



St Mary's School
CAMBRIDGE

Arrangements for Risk Assessments

This Policy is intended to meet the needs of all our pupils from the Early Years (EYFS) to the Sixth Form, including our Boarders, members of staff and volunteers. Where relevant it should be read in conjunction with the following school policies:

- Arrangements for Fire Safety.
- Catering Policy.
- Educational Visits Policy.
- Missing Persons Procedure.
- Pupil Access to Risky Areas of the School Policy.
- Safeguarding and Child Protection Policy.
- Visitors' Policy.

Legislation
Under the Health and Safety at Work Act 1974 employers must ensure, so far as is reasonably practicable, the health and safety of all employees while at work. They have a responsibility to ensure that others are not put at risk by their work-related activities.
Under the Management of Health and Safety at Work Regulations 1999 employers have a responsibility to manage health and safety effectively. They must carry out an assessment of the risks to the health and safety of their employees, while they are at work, and to other people who may be affected by their work activities.

To support the effectiveness of the School's policies, the School undertakes risk assessments. A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm.
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring.
- A risk assessment is the resulting assessment of the severity of the outcome.
- Risk control measures are the measures and procedures that are put in place in order to reduce the consequences of risk.
- Risk assessments should be reviewed annually for continued effectiveness, or earlier after a significant change which means the original assessment is no longer valid.

Organisation

Risk assessments are undertaken and reviewed by competent persons with the knowledge, experience, and responsibility to appraise and reduce the risks associated with the activity being assessed. The competent person(s) can be any member of school staff, supported by external advisors and information as necessary. Risk assessments completed by school staff should, in most cases, be then reviewed and agreed by the more senior member of staff responsible for the overall area within which the activity falls. Risk assessments should be reviewed annually, or earlier after a significant change which means the original assessment is no longer valid.

Activities appraised as high risk and for which no risk control measures can be implemented effectively are not undertaken.

When and how to risk assess

A risk assessment is undertaken to identify sensible measures to control risks and to help determine if the school is taking all the actions it needs to. The Health and Safety Executive (HSE) states that risk assessments should "Think about how accidents and ill health could happen and concentrate on real risks – those that are most likely, and which will cause the most harm".

Generic risk assessments are undertaken to cover routine activities where there is a potential to cause harm, but the hazard and control measures remain the same, for example teaching a Humanities lesson within a classroom or Physical Education staff driving a school minibus to our sports field.

Specific assessments should be undertaken to cover activities that happen on a certain date, take place at a specified location or where the hazards or control measures are unique to the activity: e.g. Educational visits and trips (for which there is an additional specific policy and co-ordinator).

For all formats, the risk assessment must be in writing, clear, and cover steps to:

- Identify the hazard
- Decide who may be harmed
- Evaluate the risks and decide on control measures
- Implement and review the control measures

Use of direct observation / experience of activities by the competent person are key and use of additional information such as from manufacturer's instructions, COSHH data sheets and the HSE web site is recommended.

After completion, risk assessments are available to those they affect so everyone is aware of the risks and how to implement the control measures. Risk assessments must remain accessible for future reference by those affected. Risk assessments are held centrally on the School's work drive admin folder. For confidentiality, medical and pregnancy assessments have restricted access.

Training needed is provided by the Health & Safety Manager. All staff are responsible for taking care of their own safety, together with that of colleagues, students (including EYFS and boarding students), visitors and contractors they have contact with. All staff are responsible for advising risks, accidents or incidents immediately on identification of such to the Health & Safety Manager or any senior member of staff responsible for the overall area within which the activity falls. In addition:

- The safe delivery of teaching is taught as an inherent part of teacher PGCE training.
- Non-teaching heads of department undertake accredited Health & Safety training courses as required.
- Risk assessment training is delivered in-house on induction and during Inset training as required.
- The Health and Safety Committee maintain oversight of risk assessment arrangements.

At St Mary's risk assessments are divided into the following areas:

Area	Assessor / Originator	Coordinator / Leadership Oversight
Teaching: STEM (Science, Technology, Engineering & Mathematics) All outdoor games Sports Duke of Edinburgh's Award Drama Art Classrooms Junior School	Teacher/Head of department	H&S Manager
Child Protection Safeguarding	Designated Safeguarding Lead	Governor with responsibility for Safeguarding.
EYFS	Pre-prep co-ordinator	EYFS co-ordinator and Pre-

		prep co-ordinator
Boarding	Head of Boarding	Deputy Head Pastoral and Boarding
Educational visits & trips:	Teacher	EVC coordinator
Events:	Teacher	H&S Manager
Non-teaching Working at height Tools and machinery Catering Violence to staff ICT equipment Manual handling Slips and trips COSHH Display screen equipment	Head of Department / Operations Manager	H&S Manager / Bursar
Medical: First Aid Care Plans Pregnancy	Nurses/H&S Manager	Nurses/H&S Manager
Specialist: Asbestos control Fire safety Electric and gas infrastructure safety Occupational health Trees Vehicles Water hygiene	H&S Manager/Specialist Contractor / Operations Manager	H&S Manager / Operations Manager / Bursar

Assessments are held centrally on the school's work drive admin folder. For confidentially medical and pregnancy assessments have restricted access.

Review

This policy is the responsibility of the Health & Safety Manager and is to be reviewed annually. It is due for review in: March 2019.

Annex A – Risk Assessment Policy for Pupil Welfare

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This Policy is intended to meet the needs of all our pupils from the Early Years (EYFS) to the Sixth Form, including our Boarders, members of staff and volunteers.

The aim of this Policy is to set out the systematic approach for suitable and sufficient risk management throughout St Mary's School, ensuring the welfare of pupils at the school is safeguarded and promoted at all times and appropriate action is taken to reduce risks and potential risks that are identified.

It is drawn up and implemented in accordance with the Education (Independent School Standards) Regulations 2014 (SI 2014/3283) (the ISSRs) and has regard to the Part 3 obligations of the proprietor to make arrangements to safeguard and promote the welfare of pupils at the School by the implementation of a written risk assessment policy and the Part 8 obligations of those with leadership and management responsibilities to actively promote the wellbeing of pupils. It has regard to the Statutory Framework for the Early Years Foundation Stage (EYFS).

Responsibilities

The Governors have overall responsibility for safeguarding and promoting welfare and well-being at school.

At an operational level, the Headmistress will:

- Ensure that all staff are aware of, and adhere to, the School's policies and procedures on pupil health, safety and welfare.
- Ensure that key staff have clearly described roles and responsibilities.
- Ensure that staff are appropriately trained to deal with pupil welfare issues.
- Ensure that where concerns about a pupil's welfare are identified, the risks are appropriately managed.
- Ensure that staff, pupils and parents and others are consulted, where appropriate, to find practical solutions to welfare issues.
- Ensure that standards of pupil welfare at St Mary's School are regularly monitored both at an individual level and globally to identify trends and issues of concerns and to improve systems to manage these.

Staff members named in the table below are responsible for carrying out risk assessments in relation to the specific matters of pupil health, safety and welfare covered in the named policies.

Policy	Responsibility for risk assessments
Safeguarding and Child Protection	Designated Safeguarding Lead and/or Deputy Designated Safeguarding Lead
Whistleblowing	Designated Safeguarding Lead
Recruitment/Supervision	Head of HR, Head and Bursar
Behaviour	Head, Deputy Head Pastoral and Boarding Heads of Year. teachers
Anti-bullying	Head, Deputy Head Pastoral and Boarding Heads of Year, teachers

Exclusions	Head, Deputy Head Pastoral and Boarding, Head of Boarding
Social Media	IT Network Manager, Deputy Head Pastoral and Boarding
Health and Safety including First Aid	Health and Safety Manager, Nurses
Medical Conditions	Nurses
Fire Policy	Health and Safety Manager
Attendance	Head, Deputy Head Pastoral and Boarding
Visitors and Visiting Speakers	Health and Safety Manager, Deputy Head Pastoral and Boarding
Educational Visits	EVC

Pupil Welfare

The school recognises its responsibility to safeguard and promote the welfare of pupils in its care. This responsibility encompasses the following principles:

- To support pupils' physical and mental health and emotional wellbeing (as well as their social and economic wellbeing).
- To protect pupils from harm and neglect.
- To recognise that corporal punishment can never be justified.
- To provide pupils with appropriate education, training and recreation.
- To encourage pupils to contribute to society.
- To ensure that pupils are provided with a safe and healthy environment (and to improve the physical environment of the School in order to improve its provision for disabled pupils).
- To manage welfare concerns effectively.

The School recognises that individual pupils may have needs which arise from physical, medical, sensory, learning, emotional or behavioural difficulties which require provision additional to or different from that generally required by children of the same age in mainstream schools. The School is committed to promoting and safeguarding the welfare of all of its pupils having regard to the special requirements of individual pupils but, where appropriate or necessary, balancing the special requirements of individual pupils against the School's responsibilities to promote and safeguard the welfare of all its pupils. The School addresses its commitment to these principles through:

Prevention

- Ensuring that all reasonable measures are taken to minimise the risk of harm to pupils and their welfare by:
- Ensuring thorough training that all staff are aware of and committed to this policy and the values set out.
- Establishing a positive, supportive and secure environment in which pupils can learn and develop.
- Including in the curriculum, activities and opportunities for PSHE which equip pupils with skills to enable them to protect their own welfare and that of others.
- Providing medical and pastoral support that is accessible and available to all pupils.

Protection

Ensuring all appropriate actions are taken to address concerns about the welfare of a pupil, whether of a safeguarding nature or otherwise. This includes:

- Sharing information about concerns to agencies who need to know and involving pupils and their parents appropriately.
- Monitoring pupils known or thought to be at risk of harm and formulating and/or contributing to support packages for those pupils.

The School recognises that pupil welfare and well-being can be adversely affected by many matters whether in or away from school, including abuse, bullying, behavioural and health issues.

Risk Assessment

Where a concern about a pupil's welfare is identified, the risk to that pupil's welfare will be assessed, appropriate action will be taken to reduce the risks identified, this will be recorded and then regularly monitored and reviewed.

Risk assessments do not have to be complicated. The level of detail contained in them should be relevant to the level of risks involved. In many cases risk assessment will lead to clarification and documenting of protocols and procedures that are already in place, following best practice and relevant industry standards where applicable.

The format of risk assessment as to pupil welfare may vary and may be included as part of the School's overall response to a welfare issue or using a risk assessment form. Regardless of the form used, the School's approach will be systematic.

The information obtained through this process and the action agreed will then be shared, as appropriate, with other staff, parents and third parties in order to safeguard and promote the welfare of a particular child or of pupils generally.

Risk assessments will be stored appropriately according to the policy they refer to.

See Appendix 1 for Guidance on risk assessment

Safeguarding/Child Protection

With regards to safeguarding risks, and in accordance with current statutory guidance, including Keeping Children Safe in Education and Working Together to Safeguard Children, the School has systems in place to identify pupils who may need extra help, or those who are likely to suffer harm, and will take appropriate action to address and mitigate those risks by working in conjunction with social care, the Police, health services and other services, where necessary.

Full details of the School's safeguarding procedures are set out in the Safeguarding and Child Protection policy.

Protection from radicalisation and extremism

Details of the School's procedures to prevent pupils from becoming radicalised and / or being drawn into extremism and / or terrorism in accordance with the Prevent duty guidance for England and Wales 2015 (HM Government) and the departmental advice on the Prevent duty (Department for Education (DfE)) are also contained within the safeguarding and child protection policy and procedures. The School will meet these obligations by assessing the risk of pupils being drawn

into radicalisation and / or extremism and / or terrorism and putting in place control measures to support those at risk. The School is committed to providing a safe space in which pupils can consider and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, and learn how to challenge these ideas. The School has a written Visitors and Visiting Speakers policy and will ensure that the arrangements for visiting speakers are suitably risk assessed before the visit takes place. Clear protocols are in place to ensure that those visiting speakers are suitable and are appropriately supervised when on School premises.

SEN

The School will make appropriate arrangements to identify and support all pupils with special educational needs, whether or not they have the benefit of a Statement of Special Educational Needs or an Education, Health and Care Plan as set out in the learning difficulties policy.

Medical

In accordance with its obligations under the Health and Safety at Work Act 1974 and with Part 3 of the ISSRs and the EYFS, the School has a duty to make appropriate arrangements for:

First aid - to ensure that it is administered to anyone who requires it in a timely and competent manner; the administration of medication to pupils; supporting pupils with medical conditions.

Details of the School's arrangements for these are set out in the first aid policy and other medical related policies.

Reporting

When assessing risks to pupil welfare and well-being at the School, all staff should also consider whether the matter should be reported to outside agencies and /or regulatory bodies, including but not restricted to, Children's Social Care, the Police (including, in relation to those identified as being at risk of radicalisation, the Lead Prevent Officer (Cambridgeshire Police)), ISI, CAMHS, the Charity Commission.

If a pupil is in immediate danger or is at risk of harm, a referral should be made to children's social care and / or the police immediately. Anybody can make a referral in these circumstances (see the School's safeguarding and child protection policy). If a referral is made by someone other than the Designated Safeguarding Lead, the Designated Safeguarding Lead should be informed of the referral as soon as possible.

The School shall inform the applicable local authority in the appropriate circumstances of any pupil who is going to be added to or deleted from the School's admission register.

Information Sharing

The School recognises that effective information-sharing between it and local agencies is essential for effective identification and assessment of need and the delivery of appropriate support and the key to providing effective early help where there are emerging problems.

Wherever the School proposes to share information under this policy or related welfare policies, it will have due regard to the principles set out in the DfE advice note, "Information sharing: advice for practitioners providing safeguarding services to children, young people, parents and carers" (2015) and the Cambridgeshire Safeguarding Children Board information sharing protocol.

Anti-Bullying

The School has a written Anti-Bullying policy which covers the School's approach to the management of bullying and cyber bullying.

Behaviour

The School has a written Behaviour policy which sets out how it promotes good behaviour amongst pupils and the sanctions to be adopted in the event of pupil's misbehaviour.

Health and Safety

In accordance with its obligations under the Health and Safety at Work Act 1974, the School has a duty to ensure the health and safety of pupils and others affected by the School's operations, so far as is practicable.

The School will do so by taking a sensible, proportionate and holistic approach to management of health and safety issues in accordance with the School's obligations and its health and safety policies.

Monitoring/review

The Deputy Head Pastoral and Boarding will review any of the details of this policy in light of any emerging trends with relevant staff so that it informs our dealings with students. This policy is due for review in March 2019.

Appendix 1 :Guidance on Risk Assessment

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Guidance is available in the school's risk assessment policy.

A risk assessment in the pupil welfare context is a careful examination of what could cause harm to pupil welfare and appropriate control measures, so that you can weigh up whether the School has taken adequate precautions or should do more to prevent harm.

The purpose of a risk assessment is not to create huge amounts of paperwork, but rather to identify sensible measures to control real risks - those that are most likely to occur and/or will cause the most harm if they do.

When thinking about your risk assessment in this context, remember:

- A welfare issue is anything that may harm a pupil, to include cyber-bullying or abuse.
- The risk is the chance that a pupil could be harmed either physically or emotionally, together with an indication of how serious the harm could be if they are.

Step 1: Identify the issue

First you need to work out how pupils could be harmed. This will generally be set out in the concern raised about a pupil's welfare.

Step 2: Decide who might be harmed and how

Identify individual pupils or groups who might be harmed and how they might be harmed by the concern raised.

Step 3: Evaluate the risks and decide on precautions

Decide what to do about the risks. The extent of the risk will depend on the likelihood of the harm occurring and the severity of the harm.

The effectiveness of controls should be considered and the extent of risk remaining assessed. When deciding if precautions are acceptable, the assessor should take into account the legal requirement to do all that is "reasonably practicable" to protect people from harm. Compare what you currently do with what is required by law, DfE guidance or is accepted good practice. If there is a difference, list what needs to be done to protect the pupil's welfare.

If the remaining risk is unacceptable then further controls must be identified to further reduce the risk. Where further action is necessary then an action plan should be included in the risk assessment, this should include:

Name of employee responsible for completing the action

Target date for completion

Any interim measures to reduce risk in the short term

Confirmation that the action has been completed

Reassessment of the level of risk following completion of the action.

Step 4: Record your findings and implement them

Make a written record of your significant findings - the issue, how pupil(s) might be harmed and what arrangements the School has in place to control those risks.

There is no prescribed format for this record, but any record produced should be simple and focussed on control measures and the steps the School proposes to take to manage the risk.

Step 5: Review your risk assessment and update if necessary

Review what you are doing for the pupils identified and across the school generally and monitor the efficiency of the measures you have put in place on a regular basis, or as required.