



Shrewsbury School

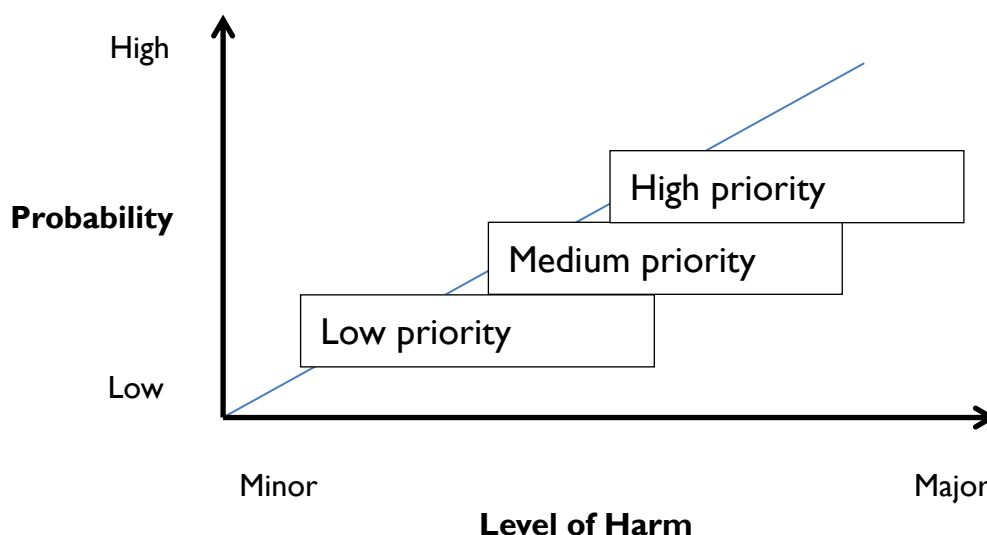
Shrewsbury School – Risk Assessment Policy

Shrewsbury School is committed to safeguarding and promoting the welfare of the pupils in its care. This commitment is manifested in many ways and forms the bedrock upon which all our pastoral care is founded. As a full boarding school we are mindful of the need to ensure pupils are properly cared for and as part of this process we adopt a thorough and holistic approach to the assessment of risks in the school. The latest Education (Independent School Standards) Regulations September 2015 (ISSR) introduce a new obligation under paragraph 3 (dealing with the welfare, health and safety of pupils) to ensure that "the welfare of pupils at schools is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy and that appropriate action is taken to reduce risks that are identified". Our approach to the safe and appropriate assessment of the many and varied risks to pupil welfare is covered in a number of policies including the following key documents;

Alcohol Policy; Anti-Bullying Policy; Drug and Substance Abuse Policy; Educational Visits Policy; Fire Safety Policy; First Aid Policy; Health and Safety Policy; Medicines Management Policy; Minibus Policy; Missing Pupil Policy; New Staff Induction Policy; Preventing Extremism and Radicalisation Policy; PSHE Policy; Pupil Behaviour Policy; Pupil Supervision Policy; Safeguarding Policy; Safer Recruitment Policy & Security on Site Policy.

What is Risk?

In simple terms 'risk' is exposure to danger of some sort. This can be physical, emotional or psychological. It is becoming increasingly difficult for schools to be able to identify and define what are acceptable levels of risk in boarding school life. Having said this one should not underestimate the value of common sense and the adoption of levels of risk that a responsible adult might deem as 'reasonable'. Any risk must be identified, but it is particularly important to identify a risk that is highly probable or likely to lead to serious harm. In terms of prioritising risk minimisation the illustration below indicates an appropriate response.



This combination of level of harm and probability are the key factors that must be considered when assessing risks. If the level of risk associated with any activity or event is deemed to be significant then the member of staff in charge is expected to submit an appropriate Risk Assessment Form to the Deputy Head Co-curricular. The following guidance notes are contained in the HASPEV Policy and are explained to all staff as part of the induction process.

- An assessment must be completed in good time prior to the event taking place.
- Care should be taken to identify the potential risks that might reasonably be anticipated. These risks should then be assessed in terms of their likelihood and potential impact.
- Having identified the risks the teacher in charge should then identify measures that can be put in place to reduce the risks. This should always include emergency procedures.
- Appropriate staffing levels are an essential part of any risk assessment. This should include the relevant experience of staff as well as the staff / pupil ratio.
- The nature of the activity itself is a crucial element of the form. Hazardous and adventurous activities will require appropriately trained staff.
- The age of the pupils involved is also a factor along with their basic capabilities and experience. Any medical issues and / or allergies should also be given due consideration. In certain 'high risk' activities a pupil's disciplinary record may also be relevant.
- Coeducational groups must wherever possible contain at least one member of staff of each sex. If organising the appropriate staffing of such an event is proving difficult then the Deputy Head Co-curricular should be informed.
- Having had the risk assessment approved the teacher in charge should give copies to all staff involved.
- Pupils must never be exposed to an unacceptable level of risk and safety must always be the prime consideration. In short, if the risks cannot be contained then the event should not take place.
- Generic risk assessments are acceptable for low risk activities that are frequently undertaken at the school. That said, it is essential that staff do not become complacent and neglect their duty to safeguard and promote the welfare of the pupils in their care.

In a digital age we must also be mindful of the risks associated with the on line activity of pupils in the school. 'E-Safety', cyber-bullying, issues relating to on-line reputation and the use of social media are all covered in PSHE lessons, ICT classes and are regularly discussed in tutorials. In addition, considerable emphasis is placed throughout all school activities, including PSHE lessons and Assemblies, in promoting fundamental British values as this is regarded as an essential aspect of countering the risk of radicalisation.

The school also makes use of external specialists who regularly attend and offer expert and up to date advice. These specialists are sourced from appropriate organisations e.g. SSCB, have been observed at national conferences or have been invited following recommendations from staff contacts at other schools or organisations. The PA to the Second Master keeps a log of all visiting speakers and, in addition to the knowledge of the staff who have sourced them, will research the visiting speaker on the internet to gain further comfort to their suitability. All staff are regularly reminded of the protocols associated with the signing in and supervision of visiting speakers. These protocols are included within the staff handbook.

All staff and pupils are bound by an 'Acceptable Use Policy' in using ICT equipment in the school, and the school ensures that its filtering protocols sensibly restrict pupils to internet sites whose content is appropriate.

The school adopts a rigorous approach to the Health and Safety of all members of the school community. Regular risk assessments are undertaken for key buildings on the site including all boarding houses.

In addition to the above, the school reviews our overall 'Risk Matrix'. This review is undertaken by the Senior Leadership Team in the first instance. This document is then submitted to the school governors as part of their legal obligation to manage risk effectively. The document covers health & safety and pupil welfare as well as the governors' approach to the identification of the major risks that apply to the school. A crucial part of this matrix describes the measures that have been put in place to mitigate against the risks identified in the document. This forms the school's risk register and along with the related policies referred to on page 1 enables the Chairman of Governors to make an appropriate statement regarding risk management in the annual report.

July 2018 (PJM) To be revised January 2019