

Priory School of Our Lady of Walsingham

Risk Assessment Policy - General

This Policy should be read in conjunction with the School's policies on Anti-Bullying, Health and Safety on educational Visits, Risk Assessment for matches, tournaments and fixtures, Behaviour and Discipline, Child Protection, First Aid, Keeping Children Safe in Education / Safeguarding Policy, Code of Conduct for Staff.

The Policy has regard to the Education (Independent Schools Standards) Regulations 2014, Keeping Children Safe in Education (2016) and Working Together to Safeguard Children (2017) documents.

This policy aims to ensure that the welfare and safety of all pupils in the school is secured and highlighted at all times, and that, when this appears to be compromised or threatened, action is taken to rectify the situation.

It is recognised that some specific risk assessments are a matter of legal requirement – for example, those concerning fire safety, pupil supervision, use of laboratory equipment or sports /PE equipment.

Responsibility

The Principal, with the assistance of members of the senior management executive and other relevant staff, is responsible for ensuring that risk assessments are carried out whenever an activity or event demands it in accordance with the Health and Safety at Work Act 1974, which states that:

The risk assessment shall be suitable and sufficient, covering pupils, employees, contractors and visitors. This is understood to mean that:

**Steps to identify what is needed to comply with statutory requirements should be first taken*

**Measures should remain in place for the duration of the activity*

** Risks identified must be recorded on the risk assessment form and filed in the school office*

Safety of Pupils

In recognising its responsibility for the safety and welfare of all pupils in its care, the school applies the following principles:

- To provide a safe and secure environment so that pupils of all physical abilities can enjoy the educational, training and recreational facilities that the school can offer
- To seek to improve and develop where possible those facilities
- To provide all pupils with the best possible opportunities for personal development – intellectual, physical, spiritual and emotional

Implementation

The school seeks to implement these measures by:

- Ensuring that staff are constantly aware of the need to maintain a positive, caring and secure environment in which pupils can flourish
- Especially, but not solely, through the tutor / pastoral system and PHSE activities, equipping pupils with skills to enable them to provide for their own welfare and to support others
- Monitoring pupils thought or known to be at risk of harm, whether the risk appears to arise from within the school or from outside (see below)
- devising close support programmes for such pupils within the school
- immediately reporting such concerns to the Principal and appropriate members of the senior management team in order that welfare / child protection agencies can be contacted where necessary for the welfare and safety of the child
- Recognising that many factors can adversely affect a pupil's welfare and well-being – such as bullying (both physical and verbal, including cyber-bullying), abuse, behaviour and issues regarding health or medical conditions

Monitoring

The Principal, Head of the Senior School and Sixth Form, the Heads of the Junior and Cabin Schools respectively, and the SENCO are responsible for monitoring the safety and effectiveness of risk control measures, and the safety and effectiveness of physical equipment used for the educational benefit of both employees of the school and the pupils. Checks should be made on a regular basis to ensure that equipment, safe work practices and control measures put in place as a result of risk assessments are followed correctly.

Recording

Risk assessments and reports will be kept for a minimum of three years in case they are required as a result of litigation.

Review

This policy is subject to annual review or earlier if changes to legislation and / or guidance are issued.

Authorised by the Principal

Mr E J Matyjaszek

May 2018