to be made to control measures
Generic risk assessment	Defined as an individual assessment covering the common, significant hazards that staff and others face on a daily basis, such as low-risk activities or repeated activities that can be documented in another way.
Suitable and sufficient risk	Defined as an assessment that is proportionate to the risk and ensures that all relevant hazards are addressed, complies with statutory requirements, ensures all groups who are affected are considered, takes account of existing control measures, and identifies further measures as necessary.

5. Roles and responsibilities

5.1 The Board of Directors, referred to as 'The Board'
The Board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the headteacher.

The Board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Board, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them

5.2 The headteacher
The headteacher, or in the headteacher's absence, the deputy headteacher, is responsible for ensuring that all risk assessments are completed and reviewed.

5.3 School staff and volunteers
School staff are responsible for:

- Assisting with and participating in risk assessment processes, as required
- Familiarising themselves with risk assessments
- Implementing control measures identified in risk assessments
- Alerting the headteacher to any risks they find that need assessing

5.4 Pupils and parents/carers
Pupils and parents/carers are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

5.5 Contractors
Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

6. Risk assessment process

When assessing risks in the school, we will follow the process outlined below.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

Step 1: Identify hazards – we will consider activities, processes and substances within the school and establish what associated hazards could injure or harm the health of staff, pupils and visitors.

Step 2: decide who may be harmed and how – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance, pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control the risks and do everything reasonably practicable to protect people from harm.

Step 4: Record significant findings – the findings from steps 1 to 3 will be written up and recorded in order to produce the risk assessment. A risk assessment template (from SchoolPro Safety) can be found in Appendix 2 of this policy.

Step 5: Review the assessment and update, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

Step 6: retaining risk assessments – risk assessments are retained for 3 years after the length of time they apply. Risk assessments are securely disposed of.

7. Monitoring arrangements

Risk assessments are written as needed and reviewed by the Assistant Headteacher for Standards and Audits.

8. Links with other policies

This risk assessment policy links to the following policies:

- Health and safety
- First aid
- Supporting pupils with medical conditions

Appendix 1: Statutory Risk Assessments Checklist

The following table lists the risk assessments that schools are required to have in place.
Please add your risk assessments to this list to use it for record and review purposes.

List of Risk assessments required (not an exhaustive list)	✓	Completed by	Date of review
Whole Site Risk Assessment			
Asbestos			
Children being drawn into terrorism (Prevent Duty)			
Display screen equipment			
Fire: via Osborn Associates			
Lone working			
Manual handling			
Stress			
Swimming pools			
Working at height			
COSHH Don't forget your Inventory Table			
Educational Visits			
Classrooms including specialist teaching spaces See the HSE Health and safety checklist for classrooms			
Transporting pupils in private vehicles: Staff Risk Assessment			
Cavendish Requirement risk assessments	✓	Completed by	Date of review
Individual pupils, where appropriate			
Individual staff, where required for medical conditions, injuries, pregnancy, etc.			

Appendix 2: Risk Assessments Template

WHITE HOUSE SCHOOL

..... Risk Assessment

Name of person completing the risk assessment						Date	
What is the risk?	**Severity of the risk?** Low Medium High Including risk rating 1-5	**Who is at risk?**	**What control measures are already in place? Are they sufficient?**	**What additional control measures are needed?**	**Action by whom and by when?**	**Final risk measure** Low Medium High Including risk rating 1-5	**Completed?**

The White House School
Risk Assessment

Classification of Risk – Risk Analysis / Priority of Action Matrix

Severity	Likelihood				
	1 - Very Unlikely (Freak event – no known history)	2 - Unlikely (infrequent occurrence)	3 - Possible (Foreseeable under unusual circumstances)	4 - Likely (Easily could happen/ foreseeable- odd incident may have occurred)	5 -Very Likely (Common occurrence)
1 - Negligible (No visible injury – no First Aid required)	Low	Low	Low	Low	Medium
2 - Slight (Minor cuts, bruises – no long-term effects)	Low	Low	Low	Medium	Medium
3 - Moderate (Heavy bruising, deep flesh wound. Lost time accident)	Low	Low	Medium	Medium	High
4 - Severe (Lost time accidents and major injuries)	Medium	Medium	Medium	High	High
5 - Very Severe (Long term disability or death)	Medium	Medium	High	High	High

Healthy Minds, Happy Hearts

Risk Assessment Policy

00. Contact Information

For any questions or concerns regarding this policy, please contact the School Administration Team at reception@thewhitehouseschool.org

00. Approval & Policy Review

This Policy has been reviewed and approved by:

Policy Approver(s)	Cavendish Education Board of Directors/Senior Leadership Team of the school
Storage Location	Online, hard copy in the school office
Effective Date	July 2025
Next Review Date	July 2026

00. Revision History

Version	Change	Author	Date of Change
1	First published	Cavendish Central Team	July 2025
1.1	Updated definitions	Cavendish Central Team	July 2026