Policy owner:	Bursar
Approving body:	Board of Governors
Date approved:	May 2025
Effective date:	May 2025
Review date:	May2028

Risk Assessment Policy

St Aubyn's School

Responsibilities

The Governors have overall responsibility for safeguarding and promoting pupil welfare and well-being at St. Aubyn's including the delivery of EYFS.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. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated in how to cope safely with risk. This policy applies equally to all areas of the School, including the EYFS.

Pupil Welfare

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

a. support pupils'physical and mental health and emotional wellbeing (as well as their social and economic wellbeing

b. protect pupils from maltreatment, harm and neglect

c. recognise that corporal punishment can never be justified

d. provide pupils with appropriate education, training and recreation

e. encourage pupils to contribute to society

f. ensure that pupils are provided with safe health and effective care

g. improve the physical environment of the School and provision for disabled pupils

h.manage welcfare concerns effectively

i.support local authorities, social workers and other agencies following any referral

The school addresses its commitment to these principles through:

- **a. Prevention –** ensuring that all reasonable measures are taken to minimise the risks of harm to pupils and their welfare by;
  - (1) Ensuring through training that all staff are aware of and committed to this policy and the values set out in associated policies
  - (2) Establishing a positive, supportive, safe and secure environment in which pupils can learn and develop
  - (3) Providing a curriculum, activities and opportunities for PSD which equip pupils with skills to enable them to protect their own welfare and that others
  - (4) Offering accessible medical and pastoral support that is available to all pupils
- b. 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:
  - (1) Sharing information and concerns with agencies who need to know
  - (2) Involving pupils and their parents appropriately
  - (3) 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

The school has developed this policy and the polices in the table below, which set out full details of its procedures to safeguard and promote pupil health, safety and welfare in accordance with current statutory guidance, including Keeping Children Safe in Education and Working Together to Safeguard Children and Part 3 of the ISSRs

Policy	Responsibility for Risk Assessments
Child Protection and Safeguarding policy and procedures	Designated Safeguarding Lead
Anti Bullying Policy	Head of Departments
Behaviour and Discipline Policy	Head of Departments
Health and Safety Policy	Bursar
First Aid Policy	Nurse(s)
Medical Conditions Policy	Nurse(s)
HASPEV	Designated Safeguarding Lead
Safer Recruitment Policy	HR Manager/Bursar

What Is A Risk Assessment?

- 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 (e.g. fire).
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).

Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

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. In many cases, simple preventative or control measures are very effective and not costly.

Risk assessments need reviewing and updating regularly (annually). At St Aubyn's School, we are aware that all staff and pupils need to receive training. Template risk assessments are maintained by the Bursar.

Which Areas Require Risk Assessments?

There are numerous activities carried out at St Aubyn's School, each of which require risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips

But risk assessments are also needed for other areas and reasons, including:

- Educational
    - Science experiments
    - Design and Technology
- Each sport and PE activity
- Art
- Music (including minimising the risk of hearing loss to staff)
- Drama (including the Performing Arts Centre and back stage areas)
- Food Technology
- Pregnant members of staff
- Pupils and staff returning to school after an accident or illness, and needing specific support such as crutches or other measures, to enable them to move about the school safely or to support their full integration back into school.

We subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science, as well as providing professional training courses for staff who work in Science. All members of staff are inducted when they start at school and refresher training in risk assessments is tailored to their specific areas.

Pastoral

The focus of our pastoral care is to ensure that every pupil leaves as a confident, articulate young person capable of keeping him/herself safe on the streets, in the home and in all situations. Our PSHE programmes and Assemblies are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken. Our Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

Medical

The Medical Room has risk assessments dealing with sharps, clinical waste, disinfectants and medicines Accident forms are maintained in the Bursary and the School Nurse is responsible for ensuring that completed accident reports are passed to the Bursar. The School's separate First Aid policy explains how to safely administer first aid, the reporting procedures and the procedures that we would follow in the event of a medical emergency. The School Nurse is 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 Infection Control Policy deals with hygiene procedures and minimising the risk of spreading infectious disease to oneself and others. There is also a separate Medical Conditions Policy which incorporates Medicine Guidelines dealing with the storage of medicines, administration and record keeping.

Unsupervised Access by Pupils & Staff

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the area around the pond, the food technology room and the science laboratory etc. Gates and doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked away. Pupils and unauthorised staff do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.

Child Protection & Safeguarding

Our Child Protection and Safeguarding policies and training for all staff form the core of our child protection risk management. Safer Recruitment policies and procedures ensure that the school's exposure to the risk of employing staff who are barred from working with children or who are not allowed to work in the UK is minimised. By extending this regime to Governors, volunteers and members of staff who are accommodated on site, and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

Support Areas

- Catering and Cleaning: 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). Induction and refresher training covers risk assessments, protective equipment and safety notices. Contractors providing or working in these services are required to provide copies of their risk assessments and Health & Safety compliance.
- Caretaking and Security: risk assessments cover every room, laboratory, stairs, corridor and emergency exit in the school. Particular emphasis in training is given to minimising the risk of fire and to security by adhering to good practice. Risk assessments also cover manual handling, tower use and working at height. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- Grounds & Maintenance: risk assessments and training are required for every major tool and item of equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos management, use of pesticides, control of contractors on site, electricity, propane gas, water, storage of flammables and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.
- Office staff: risk assessments are prepared for each individual room/area within the School. Assessments are required for display screen equipment used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

Conducting a Risk Assessment

There are several possible techniques, but at St Aubyn's School we use a model approved by our Health & Safety Consultants. Our policy is not to carry out any high-risk activity or any activity where the residual risk following implementation of all reasonable control measures remains unacceptable and our risk assessments assist the assessor is reaching that determination. Activities involving pupils are normally low risk. We undertake a few medium risk activities with pupils, such as skiing, swimming and use of climbing walls; but only using specialist/qualified instructors/supervisors. Pupils are always given a safety briefing before participating in these activities, and are expected to wear protective equipment, such as mouth-guards, and to follow instructions.

We will always employ specialists for high risk tasks. Support staff may only carry out medium rated 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 usage.

Specialist Risk Assessments

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

- Fire safety
- Asbestos
- Gas (propane) safety
- Electrical safety
- Water Treatment / Legionella safety

Reviews

All risk assessments are reviewed, when major structural work is planned, or in the event of an accident. The 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 an induction into the school's arrangements for risk assessments and health and safety (which is recorded). Individual members of staff (such as form teachers, form tutors or specialist area teachers) may be allocated areas of the school and are required to confirm on a regular basis that, in their opinion, that area complies with the risk assessment for that area/room.

Specialist training is given to those whose work requires it; however, all members of 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 Headmaster, the Bursar and other members of the Senior Management Team 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's Department.

The Bursar is responsible for ensuring that all relevant risk assessments and checks are carried out and recorded.

Governors are invited to approve the compliance risk assessment annually and to endorse the insertion of a statement along the following lines (or a more detailed version thereof) in the school's annual accounts:

"The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the Trust, and are satisfied that systems are in place to manage our exposure to the major risks".

Appendix 1

Guidance on Risk Assessment

1. A Risk Assessment in the pupil welfare context is a careful examination of what could cause harm to pupil welfare and appropriate control measures to ensure the School has taken adequate precautions or should do more to prevent harm.
2. The purpose of a Risk Assessment is not to generate paperwork, but to identify sensible measures to control risks that are most likely to occur and /or will cause harm.
3. When thinking about your risk assessment in this context, remember:

a. a welfare issue is anything that may harm a pupil including cyber-bullying or abuse

b. any risk, however slight, that may be harmed must be assessed in full

Step 1: Identify the issue

(1) 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.

(2) If the issue is associated with a member of staff, consider the level of concern and whether it meets the 'harms threshold' in KCSiE.

Step 2: **Decide who might be harmed and how**

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

(2) Consider seeking early advice from the local authority designated officer (LADO).

Step 3: Evaluate the risks and decide on precautions

(1) 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.

(2) 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.

(3) If the remaining risk is unacceptable, then further controls must be identified to further reduce risk. Where further action is necessary, an action plan should include:

(a) the name of the employee responsible for completing the action

(b) the target date for completion

(c) any interim measures to reduce risk in the short term

(d) confirmation that the action has been completed

(e) reassessment of the level of risk following completion of the action

Step 4: Record your findings and implement them

(1) 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 risks.

(2) There is no prescribed format but the record should be simple and focussed on control measures and steps the School proposes to manage the risk.

Step 5: Review your risk assessment and update if necessary

(1) Regularly review actions for the pupils identified and across the School.

(2) Regularly monitor the efficacy of the measures in place or as required.

Example template risk assessment

RISK ASSESSMENT FOR A PUPIL RETURNING TO SCHOOL FOLLOWING ILLNESS/INJURY & REQUIRING ASSISTANCE TO PARTICIPATE IN SCHOOL ACTIVITIES

Pupil Name & Class		Date of Risk Assessment	
Reason for Risk Assessment			
Source of information			
Has the School Nurse been informed?			
	Yes	No	Action
Have relevant staff been informed?			
Will using stairs be a potential risk?			
Will they need help carrying a lunch tray or school bag?			
Will sporting activities be affected?			
Will playtime activities be affected?			
	Yes	No	Action
Will they require assistance going to the toilet?			
Will they require assistance to evacuate in the event of an emergency?			

Any other information:

Date of completion:		Review date:	
Staff signature:		Print name:	

Distribution List:

NAME	DATE SENT
Class teacher (name):	
Head of Department (name):	
Nurse:	
Other relevant staff:	