



Merchant Taylors' Schools, Crosby

Risk Assessment Policy

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Regulatory Body (if applicable)	DfE, ISI, HSE
Relevant legislation/guidelines	ISSR 3 & 8

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1 Aims

- 1.1 This is the Risk Assessment Policy of Merchant Taylors' Schools, Crosby (the School).
- 1.2 This policy is drawn up and implemented in accordance with the Education (Independent School Standards) Regulations 2014 (SI2014/3283) (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 pupils at the School by the implementation of a written risk assessment policy and the Part 8 obligations of those with leadership and management of the School to promote the wellbeing of pupils actively.
- 1.3 The School is committed to mitigating risk in all areas of School life and recognises its responsibility to safeguard and promote the welfare of pupils in its care. This responsibility encompasses the following principles:
 - 1.3.1 to support pupils' physical and mental health and emotional wellbeing (as well as their social and economic wellbeing);
 - 1.3.2 to protect pupils from harm and neglect;
 - 1.3.3 to recognise that corporal punishment can never be justified;
 - 1.3.4 to provide pupils with appropriate education, training and recreation;
 - 1.3.5 to encourage pupils to contribute to society;
 - 1.3.6 to ensure that pupils are provided with a safe and healthy environment and to develop the physical environment of the School to improve provision for disabled pupils;
 - 1.3.7 to recognise that proper risk assessment is a constant and dynamic process underpinned by good planning;
 - 1.3.8 to manage welfare concerns effectively.
- 1.4 Appropriate mitigation is achieved by suitable and sufficient risk assessment that clearly identifies potential hazards and decides the controls necessary to eliminate or reduce the level of risk, in accordance with the Management of Health and Safety Regulations 1999.
- 1.5 This policy and guidance are applicable to all those with responsibility for undertaking risk assessments at School for departments, tasks, activities, trips and educational visits which are under their control and that present significant risk.
- 1.6 Instruction and training in suitable and sufficient risk assessment are provided to those with responsibility for risk assessment.
- 1.7 Risk assessments are regularly reviewed to evaluate and monitor their effectiveness or following an event occurring.
- 1.8 Specifically, this policy & guidance has the following key objectives:
 - 1.8.1 To ensure that suitable and sufficient risk assessments are carried out;
 - 1.8.2 To ensure that identified control measures are implemented to control foreseeable risks so far as is reasonably practicable;
 - 1.8.3 To ensure that those affected by School activities have received suitable information and instruction on the hazards present and how to control them;
 - 1.8.4 To ensure that School risk assessments are recorded and reviewed when appropriate.

2 Definitions

2.1 For the purposes of this policy, the following definitions apply:

- 2.1.1 **Competent:** being able to perform a task and meet recognised good practice standards. It is based on the consistent application of supporting technical knowledge, experience, and skill.
- 2.1.2 **Control Measures:** physical or procedural measures put in place to eliminate or mitigate the risk to an acceptably low level.
- 2.1.3 **Hazard:** anything that has the potential to cause harm.
- 2.1.4 **Hazard Identification:** the process of recognising that a hazard exists and defining its characteristics.
- 2.1.5 **Reasonably Practicable:** balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, we may not need to take action if it would be grossly disproportionate to the level of risk.
- 2.1.6 **Risk:** an evaluation of the likelihood of the hazard causing harm. The level of risk depends on the likelihood or frequency of the harm occurring, the severity of the harm or injury and the number of people exposed.
- 2.1.7 **Risk Assessment:** a simple and careful examination of what could cause harm to people, so that we can decide whether we have taken enough precautions or should do more to prevent harm occurring.

3 Principles

3.1 The School addresses its commitment to these principles through the following:

3.2 Prevention – ensuring that all reasonable measures are taken to minimise the risks of harm to pupils and their welfare by:

- 3.2.1 Ensuring through training that all staff are aware of and are committed to this policy and the values set out;
- 3.2.2 Establishing a positive, supportive and secure environment in which pupils can learn and develop;
- 3.2.3 Including in the curriculum, activities and opportunities for PHSE which equip pupils with the skills to enable them to protect their own welfare and that of others;
- 3.2.4 Providing medical and pastoral support that is accessible and available to all pupils.

3.3 Protection – ensuring all appropriate actions are taken to address concerns about the welfare of a pupil, whether of a safeguarding nature or otherwise.

This will include:

- Sharing information about concerns internally with appropriate staff and externally with agencies who need to know and involving pupils and parents appropriately;
- Monitoring pupils known to or thought to be at risk of harm and formulating or contributing to support packages for those pupils.

3.4 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.

3.5 The School commits in this policy to observing the principles of the Equality Act 2010 and does not discriminate on any grounds.

4 Procedure: Risk Assessments Pupil Welfare

4.1 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 of risk and actions to be taken will be recorded and then regularly monitored and reviewed.

4.2 The information obtained through this process and the actions agreed will be shared as appropriate with other staff, parents and third parties/agencies on a need-to-know basis to ensure the safeguarding of the pupil concerned.

4.3 Any serious welfare concerns regarding a pupil must be raised as soon as possible with the Deputy Head [Pastoral] who will work with staff internally and external agencies with a view to resolving the issue.

4.4 Copies of risk assessment are retained by the Heads of Division and Head of Learning Support as appropriate.

5 Procedure: Safeguarding

5.1 The School has in place a comprehensive Safeguarding Policy. This policy together with the supporting procedures and related documents have been drawn up in accordance with current statutory guidance including Keeping Children Safe in Education, Working Together to Safeguard Children and Part 3 of the ISSRs.

5.2 The Safeguarding Policy and procedures set out the approach taken to the assessment of safeguarding risks, including the actions to be taken and records to be taken and retained.

6 Procedure: Anti-Bullying

6.1 The School has a written Anti-Bullying Policy which sets out the School's approach to the management of bullying and cyber bullying. This Policy is supported by other relevant documents, for example the Acceptable Use of IT statement.

7 Procedure: Behaviour

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

7.2 This policy is supported by a written Behaviour Pathway.

8 Procedure: Health and Safety

- 8.1 The School Health and Safety Policy requires that risk assessments are undertaken throughout the Schools, that control measures are implemented, and that those control measures are monitored and reviewed. Overall responsibility for this is delegated by the Head to the Director of Estates & Operations.
- 8.2 The responsibility for the completion of risk assessments, implementation of control measures lies with Head of Department or the Manager of the area concerned.
- 8.3 Guidance in the completion of a risk assessment is available from the Director of Estates & Operations, or Deputy Head [Co Curriculum] as appropriate to the risks being assessed.
- 8.4 In line with government guidance, risk assessment also takes into consideration the risk of infections spread by the respiratory route, including infection prevention and control, managing infections and exclusion, actions in the event of an outbreak, immunisation, and educational visits. This assessment also includes contingency planning detailing how the School would exceptionally and temporarily reintroduce measures to manage risk and minimise disruption to face-to-face education.
- 8.5 Copies of risk assessments are held centrally in a digital format.

9 Procedure: Educational Visits

- 9.1 The School Educational Visits Policy requires that a risk assessment is completed in advance of all educational visits and includes all aspects relating to travel and transport.
- 9.2 The risk assessment forms part of the pack of information submitted when the request for authorisation of the visit is completed.

10 Procedure: Equal Opportunities

- 10.1 The School has a written Equal Opportunities Policy, which contains information about the School's performance of its duties under the Equality Act 2010 and the reasonable adjustments made for pupils with educational needs/disabilities, support systems for pupils and liaison between parents and other agencies.

11 Suitability

- 11.1 Completed risk assessments will show that:
- 11.1.1 a proper hazard identification check was made;
 - 11.1.2 those who might be affected were considered;
 - 11.1.3 significant risks were assessed;
 - 11.1.4 existing control measures were identified and their effectiveness considered;
 - 11.1.5 the identified existing and required precautions and control measures are:

- 11.1.6 appropriate to the level of risk;
- 11.1.7 reasonable and practicable;
- 11.1.8 considered in order of priority and consider the hierarchy of control measures;
- 11.1.9 the remaining risk following the implementation of control measures is as low as is reasonably practicable.

12 Responsibilities

12.1 The Governing Body has overall responsibility for safeguarding, promoting the welfare and wellbeing, and management of health and safety at the School.

12.2 At an operational level the Head will:

- 12.2.1 ensure that all staff are aware of, and adhere to the School's policies and procedures on pupil health, safety and welfare;
- 12.2.2 ensure that key staff have clearly established roles and responsibilities and that all staff are aware of these;
- 12.2.3 ensure that staff are appropriately trained to deal with pupil welfare issues;
- 12.2.4 ensure that where concerns about a pupil's welfare are identified, the risks are appropriately managed;
- 12.2.5 consult with staff, pupils, parents and others where appropriate, to find practical solutions to welfare issues;
- 12.2.6 ensure 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.

12.3 In practical terms, the responsibility for risk assessment is routinely delegated by the Head to staff. The table below sets out responsibility for carrying out risk assessments in relation to specific matters of pupil health, safety and welfare. On a day-to-day basis, these responsibilities may be delegated to the Assistant Heads, Heads of House, School Nurse, or relevant Head of Department.

Area	Responsibility
Safeguarding & Child Protection	Deputy Head [Pastoral]
Anti - bullying	Deputy Head [Pastoral]
Behaviour and Discipline	Deputy Head [Pastoral]
Health and Safety	Director of Estates & Operations
First Aid & Healthcare	Deputy Head [Pastoral]
Supervision	Deputy Head [Pastoral]
Educational Visits	Deputy Head [Co-Curriculum]
Equal Opportunities	Head
IT	IT Manager

- 12.4 To support the risk assessment process and their duty to take reasonable care of their own safety, together with that of visitors, all members of staff are responsible for reporting any hazards, risks or defects to their Line Manager as soon as they are noted.

13 Oversight

- 13.1 Oversight of the Risk Assessment Policy is undertaken by the Estates' Committee. The policy will be reviewed by the Director of Estates & Operations at least once every three years.