

Avon House School

Risk Assessment Policy (16a)



**CELEBRATING & SUPPORTING
EVERY CHILD**

prepared: July 2024

To be reviewed: August 2024

Risk Assessment Policy including pupil welfare (16a)

Whole school including EYFS

Introduction

At Avon House School, we take this aspect of school life seriously and will continue our yearly schedule of regular risk assessment updates and renewals. This policy is published on the school website and is available as a hard copy on request. A copy of the policy is available for inspection from the school office during the school day. In addition, where there has been change, we will carry out new risk assessments.

This policy is drawn up and implemented in accordance with the Education (Independent School Standards) Regulations 2019 (the ISSRs) and in particular in relation to the Part 3 obligations of the Governing Body to make arrangements to safeguard and promote the welfare of students/pupils at the School by the implementation of a written risk assessment policy and the Part 8 obligations of those with responsibility for leadership and management of the School to actively promote the wellbeing of pupils.

Risks are inherent in everyday life and we need to identify them and to adopt systems for minimising them. We also consider it important that our pupils are educated in how to cope safely with risk.

What is risk assessment?

The HSE (Health and Safety Executive) defines a risk assessment as a careful examination of what in your work could cause harm to people so that you can weigh up whether or not you have taken sufficient precautions or should do more to prevent harm.

Elements of risk assessments:

- A hazard is something with the potential to cause harm (e.g. fire).
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring.
- An assessment is needed of the potential severity of the outcome (e.g. loss of life, destruction of property).
- Risk controls are the measures and procedures that are put in place in order to minimise the consequences of unregulated risk (e.g. staff training, clear work procedures, heat detectors, fire alarms).
- Review procedures are there to ensure that we learn from any mistakes and change risk assessments according to our own experiences.

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong.

Risk assessments need reviewing and updating regularly. We are very aware that all staff and pupils need to receive training. Induction training for new staff occurs at the start of the school year by the Bursar and annual update of health & safety training as and when needed. A 'library' of risk assessments is maintained on the school hard drive and monitored by the School Risk Assessor (SRA). In addition, aspects of coping with risks in everyday life are included in the School's PHSEE curriculum.

The School has an annual audit of all health and safety matters, carried out by BBi-Risk Solutions. The most important checks cover fire safety and procedures, educational visits, buildings and premises, legionella, asbestos and building works, all of which carry their own risk assessment in addition to their own policy document.

Risk assessments are also needed for many other areas, including: pupil welfare, educational/curriculum, science, EYFS, sport and PE activities, art, general classroom activities, activities in the hall and staff pregnancy.

To help us carry out effective risk assessments and assess all risks adequately, we make use of model or generic risk assessments, for our educational activities and visits.

The SRA provides Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) information for the STEM Lead to pass on.

The Governors of Avon House School have overall responsibility for safeguarding and promoting pupil welfare and well-being at the School, together with all the staff. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully, not just with the law, but with best practice.

At an operational level, The Head has overall responsibility for;

- Ensuring that all staff are aware of, and adhere to, the School's policies and procedures on pupil health, safety and welfare;
- Ensuring that staff are appropriately trained to deal with student welfare issues;
- Ensuring that where concerns about a pupil's welfare are identified, the risks are appropriately managed;
- Consulting with staff, parents and others, where appropriate, to find practical solutions to welfare issues;
- Ensuring that standards of pupil welfare at the School are regularly monitored both at an individual level and globally to identify trends and issues of concern and to improve systems to manage these.

The Designated Safeguarding Lead has overall responsibility for:

- Implementation of policy
- Authorisation of risk
- Safeguarding and child protection policy and procedures (including missing child policy)
- Anti-bullying Policy

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 well-being)
- To identify pupils who may require early help
- To protect pupils from abuse, violence, sexual violence, harassment and exploitation and neglect;
- To recognise that corporal punishment at the school can never be justified
 - To provide pupils with appropriate education, training, and recreation
- To encourage pupils to contribute to society.
- To ensure that students 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 promote a whole-school approach to online safety and to protect pupils from the risks arising from the use of technology.
- To listen to pupils' complaints and concerns and to manage welfare concerns effectively.

Pupil Welfare Risk Assessment

Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed and appropriate action will be taken to reduce the risks identified. The assessment and action will be recorded and regularly monitored and reviewed. More guidance on risk assessments can be found in Appendix 1. The format of risk assessment may vary and may be included as part of the school's overall response to a welfare issue, including the use of individual pupil welfare plans (such as behaviour monitoring, healthcare and education plans, as appropriate) or by using the attached risk assessment form at Appendix 2. Regardless of the form used, the school's approach to promoting pupil welfare will be systematic and pupil focused.

The information obtained through this process and the action agreed will be shared, as appropriate, with other staff, parents and third parties in order to safeguard and promote the welfare of a particular pupil or of pupils generally. Records will be stored using our Child Protection Online Management System (CPOMS) and/or iSAMS dependent upon the nature of the welfare issue.

Safeguarding/Child Protection

With regards to safeguarding risks, and in accordance with current statutory guidance, including the latest Keeping Children Safe in Education and Working Together to Safeguard Children and Part 3 of the ISSRs, the School has systems in place to identify pupils who may be in need of extra help, or those who are suffering, or are likely to suffer significant 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 (Child Protection) Policy.

Anti-Bullying

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

Behaviour

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

Medical and First Aid

The School has risk assessments for first aid and all other treatments and procedures. Accident forms are completed by staff who are responsible for ensuring that accident reports are passed on to the School Nurse as appropriate. The School's separate medical policy explains the procedures that we would follow in the event of a medical emergency. The Head Teacher/School Nurse are responsible for reporting any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

The school carries out individual risk assessments for children with severe medical conditions.

Any incident where someone goes to hospital has a written report kept by the School Nurse. Where pupils have daily medical needs, Individual Health Care Plans are drawn up and shared with teachers and parents.

Site Security

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the kitchen or the classrooms at break etc.

The site is secure and checked daily. All chemicals and flammables are kept securely locked and there are separate COSHH risk assessments with data sheets. Pupils do not have access to maintenance or caretaking areas of the school.

Other areas of risk such as child protection are dealt with in the relevant Avon House School Policies. In addition to specific assessments a set of generic and general risk assessments are on the T-drive.

Support Areas

- Catering: risk assessments and training are required for every item of catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances

hazardous to health (COSHH). All induction and refresher training is carried out by CH&Co and covers risk assessments, protective equipment and safety notices. The School's catering manager and the CH&Co Area Manager should liaise with the Head Teacher and Bursar as necessary and vice versa.

- Caretaking/Cleaning and Security: the caretaker liaises with the Bursar to cover weekly alarms testing, manual handling, working at heights, COSHH and asbestos. Induction and refresher training covers risk assessments, PPE and general safety issues.
- Maintenance: risk assessments and training are required for every tool and item of equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, contractors on site, electricity, gas, water and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, Fire Warden training, communication and health and safety notices and protective equipment. This is organised and carried out by the Bursar in conjunction with the Head Teacher.
- Grounds: the caretaker will liaise with the SRA to ensure that risk assessments and training are carried out for tools and pieces of machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- Office staff: risk assessments/self-evaluations are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

In addition, guidance notes are provided for the use of laptops and hand held devices.

Conducting a risk assessment

When carrying out a risk assessment staff should firstly look on the main school drive to check relevant existing risk assessments for guidance. If a specific new risk assessment is required, the following should be considered.

- Location
- Type of activity
- Equipment required
- Hazard identification
- Control measures in place
- Additional measures needed
- Review

All events and visits must be countersigned by the SRA.

Levels of risks

Our policy at Avon House School is not to carry out any high risk activity. Activities involving pupils normally carry an acceptable level of risk. Pupils are always given a safety briefing before participating in these activities, and are expected to wear protective equipment when appropriate.

We always employ specialists to undertake high risk tasks such as on residential educational visits. Support staff may only carry out such activities if they have been properly trained.

All members of staff and pupils are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its use.

Specialist Risk Assessments

The Bursar arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety reviews
- Pest control

All risk assessments are reviewed and recorded annually or when major structural work is planned or in the event of an accident. There is a yearly plan for review for each risk assessment. A separate policy on the management of health and safety describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for water sampling.

Responsibilities of all staff

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Head Teacher, the Bursar and members of the SLT in order to enable the Governors to comply with their health and safety duties.

Finally, all members of staff are responsible for reporting any risks or defects to the Bursar or the Head Teacher by daily, weekly, monthly or half-termly checks.

N.B. Many areas mentioned in this policy are already covered in detail under other Avon House School policies. This policy is aimed at highlighting the essential part that risk assessments play in the everyday running of the school.

Policy	Responsibility for risk assessments
Safeguarding and Child Protection	Designated Safeguarding Lead
Anti-bullying	Head, Deputy Head
Behaviour	Head, Deputy Head
Educational Visits	School EVC
Equal Opportunities	Head, HR Lead

First Aid	Welfare Officer, Bursar
Health & Safety	Bursar
Supervision	Head, Deputy Head

Review date:	August 2024	August 2023	August 2022	August 2021
Reviewed by:	ZM	DR/AC	DR	DR

Appendix 1

Guidance on risk assessment

A pupil welfare risk assessment is a careful examination of what could cause harm to pupil welfare and a consideration of appropriate control measures, so that you can weigh up whether the school has taken adequate precautions or should take additional steps to prevent the risk of harm. The risk assessment process is not intended to create huge amounts of paperwork, and neither should it be viewed as purely a tick box exercise. Its purpose is 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 sexual violence, sexual harassment, cyber-bullying, abuse and the risk of radicalisation and extremism.
- The risk is the chance that a pupil could be harmed, together with an indication of how serious the harm could be if it occurs.

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 of pupils 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. 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. Where appropriate consider any special requirements or protected characteristics. Identify how information should be shared and follow any procedures regarding the internal authorisation of suggested precautions.

Step 4:

Record your findings and implement them. Make a written record of your significant findings - the concern, the issues, 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:

Relevant consultation Meet with the pupil, the pupil's parent(s) or carer(s) or third party e.g. professional involved with the pupil to discuss the risks and wishes and feelings of the pupil if appropriate.

Step 6:

Review your risk assessment and update, if necessary. Assessment should be a dynamic process which analyses and responds to the changing nature and level of need and/or risk. You should review what you are doing for the pupils identified and across the school generally and monitor and review the efficacy and / or the outcome of the measures you have put in place on a regular basis, or as required.

Appendix 2

Example Template Risk Assessment

Name:

Year group and Form:

Person completing risk assessment:

Date Risk assessment initiated:

Shared with:

What is the welfare issue?	Who might be harmed and how?	Any power imbalance?	Frequency of behaviour	Relevant medical or SEND information	What measures are already in place?	What further action is necessary?	Action by whom?	Action by when?	Done
<i>Alleged bullying of Pupil A by Pupil B</i>	<i>Pupil A</i>	<i>Age and height</i>	<i>Daily</i>		<i>Both pupils have been interviewed and investigation is ongoing. Investigation of any previous incidents.</i>	<i>Pupil A should not sit next to Pupil B in class. Lunch supervisors to keep an eye on Pupil's A and B at break times and report any incidents to [insert name].</i>	<i>Class teacher Lunch supervisors</i>	<i>Immediately Immediately</i>	<i>Yes-communicated to staff on [date] and recorded Investigation concluded by IL, HOD,SLT</i>
							<i>Investigation to be concluded and findings discussed with HOS. Appropriate sanctions in place. Yes - date</i>		<i>Yes - date</i>
							<i>Follow up with both pupils A & B and parents. Any further action required.</i>	<i>Date</i>	<i>Yes - date</i>