COGNITA

Safeguarding Risk Assessment: Welfare, Health and Safety Policy

September 2021

LONG CLOSE SCHOOL

This policy is applicable in all schools in England, Wales and Spain

1 Purpose

1.1 The purpose of this policy is to outline how we use risk assessments in order to (a) promote the health and safety of all pupils, including those in the EYFS, staff, parents and visitors and (b) safeguard the welfare and pastoral care of all pupils.

1.2 Not only is it a legal requirement for schools to carry out risk assessments, but we believe that the effective use of risk assessments is the best way to identify and minimise risks and prevent harm. They can cover our pupils, our buildings, our grounds, our staff, visitors and parents, as well as our daily routines and all school events and visits offsite.

1.3 Cognita Schools are fully committed to promoting the welfare, health and safety of all those in our community so that high quality education can take place. Our highest priority lies in ensuring that everything within the school environment is delivered in a safe manner that complies both with the law and with best practice.

1.4 A risk assessment is a formal examination of the factors which may cause harm to people. It involves setting out the ways in which these factors can be minimised and managed and assessing the adequacy of current procedures.

2 The School's Duties

2.1 The school is under a duty to safeguard and promote the welfare and health and safety of all children and young people in the school. Its main obligations in this regard are set out in Part 3 of the Education (Independent School Standards) Regulations 2014 and in Keeping Children Safe in Education (September 2016, as amended) and associated Department for Education guidance. The school's duties include (a) supporting children's physical and mental health and emotional well-being; (b) protecting children from harm and neglect; (c) ensuring that all forms of corporal punishment are prohibited; (d) encouraging children to contribute positively to society; (e) providing a safe and healthy environment; (f) improving the provision for disabled children; and (g) managing welfare concerns effectively.

2.2 The school is also under a duty to look after the health and safety of its staff, parents and visitors. Its main obligations in this regard are set out in the Health and Safety at Work Act 1974 and associated statutory instruments, and Health and Safety Executive guidance.

2.3 This policy covers the school's duties set out in the Statutory Framework for the Early Years Foundation Stage (September 2021).

2.4 This policy is drawn up and implemented in accordance with the above regulations and the Management of Health and Safety at Work Regulations which requires schools to carry out suitable and sufficient assessments of all the significant risks to employees.

3 Policy: What is a risk assessment and why do we need one?

3.1 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.

3.1.1 A hazard is something with the potential to cause harm (e.g. fire).

3.1.2 A risk assessment looks at both the likelihood of a risk occurring and the seriousness of the outcome should the risk occur (e.g. loss of life, destruction of property).

3.1.3 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).

3.2 Accidents and injuries can ruin lives, damage reputations and cost money. Risk assessments are a fundamental part of any school's procedures – they make good sense and they enable schools to focus on prevention rather than reacting when things go wrong. In many cases risk assessments enable schools to implement simple measures which are easy to implement and which are very effective.

3.3 Our risk assessments are reviewed and updated regularly. It will be clear when risk assessments should be completed and by whom, any system of authorisation, recording procedures, training for staff and a system for monitoring and evaluating effectiveness.

3.4 All staff and pupils receive training to ensure they are competent and confident in assessing and managing risk appropriate to their needs.

3.5 Risk assessments will cover all matters considered of risk to the school community. Examples of these are set out below.

4 Procedure and Responsibilities

4.1 There are numerous activities carried out in our school, each of which requires a separate risk assessment. The most important of these cover:

4.1.1 Pupil welfare (medical needs, supervision, school visits);

4.1.2 Health and safety (premises, equipment, public rights of way);

4.1.3 Recruitment;

4.1.4 Safeguarding (Prevent, bullying);

4.1.5 Lessons and educational activities (science, technology, recreation, sport);

4.1.6 Early years (breaktime and lunchtime supervision arrangements, aspects of the EYFS environment to be checked on a regular basis to include frequency and staff responsible, how risks will be minimised or removed, the level of supervision for off-site visits);

4.1.7 Breaks and supervision (including out of school care staffing ratios); and

4.1.8 Educational visits (see separate policy).

4.2 We subscribe to the CLEAPSS Advisory which provides model risk assessments for our lessons in science, food technology and design technology, as well as providing professional training courses for both teachers and technicians who work in science and design technology.

4.3 All staff receive regular induction and refresher training in both general risk assessments and in those risk assessments tailored to their specific areas. Induction and refresher training also covers safe working practices, communication, health and safety notices and protective equipment.

4.4 We aim to provide a positive, supportive and secure environment in which children and young people can learn and develop, and become equipped with the skills to enable them to protect their own welfare and that of others. Further information in relation to this is captured in our Safeguarding Policy.

5 First Aid and Medical Incidents

5.1.1 The school has risk assessments for first aid. Accident forms are maintained and the First Aid Coordinator is responsible for ensuring that accident reports are passed to the school Health and Safety Coordinator. Medical tracker is in place to record all accidents and first aid incidents.

5.1.2 The school has a separate policy which explains the procedures that we would follow in the event of a medical emergency.

5.1.3 We ensure that children do not have unsupervised access to potentially dangerous areas such as science laboratories, the art room, etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked. Pupils do not have unsupervised access to the grounds, maintenance, catering and caretaking areas of the school.

5.2 **Our safeguarding:** child protection policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are unsuitable, barred or prohibited from working with children, and are not allowed to work in the UK.

5.3 **PSHE lessons**: will be used alongside form periods and subject specific lessons to teach pupils to understand and manage risks (including those associated with e-safety, substance misuse, sexual exploitation, terrorism, domestic violence, female genital mutilation, gang activity, water, fire, road and railway, resist pressure, mental health, make safer choices and seek help if necessary.)

5.4 **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)and Covid-19. Induction and refresher training covers risk assessments, protective equipment and safety notices.

5.5 **Security**: risk assessments cover all areas of the school.

5.6 **Maintenance**: risk assessments and training arrangements are in place for work equipment as required by the school site and maintenance team, as well as for manual handling, working at height, asbestos, control of contractors on site, electricity, gas, water and the control of substances hazardous to health (COSHH).

5.7 **Working practices**: risk assessments are required for working at height and lone working.

5.8 **Office staff:** risk assessments 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.

6 Activities

6.1 We carry out a range of activities and all hazards are assessed and suitable control measures are put in place. Children and young people are always given a safety briefing before participating in risky activities, and are expected to wear appropriate protective equipment (where required) and to follow instructions.

7 Specialist Areas

7.1 The school Health and Safety Coordinator arranges for specialists to carry out the following risk assessments in liaison with the Cognita Operations Department and Cognita's Health and Safety Manager:

7.1.1 Fire safety;

7.1.2 Asbestos; and

7.1.3 Legionella.

7.1.4 Covid-19

8 Child Protection

8.1 Where a concern about a child's welfare is identified, the risks will be assessed, appropriate action will be taken to reduce those risks, and this will be recorded and then regularly monitored and reviewed. The format of risk assessment may vary according to need but our approach will always be systematic and thorough. All staff who teach or support a child at risk will be kept well-informed of the strategies, approaches and risk assessment. Individual assessments will be kept on child files and will follow a standard process as follows:

- What is the welfare issue?
- Who might be harmed?
- What measures are already in place?
- What further action is necessary?
- By whom?
- By when?

8.1.1 Progress report (monitoring and review) - Achieved/Not Achieved

8.2 Full details of our approach towards safeguarding and protecting children in accordance with Keeping Children Safe in Education (as amended) are provided in our separate policy and procedure, which is in keeping with LSCB policy. In addition, we have an anti-bullying and a written behaviour policy where further details of our approach can be seen in more detail. Any children and young people who display sexually harmful or problematic behaviour will have a risk assessment management plan in keeping with LSCB requirements, subject to regular review with the relevant external support agencies.

9 Responsibilities

9.1 As proprietor, Cognita Schools Limited has overall responsibility for (a) safeguarding and promoting pupil welfare and well-being at the school; and (b) ensuring the health and safety of staff, pupils, parents and visitors.

9.2 At an operational level, the Head will:

9.2.1 Ensure that all staff are aware of, and adhere to, the school's policies and procedures on pupil health, safety and welfare;

9.2.2 Ensure that key staff have clearly established roles and responsibilities;

9.2.3 Ensure that staff are appropriately trained to effectively carry out risk assessments;

9.2.4 Ensure that, where concerns about a pupil's welfare are identified, the risks are appropriately managed;

9.2.5 Ensure that staff, pupils, parents and others are consulted, where appropriate, to find practical solutions to welfare issues and health and safety; and

9.2.6 Ensure that standards of pupil welfare and health and safety 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.

9.3 This policy must be read and followed by all members of staff and particularly those with a specialist compliance role, such as Educational Visits Coordinator, Health and Safety Coordinator, Visit Leaders, and Designated Safeguarding Lead(s).

9.4 All staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors.

9.5 All members of staff are responsible for reporting any facilities risks or defects to the school Business Manager.

9.6 The Director of Education is responsible for assessing the major risks to which the school is exposed, evaluating and reviewing the systems in place for managing exposure to major risks.

10 Review of the Risk Assessments and Record Keeping

10.1 All risk assessments are reviewed and recorded annually, when major structural work is planned or in the event of an accident or incident. 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.

10.2 Risk assessments in relation to safeguarding and welfare will be maintained by the Designated Safeguarding Lead (DSL) and on the pupil's file where relevant. Risk assessments in relation to trips will be maintained on the EVOLVE system. All other risk assessments will be held by the Health and Safety Coordinator in a specific risk assessment folder.

Ownership and consultation	
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Consultation – May 2017	The following schools were consulted: Downsend Leatherhead Pre-Prep School, Charterhouse Square School, Cumnor Boys' School, Oakleigh House School, Quinton House School, Long Close School, El Limonar Murcia School and El Limonar Villamartin School. Education Team representative – John Coleman, ADE.

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Related documentation	
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