



THE
**WHITE
HOUSE**
PREPARATORY SCHOOL

The White House Preparatory School

and

Woodentops Day Nursery

RISK ASSESSMENT POLICY

1. Policy Statement and Statutory Framework

The White House Preparatory School and Woodentops Day Nursery prioritize the health, safety, and welfare of pupils, staff, parents, and visitors. This policy complies with Paragraph 16 of the Independent School Standards Regulations (ISSRs), the Statutory Framework for the Early Years Foundation Stage (EYFS), the Management of Health and Safety at Work Regulations 1999, and relevant Department for Education (DfE) guidance. Risk assessment is an ongoing, proactive process embedded in daily practice to manage potential hazards without limiting beneficial learning experiences.

2. Five-Step Risk Assessment Methodology

All formal risk assessments follow the HSE 5-step framework:

- **Step 1: Identify Hazards** — Spot physical, environmental, or activity-based hazards across premises and off-site venues.
- **Step 2: Determine Who Might Be Harmed** — Identify affected groups, including pupils, staff, contractors, visitors, and vulnerable individuals (e.g., children with SEND or severe allergies).
- **Step 3: Evaluate Risk Level** — Rate potential risk (High, Medium, Low) based on the likelihood of occurrence and potential severity of impact, reviewing existing controls.
- **Step 4: Implement Control Measures** — Apply reasonable control measures to reduce or eliminate risks using the standard hierarchy of controls.



Principal Mrs M. McCahery Cert Ed **Headmaster** Joe Knight BA Hons, PCGE, NPQH

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- **Step 5: Record, Monitor, and Review** — Document control plans, assign clear staff responsibilities, and review assessments annually or after any significant incident.

3. Operational Procedures & Key Areas

- **Premises & Environmental Safety:** Daily, weekly, and termly safety checks cover all indoor and outdoor areas.
- **EYFS Requirements:** Specific risk management is maintained for garden spaces, water play safety, allergen/food management (in compliance with Natasha's Law), and statutory supervision ratios.
- **Outings and Educational Visits:** Written risk assessments are mandatory for all off-site visits. Teachers must conduct a site pre-visit for new venues and obtain approval from the Educational Visits Coordinator (EVC) or Senior Leadership Team (SLT) prior to departure. Missing child procedures on outings are covered under the school's Missing Child Policy.
- **Specialist Area Assessments:** Dedicated assessments are maintained for Fire Safety, First Aid provision, Science/Art/PE activities, Lone Working, and the Prevent duty.
- **Dynamic Risk Assessment:** Staff continuously monitor and adjust to real-time changes in weather, environment, or staffing levels.

4. Roles and Responsibilities

- **Proprietor / Governing Body:** Maintains ultimate legal duty for safeguarding, pupil welfare, and health and safety compliance.
- **Headteacher & SLT:** Oversee daily policy implementation, review risk documentation, and ensure adequate staff training.
- **Educational Visits Coordinator (EVC):** Reviews and approves all off-site visit documentation.



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- **All Staff:** Responsible for completing daily visual checks, executing agreed control measures, and reporting new hazards immediately.

Policy will be reviewed annually			
Policy reviewed:	Sept 26	By:	Headteacher
To be reviewed:	Sept 27	By:	Headteacher

