



THE ENGLISH  
**MONTESSORI**  
SCHOOL

# **Safeguarding Risk Assessment: Welfare, Health and Safety Policy**

**January 2018**

**COGNITA**  
TEACHING EXCELLENCE

### 1.0 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 pupils, staff, parents and visitors and (b) safeguard the welfare and pastoral care of all pupils.
- 1.2 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.

### 2.0 The school's duties

- 2.1 The school has a duty to safeguard and promote the welfare, health and safety of all children and young people at school. The school's duties include (a) supporting children's physical and mental health and emotional well-being; (b) protect children from harm and neglect; (c) ensure that all forms of corporal punishment are prohibited; (d) encouraging children to contribute positively to society; (e) provide a safe and healthy environment; and (f) manage welfare concerns effectively.
- 2.2 The school also has a duty to ensure the health and safety of its staff, parents and visitors. This policy is developed and implemented in accordance with the current regulations regarding Health and Safety at work.

### 3.0 Policy

- 3.1 What is a risk assessment and why do we need one?

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 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).
  - 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.

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

### 4.0 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:
- Pupil welfare (medical needs, supervision, school visits);
  - Health and safety (premises, equipment, public rights of way);
  - Recruitment;
  - Safeguarding (Prevent, bullying);
  - Lessons and educational (science, technology, recreation, sport, activities);
  - Early years; and
  - Educational visits (see separate policy).
- 4.2 Staff will 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.
- 4.3 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.
- 4.4 First aid and medical incidents:
- 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.
  - The school has a separate policy which explains the procedures that we would follow in the event of a medical emergency.
  - We ensure that children do not have unsupervised access to potentially dangerous areas such as science storage room, 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.
- 4.5 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 or prohibited from working with children.
- 4.6 PSHE lessons: it will be used in conjunction with specific form periods and lessons to teach students to understand and manage risks related to their age (including those related to digital security, substance abuse, vial education, resist peer pressure, make safer decisions, seek help if necessary...).
- 4.7 Security: risk assessments will cover all areas of the school including maintenance, working practices and office staff.

### 5.0 Activities

- 5.1 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.

- 5.2 Specialist areas: are organized to come and carry out the following risk assessments in liaison with the Cognita Operations Department and Cognita's Health and Safety Manager:
- Fire safety;
  - Asbestos; and
  - Legionella.
- 5.3 Child protection: 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.
- 5.4 The full details of our approach to safeguarding and protecting children in accordance with Keeping Children Safe in Education are provided in our separate policy. In addition, we have an anti-bullying policy and a behaviour policy written where you can see more details of our approach in more detail. The school reserves the right to inform the relevant external support agencies at any time during the course if we believe it is beneficial to help the student.

### 6.0 Responsibilities

- 6.1 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.
- 6.2 At an operational level, the Head will:
- Ensure that all staff are aware of, and adhere to, the school's policies and procedures on pupil health, safety and welfare;
  - Ensure that key staff have clearly established roles and responsibilities;
  - Ensure that staff are appropriately trained to effectively carry out risk assessments;
  - Ensure that where concerns about a pupil's welfare are identified, the risks are appropriately managed;
  - Ensure that staff, pupils, parents and others are consulted, where appropriate, to find practical solutions to welfare issues and health and safety; and
  - 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.
- 6.3 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).
- 6.4 All staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors.

- 6.5 All members of staff are responsible for reporting any facilities risks or defects according to the school procedure.
- 6.6 The Assistant 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.

### **7.0 Review of the risk assessments and record keeping**

- 7.1 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
- 7.2 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.

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<b>Ownership and consultation</b>	
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<b>Audience</b>	
Audience	All school staff

  

<b>Version control</b>	
Implementation date	January 2018
Review date	Review and update for implementation in January 2019

  

<b>Related documentation</b>	
Related documentation	Anti-bullying Policy Behaviour Policy Educational Visits Policy First Aid Policy Health and Safety Policy Safeguarding and Child Protection Policy Safer Recruitment Policy