



Risk Assessment Policy

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Scope

This guidance is applicable to all those at Ysgol Y Rhos with responsibility for developing / implementing risk management strategy and undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Standards Regulations (ISS).

Objectives

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
- To meet the ISS requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips.
- That identified control measures are implemented to control risk so far as reasonably practicable.
- That those affected by school activities have received suitable information on what to do.
- That the risk management strategy and risk assessments are recorded and reviewed when appropriate or at least annually.
- To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

United Nations Convention of the Rights of the Child (UNCRC)

Our risk assessment policy has also been written with due regard for the UNCRC demonstrating our commitment to the promotion and protection of children's rights ensuring that the voice, welfare and dignity of all our pupils is paramount to the work that we do. Our risk assessment policy encompasses the UNCRC in the following ways.

Article	Theme	Links
Article 2	Non-discrimination	Risk assessments consider the needs of all pupils, including those with disabilities, medical needs, care experience, language needs or vulnerability. Generic risk assessments will be adapted so that no pupil is excluded or placed at disadvantage due to unmet needs.
Article 3	Best interests of the child	All risk assessment decisions prioritise pupils' safety, welfare and well-being. Activities will only proceed when risks are reduced to an acceptable level in the best interests of pupils.

Article 6	Right to life, survival and development	Effective risk assessments protect pupils' right to life and physical safety. Safe environments support pupils' emotional, social and developmental needs.
Article 12	Right to be heard	Pupils' views are considered when identifying risks, particularly where; pupils express fear or discomfort or activities involve new or unfamiliar environments. Pupils should feel confident to raise safety concerns.
Article 13	Freedom of expression	Pupils are encouraged to speak openly about; hazards, unsafe behaviour and emotional or physical discomfort. Staff take concerns seriously and respond appropriately.
Article 14	Freedom of thought, belief and religion	Risk assessments take account of; religious practices, cultural needs and belief-based considerations. This ensures activities are safe, respectful and inclusive.
Article 16	Right to privacy	Individual risk assessments include sensitive personal information (e.g. medical needs, safeguarding concerns). Such information will be recorded, stored and shared confidentially, on a need-to-know basis.
Article 17	Access to appropriate information	Pupils and parents/carers will be provided with clear information about; identified risks, control measures and safety expectations.
Article 19	Protection from all forms of harm	Risk assessments are a key mechanism for preventing; physical harm, emotional harm, neglect and unsafe practice.
Article 20	Protection for pupils without family care	Pupils who are looked after may require enhanced or individual risk assessments. Planning will consider their specific vulnerabilities and safeguarding arrangements.
Article 23	Rights of pupils with disabilities	Risk assessments will include; reasonable adjustments, individual support strategies and emergency planning.
Article 24	Right to the highest attainable standard of health	Risk assessments will address health considerations such as; medical conditions, allergies, mental health and medication management.
Article 28	Right to education	Risk assessments will enable safe access to education, not create unnecessary barriers. Controls will be proportionate so pupils can participate in learning, enrichment and play.
Article 29	Aims of education	Safe environments support pupils' ability to; learn confidently, develop independence and take appropriate risks.
Article 31	Right to rest, leisure and play	Risk assessments will cover; playgrounds, outdoor learning, physical education and recreational activities.

Article 37	Protection from degrading treatment	Risk management will never expose pupils to; unsafe restraint, humiliation or neglect. All control measures will uphold dignity and respect.
Article 39	Recovery and reintegration	Following incidents, risk assessments will be reviewed to; prevent recurrence, support pupils' emotional recovery and enable safe reintegration.
Article 42	Awareness of rights	Pupils understand; their right to be safe, their role in managing risk, who to speak to if concerned.

Guidance

The Headteacher will be responsible for the overarching risk management policy of the school. In practice, day to day responsibility for ensuring risk management best practice is delegated to the Headteacher and his direct education team.

Key risks identified & needing to be managed include:

- a) Pupil supervision (including safeguarding and welfare requirements). This will include implementation of a Designated Safeguarding Person trained along NSPCC standards but will also cover a range of responsibilities outside safeguarding.
- b) School excursions.
- c) Management of visitors on school premises.
- d) Fire and emergencies.
- e) Management of hazardous substances.
- f) Use of hazardous equipment e.g., in Science or Art
- g) The suitability of staff to undertake designated roles and checks to ensure that they are suitable including staff not employed by the school who work with pupils on another site.
- h) Risk areas which are not directly related to health and safety, including but not limited to:
 - Financial
 - Recruitment procedures including governing body oversight.
 - Reputational
 - Terrorism, including the prevention of fundamentalism and extremism.
 - Pupil self-harming
 - Security in general

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.
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring & the estimated severity.
- A risk assessment is the resulting assessment of the probability and 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, preliminary visits, warning signs, barriers and insurance and liability).

Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of students, impact on development), financial (falling pupil rolls), compliance (child protection issues) and environmental (asbestos, Legionella).

What should a Risk Assessment contain?

The risk assessment process will consist of the process or activity owner considering the following 6 steps:

1. what could go wrong?
2. who might be harmed?
3. how likely is it to go wrong?
4. how serious would it be if it did?
5. what are you going to do to prevent / lessen / mitigate it?
6. how are you going to check that your plans are working?

Risk Assessments templates are created by Ysgol Y Rhos and are accessible to all staff in an electronic folder. Paper copies can be put in separate risk assessment folders if need be.

Risk Assessments need to be reviewed:

- When a new risk is identified
- When there are changes to the activity
- After a near miss or accident
- When there are changes to the type of people involved in the activity
- When there are changes in good practice
- When there are legislative changes
- Annually if for no other reason as standard minimal practise

Who is responsible for Risk Assessments?

The risk management strategy will include the assignment of roles to competent persons (either internal or external) and associated training will be provided.

This guidance is applicable to general risk assessment. Where specialist skills are required, e.g., asbestos, fire, water quality and hazardous substances, there is separate policy guidance in place. Teaching area risk assessment checklists are also in place for guidance.

The Headteacher is responsible for the overall implementation of the risk assessment policy as well as for the day-to-day monitoring & oversight. All Ysgol Y Rhos staff are the key process owners responsible for their subject area risk assessments and sign off. The Headteacher has full responsibility as far as educational excursions are concerned, and none will take place without all involved parties signing off the risk assessment.

All staff are responsible for taking reasonable care of their own safety, together with that of students and visitors. They are responsible for cooperating with the Headteacher, the Health &

Safety Officer, and other members of the SLT in order to enable the Proprietor to comply with health and safety duties.

Finally, all members of staff are responsible for reporting any risks or defects to the Health & Safety Officer Sion Thomas – sion@we-are-unique.care

Competent advisors have been appointed to provide training and expertise to all staff in risk assessments, and the Health & Safety officer is also available to assist on a day-to-day level. Specialist training is given to those whose work requires it.

The Health & Safety Officer will be responsible for the maintenance of risk assessment records including a register containing all risk assessments, who is responsible and the last review date.

The Health & Safety Officer shall also conduct spot checking on a rolling quality assurance programme to ensure wider organisational compliance.

This policy should be reviewed annually by the Headteacher and Health & Safety Officer before being signed off.

Accident Reporting

The Headteacher is responsible for reporting and recording any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor, or contractor to the HSO in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR). All notifiable accidents and near misses are reviewed with a view to assessing whether any measures need to be taken to prevent recurrence.

References:

- *Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3*
(<http://www.isi.net/>)
- *Health & Safety Executive, Five steps to risk assessment*
(<http://www.hse.gov.uk/risk/controlling-risks.htm>)
- *Home Office guidance on duties under the Counter Terrorism Act 2015*
(www.gov.uk/government/publications/prevent-duty-guidance)
- *Charities and Risk Management (CC26), 2010*

Appendix 1

WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out in the school, each of which requires its own separate risk assessment. The most important of these covers:

- Fire safety, procedures and risk assessments. Records are kept in the school's H&S folder.
- Educational visits and trips. Records are kept in the school's Educational Trip folder.

Separate model documents cover both areas mentioned above. However, risk assessments are also needed for many other areas, including Educational.

- Science experiments
- Design and Technology
- Food Technology
- Sport and PE activity
- Duke of Edinburgh award
- Art
- Music
- General classroom
- School trips
- Drama & theatre
- Computing

Within the school, we make use of model or generic risk assessments, for our educational activities and visits. All teaching staff receive regular induction and refresher training in risk assessments tailored to their specific areas.

The school maintains a culture of robust risk assessing in the areas of

- Catering and cleaning
- Caretaking and security
- Maintenance of both school building and home building
- Grounds / traffic management (including parking)
- Office management including safe use of IT equipment.
- Site visitors who will be monitored at all times and identified.
- Fire & emergencies

Appendix 2

Consent form for school trips and other off-site activities

Please sign and date the form below if you are happy for your child, *<name of the child>*:

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity

Please note the following important information before signing this form:

The trips and activities covered by this consent include.

- all visits which take place during the school term time
- adventure activities at any time
- off-site sporting fixtures outside the school day
- all off-site activities

The school will send you information about each trip or activity before it takes place.

You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental/carer consent will not be requested from you for the majority of off-site activities offered by the school – for example, visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

Medical information

Details of any medical condition that my child *<name of child>* suffers from and any medication my child should take during off-site visits:

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Signed.....

Date.....