

RISK ASSESMENT, INCLUSIVE OF ACCESS TO RISKY AREAS, POLICY

This policy applies to the whole school inclusive of Boarders

Document Details

Information Sharing Category	Public Domain
Ashwicke Hall Document Reference (Org, Doc.),	Ashwicke RA Policy 30 th September 2018
Version	2
Date Published	30 th September 2018
Authorised by (if required)	Proprietor, Business and Financial Controller
Review/Update Date	By the 30 th September 2019
Responsible Area	Health and Safety/Boarding/Academics/LOtC

This policy is inclusive of activities outside of the normal school hours. It applies to all staff (teaching, boarding and support staff), the Proprietor and volunteers working in the school. The policy is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office. All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours including activities away from school.

Monitoring and Review: Relevant risk assessments and any action taken in response to risk assessments will be monitored regularly by the Principal or a relevant senior member of staff.

This policy is subject to continuous monitoring, refinement and audit by the Principal, the Business and Financial Controller, the Head of Boarding. The Proprietor will undertake a full annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay.

In undertaking the monitoring and review of relevant risk assessments and this policy (as necessary), the Principal or a relevant senior member of staff will seek to identify trends and understand issues of concern and to take steps to improve systems to manage these.

Signed:



Amanda Woods
Principal

Approved: September 2018

Review Date: September 2019

This policy will next be reviewed no later than September 2019 or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Legal Status:

- Regulatory Requirements, Part 3 Welfare, Health and Safety of Students and Part 5 Premises and Accommodation of the Education (Independent School Standards) (England) (Amendment) Regulations, currently in force.
- Prepared with regard to Health and Safety at Work etc Act 1974 and associated amendments and regulations including any relevant supporting documents including: The Management of Health and Safety at Work Regulations 1999, and The Regulatory Reform (Fire Safety) Order 2005, including any further amendments and supporting documents.
- Prepared with regard to the Equality Act 2010, Race Relations Act 1976, Race Relations Amendment Act 2000, Sex Discrimination Act 1986, Children's Act 1989 and Special Educational Needs and Disability Act 2001.
- Health and Safety: Department of Education (DfE) *Advice on legal duties and powers for local authorities, head teachers, staff and governing bodies* (DfE February 2014) and the Health and Safety Executive (HSE)
- The School has regard to Government recommended guidance and advice re: *Learning outside the Classroom (LOtC) - National Guidance* from the Outdoor Education Advisers' Panel (OEAP) on School trips and offsite activities.

Introduction: Ashwicke Hall is required under the Management of Health & Safety at Work Regulations to manage the level of risk in all of its activities. Put basically staff should manage and reduce risk to reasonable levels by identifying what the basic level of risk is, and if necessary put in place controls to reduce risk. All staff should also be alert to changing circumstances and should take appropriate actions to reduce or stop an activity if the level of risk seems inappropriate. Risk assessments are also required by other legislation, i.e. COSHH, Manual Handling, Visual Display Screen Equipment etc. The results of and risk assessment and subsequent control measures should be made known to the staff, students and visitors concerned.

It is drawn up and implemented in accordance with the Education (Independent School Standards) Regulations (SI 2014/3283) currently in force (the **ISSRs**) and has regard to the Part 3 obligations of the Proprietor to make arrangements to safeguard and promote the welfare of students at the School by the implementation of a written risk assessment policy and the Part 8 obligations of those with leadership and management responsibilities to actively promote the wellbeing of students. It has regard to standards 6.3 and 13 of the National Minimum Standards for Boarding Schools (NMS) (DfE: April 2015).

Purpose: The purpose of this policy is:

- to actively promote the wellbeing of all students, staff and volunteers at the School;
- to ensure that all employees of the School are aware of and follow the school's approach to student wellbeing; and to implement a framework for the assessment of risk(s) to the wellbeing of all who are at Ashwicke Hall.

Ashwicke Hall is fully committed to promoting the safety and welfare of the community so that effective education can take place. The highest priority (integral to which is safeguarding (child protection)) is to ensure that all the operations within the school environment, both educational and support, are delivered in a safe manner which complies with both law and best practice. Risks are inherent in day to day life and they need to be identified along with the adoption of systems and control to mitigate them.

Safeguarding: Safeguarding (child protection) is the golden thread which is at the core of the School. The School's policies and training for all faculty and staff form the core of our child protection (safeguarding) risk management.

Ashwicke Hall School is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

Safer recruitment policies and procedures reduce the exposure of the school to the risk of employing faculty staff who are barred from working with children or are not allowed in the UK.

Risk Assessment: All risk assessments are reviewed and recorded regularly and also when major structural work is planned or in the event of an accident or a near miss. There is a separate health and Safety Policy and Health and safety statement which should be read in conjunction with this policy. Copies of the policy are provided to all new members of faculty and staff along with their employment contract.

The School's risk assessment process covers both adults and children and includes:

- checking for hazards and risks both indoors and outside and in all activities and procedures;
- deciding which areas need attention, developing an action plan which specifies the action required;
- the timescales for action and any funding required

Unsupervised Access to Students: Students do not have unsupervised access to potentially dangerous areas. Doors to these areas are locked at all times, when not in use. All flammables are kept securely locked. The following have been identified as 'risky areas' and for which there is a risk assessment: Pond, maintenance facilities, woodland along with those associated with curriculum activities.

Lists of health and safety issues are checked:

- daily, before the start of morning school, termly; and annually, when a full risk assessment is carried out.

What is a risk assessment? A risk assessment is a careful examination of what, in an employee's work, could cause harm to them, so that it can be weighed up whether the Principal has taken enough precautions or should do more to prevent harm. The Proprietor is legally required to assess the risks in the workplace. A risk assessment can also be described as a tool for undertaking a formal examination of the harm or hazard to people or an organisation that could result from a particular activity or situation. It needs to be appreciated that:

- a hazard is something with the potential to cause harm;
- a risk is an evaluation of the probability of the hazard occurring;
- a risk assessment the resulting assessment of the probability and impact to assess the severity of the outcome;
- risk control measures are the controls and procedures put in place to minimise the consequences of uncontrolled risk (e.g. staff training, fire alarms and clear work procedures).

Risk assessments make good sense and focus on prevention rather than reacting to situations as they occur. Risks assessments should be reviewed and updated regularly. A Risk Register is maintained by the School with individual risk assessments maintained by the Business and Financial Controller or maintenance team, depending on the nature of the risk assessment.

In assessing the risks in the workplace, the Proprietor will require the Business and Financial Controller to:

- look for the hazards, decide who might be harmed and how;
- decide whether the existing precautions are adequate or whether more should be done;
- record the findings, review the assessment and if necessary, revise it.

Regular and systematic inspections and risk assessments of all potential hazardous substances and work activities will be made by, or under the authority of, the executive responsible for health and safety and will take into account all the relevant regulations and code of practice. Specialist advice will be obtained if necessary and the risk assessment will be reviewed periodically. The significant findings will be recorded and appropriate preventative and/or protective measures taken as necessary.

Looking for Hazards: You can look for hazards by:

- consultation and conducting inspections of the workplace, analysing jobs;

Ashwicke Hall School is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

- adopting a “what if” approach, listing all Acts and Regulations as they apply to the workplace.

Manufacturers’ instructions, accident records, ill health records, etc., can help to identify hazards.

Advice to all staff: Staff should only look for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide: slipping / tripping hazards (e.g. poorly maintained floors or stairs); fire (e.g. from flammable materials) chemicals (e.g. Floor cleaner); moving parts of machinery, (e.g. blades); work at height, (e.g. from ladders); pressure systems, (e.g. gas systems and bottles); electricity (e.g. poor wiring); dust fume (e.g. welding); manual handling; noise; poor lighting and low temperature.

Is risk adequately controlled? Have you already taken precautions against the risks from the hazards you listed? For example, have you provided:

- adequate information, instruction or training, adequate systems or procedures?

Do the precautions:

- meet the standards set by a legal requirement, comply with a recognised industry standard?
- represent good practice, reduce risk as far as reasonably practicable?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. You may refer to procedures, manuals, school rules, etc. giving this information. If the risk is not adequately controlled, an ‘action list’ should be written.

Who Might be Harmed? When preparing a risk assessment there is no need to list individuals by name, just groups of staff conducting similar work, or why they may be affected, e.g.:

- teachers, classroom assistants, office staff, maintenance staff, contractors;
- people sharing your workplace, cleaners, parents/guardians/carers.

Pay particular attention to:

- staff with disabilities, visitors, inexperienced staff, lone workers.

Recording the Findings: Significant hazards and conclusions must be recorded and staff should be informed of the findings where relevant. The Principal should be able to show that:

- a proper check was made, you asked who might be affected;
- you dealt with all the obvious significant hazards, the precautions are reasonable and the remaining risk is low.

Staff must ensure that records are kept for future reference: an inspector may ask for them or in the case of any legal action they will be required.

Risk assessments should be recorded in one or more of the following ways:

- On a School Risk Assessment Form.
- On a specific health & safety risk assessment record from e.g. COSHH, Manual Handling, Visual Display Screen Equipment, Personal Protective Equipment.
- On an instruction or procedure document.
- Any other appropriate and approved record.

The Proprietor has established a Health and Safety Committee which meets At least three times per academic year. It reviews the Risk Register and key high risk, Risk Assessments and also discusses new and emerging risks for

Ashwicke Hall School is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

consideration and assessment by management. Specific risk assessments for which specialists are engaged by the Business and Financial Controller include:

- fire safety,
- asbestos,
- Legionella,
- Gas Safety and
- Electrical Safety

Areas requiring Risk Assessments: There are numerous activities undertaken by the School, each of which requires a risk assessment. These include: fire safety and prevention, learning outside the classroom (LOtC) inclusive of educational visits and trips, boarding, science, sport and PE, art, drama and so on.

Medical and First Aid: The Central Surgery/Medical Room has risk assessments for first aid and all other medical related treatments and procedures. The accident forms are maintained in the central surgery. There are established procedures to be followed in the case of an emergency. Please refer to our Medical Protocol and Practice document.

PART 1 – BUILDINGS – GROUNDS - ACTIVITIES

Risk Assessments at Ashwicke Hall School: In order to create a safer environment at the School and also to comply with HSE regulations, we are required to carry out Risk Assessments of any activity that involves a hazard. A hazard is defined as an activity that has the potential to cause harm to either students, staff, visitors or members of the public. The following areas considered are listed below:

The Risky Areas in the School Premises

- Swimming Pool and Gymnasium
- General Classroom Activities
- Indoor and outdoor sports and games activities
- Off-site activities and visits

The Risky Areas on the School Grounds

- Pond area (with attached fence)
- Woodland area
- School Laundry Facilities
- Farmland in proximity
- Maintenance workshop
- Boiler room
- Oil/Fuel storage
- Tractor
- Machinery (Grounds)
- Vehicles
- External transport (trains/buses/coaches)
- Maintenance of grounds (external contractor)

The Risky Areas in the Boarding Houses

- _Kitchenette

Examples of criteria to be followed in developing risk assessments. However, with regards to all areas cited above concerning buildings, grounds and activities, detailed risk assessments have been made:

Ashwicke Hall School is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

AREA/ACTIVITY COVERED: **Swimming Pool and Gymnasium** (Please see our Swimming Pool Risk Assessment)

Significant hazards: Security, slips and trips, drowning, injury from incorrect use of equipment

Control Measures: The doors to the swimming pool, located inside the main sports hall building, are locked when not in use to prevent unauthorised access. Access to the pool can only be obtained by the maintenance team or named staff who are qualified to supervise the use of the pool. When in use, the swimming pool will be supervised by staff who are qualified to lifeguard its users. A set ratio of users will be permitted to swim at any one time to avoid over crowding and adequate supervision.

All maintenance and cleaning of the pool and gymnasium and the surrounding areas will take place when they are not in use with any chemicals being used monitored for safe concentrations. Water testing will be checked regularly to ensure appropriate heat and chemical balance.

Within the Gymnasium, equipment will be checked weekly for its safety, with any faulty equipment being removed from use. Anti-bacterial wipes are supplied to wipe down shared equipment after use and drinking water facilities are provided.

Information, Training and Supervision: Levels of supervision of for the swimming pool and gymnasium will be sufficient to ensure the health and safety of those taking part. Factors to consider are the nature of the activity; the age, ability, physical and behavioural characteristics of participants and any relevant medical conditions. All staff are first aid training with any staff supervising the swimming pool, having appropriate lifeguarding qualifications.

AREA/ACTIVITY COVERED: General classroom activities

Significant Hazards: slips, trips, topples, electric shock and fire

Control measures: The layout of all teaching rooms will be such as to ensure ease of exit in the event of fire. Access to the exit door, including any additional fire exit doors will be free of obstruction and readily accessible. All aisles between desks or other furniture will be sufficient width to allow easy passage taking account of the numbers using them. Fire exit routes will be clearly marked in all corridors serving teaching rooms. On entering teaching areas staff will ensure that they are in a safe condition. This will involve ensuring that floors are free of obstructions and trip hazards e.g. trailing cables; that electric socket outlets are free of physical damage or discoloration due to overheating and that no other hazards are present e.g. inappropriate substances left in the teaching area. Any faults for accidental damage that may give rise to significant risks will be reported and remedial action taken. Immediate action will be taken to prevent danger where there is a significant risk. All electrical equipment e.g. televisions, overhead projections etc will be correctly fused, maintained in a safe condition and will be protected by a residual current device. All new equipment will be CE marked where appropriate. An Inspection and testing procedure will be carried out by a professional body once every two years and documented.

Where manual handling has to be carried out e.g. moving large items of furniture or equipment, this will be done by the Maintenance team in the appropriate way. All equipment and other items stored in teaching rooms will be stored safely. Items will not be stored in situation where they may give rise to risk of manual handling injury or where they may fall and cause injury e.g. heavy items on tops of cupboards. Where access is required to shelves etc above head height, appropriate step stools or steps will be readily available and used. Items will not be stored where they may cause obstruction or be a trip hazard.

Information & Supervision: A DBS check as appropriate will be carried out in respect of all personnel whose work may bring them into unsupervised contact with children. All teaching staff will have such specialist training and knowledge as is necessary to ensure safety in respect of the activities they are supervising.

AREA/ACTIVITY COVERED: Indoor and outdoor sports and games activities

Significant Hazards: slips, trips, topples, injury

Control Measure: Supervision by qualified and competent staff is the principal control measure in respect of student safety during physical education and sports activities. There is no professional or legal requirement for a teacher to have a specific award or accreditation before teaching any physical education activity but the School must be satisfied that teachers or others who supervise such activities are competent to do so. All staff will be given relevant medical/emergency information in respect of students liable to suffer adverse medical problems arising from involvement in any physical education or sports activities. Staff will ensure that each student is physically fit for any activity they may undertake and that students know how to use safely all the equipment that they are required to use. Where appropriate, staff will ensure that suitable warm-up exercises are performed prior to the start of games and similar strenuous activities.

All outdoor playing fields/areas and the equipment used on them, including fixtures such as goalposts etc will be suitable for the purpose for which they are used. Hazards may include damage to surfaces, glass, small potholes, stones, dog faeces or insecure/unstable/unsuitable equipment. Surfaces may also be unsafe as a result of ice, frost or excess surface water. Staff will make a simple visual inspection of playing areas etc before any activity begins to ensure the conditions and equipment are safe. Where students are to be involved in the setting out of equipment etc. they will receive appropriate instruction and supervision in respect of how to carry this out safely. In particular staff will ensure that students do not lift loads in an unsafe way not lift excessive loads having regard to their physical development. A first aid container will be maintained in, or in the immediate vicinity of, each sports area. A travelling first aid kit will be taken to all sporting events away from the School premises. Where the supervising member of staff is not a qualified first aider, there will be a reasonable access to such a person.

Information, Training and Supervision: Levels of supervision of sporting activities will be sufficient to ensure the health and safety of those taking part. Factors to consider are the nature of the activity; the age, ability, physical and behavioural characteristics of participants and any relevant medical conditions. It is recommended that the staff responsible for physical education lessons should have a first aid qualification.

AREA/ACTIVITY COVERED: Off-site activities and visits

Significant hazards: Security, slips, trips and falls; health problems arising from contact with animals.

Control Measures: All offsite visits/expeditions must be authorized by the Principal. Students will only participate in off-site visits with the written consent of their parent/guardian/carer. Parents/guardians/carers will be given details of each trip and will give their consent. Adequate levels of supervision will be maintained during all off-site activities. The following factors will be taken into account:

- The number of students involved and the duration of the journey
- The gender, age and ability of group members and the nature of any accommodation to be used
- Any requirements of the locations to be visited and first aid cover

Where reasonably practicable, all accommodation should be assessed for suitability prior to visits taking place. All accommodation should be clean, in good repair, well-lit and well ventilated and there should be enough space to allow students to live in comfort with an appropriate number of showers/baths, wash basins and toilet facilities.

Ashwicke Hall School is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

Kitchen and dining facilities should be clean and well organised with food being freshly cooked and served immediately. In cases where a facility is being used for the first time, a pre-visit by a member of staff will be appropriate. If staff do not sleep in the same block there should be a duty teacher of appropriate gender whenever the students are in the accommodation. Children and staff will occupy separate rooms on residential visits, according to gender. Teachers must make themselves and students aware of fire exits and evacuation procedures. A fire evacuation practise should be carried out early in the visit. The teacher is to retain pass keys in order to gain entry to all self-locking doors in an emergency. An assessment of risk will be made prior to any off-site activity or visit.

All staff will be given relevant medical/emergency information in respect of students liable to suffer adverse medical problems during in or arising from off-site visits. Staff will ensure that each student is physically fit for any activity they may undertake. The group leader and other staff will monitor risks throughout the visit and take necessary actions appropriately. Clear rules of conduct will be established and communicated to students in respect of acceptable behaviour during off-site visits and journeys. Appropriate footwear, personal protective clothing and equipment will be worn by staff and students during visits. This may include wellingtons and weather resistant outer clothing. A first aid container will be available on all off-site visits.

Teachers are reminded to avoid any 1:1 situations with students that might be open to misinterpretation. All accompanying adults have a duty of care. Teachers should remember that they are loco parentis at all times on the visit and thus responsible for the well-being and safety of the children. A system of student recall is essential with work in the open environment, on water or during swimming activities. The system should be simple, understood by all and practised beforehand. A system is implemented to attract the attention of children when it is necessary for the students to re-join the main group. Children should never be on their own, but remain in the group. In the event of Outdoor Activity Centres being used for activities such as hill walking, rock climbing, sailing, canoeing etc and assessment of the suitability of the centre, qualifications, suitability and experience of the staff etc will be made prior to them taking place.

ACTIVITY COVERED: Pond area (with attached fence)

Significant hazards: slips and trips, infection, Injury, drowning

Control Measures: The pond is surrounded by a fence with locked access to ensure students/visitors do not enter this area by mistake. Within the pond area itself, the pathways are clearly marked to ensure users have appropriate access to, from and around the pond. Surfaces close to the pond, where direct access is intended, have been designed to ensure appropriate grip to reduce risk of slipping. When working in the pond, staff will ensure appropriate ratios of users to avoid overcrowding, and appropriate methods of using the pond will be given. When finished in the pond area, users will be instructed to wash hands to reduce infection risk. Appropriate floatation assist equipment is positioned at the pond to support users who may have entered the pond unintentionally.

Information, Training and Supervision: All users of the pond will be supervised by staff who are trained in the safe use of the pond.

ACTIVITY COVERED: Woodland / Local Farmland (see specific risk assessment)

Significant hazards: slips, trips and topples, injury from animals

Control Measures: The local woodlands / farmland is considered strictly out of bounds from pupils and visitors unless supervised permission has been given. When using the woodlands, paths should be followed as much as

possible to reduce risk of injury. The climbing of trees etc is not permitted. When returning from the woodland / farmland, all users should wash hands and footwear.

Information, Training and Supervision: Users of the woodland must be accompanied by a competent member of staff to ensure safe use of this area. Farmland will be monitored and checked in conjunction with the local farmers to ensure livestock are not affected.

ACTIVITY COVERED: All building and grounds maintenance, machinery and related activities.

Significant hazards: Machinery hazards; electric shock; falls from height; slips, trips and topples.

Control Measures: All machinery and work equipment will be suitable for the purposes for which it is used. It will be maintained in a safe condition. It should be stored in the locked shed and never left unattended on the School grounds or building. An inspection and testing procedure will be maintained in respect of all portable electrical appliances. This will be carried out every two years by a qualified professional. Records will be kept of this inspection. All electrical equipment will be suitable for the purposes for which it is used, will be correctly fused and will be maintained in as safe condition. Suitable precautions shall be taken to reduce the risks associated with working at height. Access equipment will be suitable for the purpose. Ladders will be used when suitable. When they are not scaffolding will be used. This will be erected by competent persons and subject to inspection in accordance with statutory requirements. Staff will not undertake manual handling activities that present significant risk unless they have received appropriate training.

The building will be maintained in a safe condition. Where deterioration/wear and tear could give rise to significant risk to health and safety, monitoring will be carried out. Where appropriate, schemes of preventative maintenance will be put in place to further minimise risk. Staff will be encouraged to report accidental damage and other faults and remedial action will be taken before significant risks arise. The selection of contractors will be undertaken by the Business and Financial Controller. They will seek to ensure the selection of competent contractors, effective collaboration between the School and contractors in the performance of contracts and to monitor the health and safety performance of contractors. A fire risk assessment will be carried out and reviewed as necessary e.g. in the event of changes to buildings. Fire arrangements will be recorded and fire evacuation procedures established and maintained in respect of potential evacuations during the day. Suitable personal protective equipment will be provided in respect of all activities where it can further reduce risk. Cleaning of the School building will be done by competent persons and all cleaning materials kept in a locked cupboard. They will only use products that have been authorised by the Business and Financial Controller.

Information, Training and Supervision: The use of any cleaning equipment or machinery will only be allowed once specific training has been given to the member of staff and they are signed off as competent to do so. Additional training will be carried out as required.

SUPPORT AREAS COVERED: These include:

- *Catering:* Risk assessments and training is required for every item of catering equipment. As the school's provision of catering services is outsourced to a third party provider the primary responsibility for compliance is with the outsourcer. However, the School is responsible for ensuring that the outsourcer is undertaking its responsibilities for risk assessment and health and safety.
- *Housekeeping:* Risk assessment and training is required for every item of cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH).

- **Maintenance:** Risk assessment and training is required for equipment, as well as for manual handling, slips and trips, working at heights, lone working, asbestos, control of contractors on site and COSHH.
- **Grounds Maintenance:** Risk assessments and training is required for machinery and equipment as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH.

Review and Revision: If there is a significant change in working practices, e.g. purchase of new machinery or substances, employment of new staff, etc., this could present new hazards, the school will review assessments to ensure precautions are still working effectively. All risk assessments should indicate on them the required review period that should be:

- at least annually where there is a generic risk assessment and on each occasion when it is an activity/site specific assessment;
- also at regular periods dependent of the level of risk of the activity;
- immediately following an accident (or a near miss) and when new activities are introduced

The review should be signed and dated by the person completing the form. A copy of the completed reviewed/updated risk assessment should be forwarded to the Business and Financial Controller.

Guide to Risk Assessment: The activities listed below have been graded on a scale (Low, Medium or High) in accordance with the seriousness of the injury they could cause.

Severity of hazard

Low = No hazard; Slight, could cause minor cuts or bruises; Minor, could cause wound needing on site first aid treatment

Med = Moderate, could cause wound needing treatment at local surgery; Could cause wound needing hospital treatment; Fractures, dislocations, breakage of bones needing hospital treatment

High = Head wounds and concussion needing hospital treatment; Permanent maiming or disfigurement; Could cause permanent total disablement or death; Could cause multiple fatality

PART 2 – STUDENT WELFARE

Responsibilities: The Principal, Head of Boarding and Student Management Coordinator oversees student welfare and well-being issues, who at an operational level will:

- ensure that student's health, safety and well-being is adequately protected;
- ensure that all staff are aware of, and adhere to, the School' policies and procedures on student health, safety and welfare;
- ensure that key staff have clearly established roles and responsibilities;
- ensure that staff are appropriately trained to deal with student welfare issues;
- ensure that where concerns about a student's welfare are identified, the risks are appropriately managed;
- consult with staff, students, parents and others, where appropriate, to find practical solutions to welfare issues;
- ensure that standards of student welfare at the School are regularly monitored both at an individual level and across the whole School community to identify trends and issues of concern and to improve systems to manage these.

Student welfare: The Proprietor recognises his responsibility to safeguard and promote the welfare of students in its care. This responsibility encompasses the following principles:

- to support students' physical and mental health and emotional well-being (as well as their social and economic well-being);
- to protect students from the risk of harm and/or neglect;
- to recognise that corporal punishment can never be justified;

Ashwicke Hall School is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

- to provide students with appropriate education, training, recreation and development activities both indoors and out;
- to encourage students to contribute to society;
- to protect students from the risk of radicalisation, extremism and being drawn into terrorism;
- to build students' resilience to radicalisation by actively promoting fundamental British values, enabling students to challenge extremist views;
- to assess the risk of children being drawn into terrorism and to provide appropriate support for those identified as being at risk;
- to ensure that students are provided with a safe and healthy environment so far as reasonably practicable; and
- to manage welfare concerns effectively.

The School recognises that individual students may have needs which arise from physical, medical, sensory, learning, emotional or behavioural difficulties which require provision additional to or different from that generally required by young people of the same age in mainstream schools. The School is committed to promoting and safeguarding the welfare of all of its students having regard to the special requirements of individual students but, where appropriate or necessary, balancing the special requirements of individual students against the School's responsibilities to promote and safeguard the welfare of all its students.

The School addresses its commitment to these principles through:

- **Prevention** - ensuring that all reasonable measures are taken to minimise the risk of harm to students and their welfare by:
 - ensuring through training that all staff are aware of and committed to this policy and the values set out;
 - establishing a positive, supportive and secure environment in which students can learn and develop;
 - including in the curriculum, activities and opportunities for PSHE which equip students with skills to enable them to protect their own welfare and that of others; and
 - providing medical and pastoral support that is accessible and available to all students.
- **Protection** - ensuring all appropriate actions are taken to address concerns about the welfare of a student, whether of a safeguarding nature or otherwise. This includes:
 - sharing information about concerns with agencies who need to know and involving students and their parents appropriately; and
 - monitoring students known or thought to be at risk of harm and formulating and / or contributing to support packages for those students.

The School recognises that student welfare and well-being can be adversely affected by many matters whether in or away from School, including abuse, bullying, radicalisation, behavioural and health issues.

The School has developed this policy and the policies in the table below, which set out full details of its procedures to safeguard and promote student health, safety and welfare in accordance with its duties under Part 3 of the ISSRs and the and details of those with overall responsibility for risk assessment.

Risk assessment: Student safety and welfare at the School is paramount. The School have various systems to ensure that student welfare is safeguarded and promoted including the use of daily diaries, boarding team meetings, and weekly report sheets. These are regularly reviewed and overseen by the senior management team. Where a concern about a student's welfare is identified, the risks to that student's welfare will be assessed, appropriate action will be taken to reduce the risks identified, and this will be recorded and regularly monitored and reviewed.

The format of any assessment of risks may vary and may be included as part of the overall response to a welfare issue and/or by using the attached risk assessment form where appropriate. Regardless of the form used, the

Ashwicke Hall School is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

school's approach to promoting student welfare will be systematic and student focused. The information obtained through this process and the action agreed will be shared, as appropriate, with other staff, parents and third parties in order to safeguard and promote the welfare of a particular student or of students generally.

Safeguarding / child protection: With regard to safeguarding risks, and in accordance with current statutory guidance, including *Keeping children safe in education* (September 2016) and *Working together to safeguard children* (February 2017) and Part 3 of the ISSRs and the NMS, the School has systems in place to identify students who may be in need of extra help, or those who are suffering, or are likely to suffer significant harm, and will take appropriate action to address and mitigate those risks by working in conjunction with social care, the police (including, in relation to those identified as being at risk of radicalisation, the Channel Police Practitioner), health services and other services, where appropriate or necessary. Full details of the School's safeguarding procedures are set out in the Safeguarding Policy. Further guidance on how staff should ensure that their behaviour and actions do not place students or themselves at risk of harm, or of allegations of harm to a student, is also set out in Staff Code of Conduct.

Protection from radicalisation and extremism: Details of the School's procedures to prevent students from becoming radicalised and/or being drawn into extremism and/or terrorism in accordance with the guidance in *Prevent Duty Guidance for England and Wales 2015* (HM Gov) and the *Departmental advice on the Prevent Duty* (DfE) are also contained within the Safeguarding Policy. The School will meet these obligations by assessing the risk of students being drawn into radicalisation and/or extremism and/or terrorism and putting in place control measures to support those at risk.

The School is committed to providing a safe space in which students can consider and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, and learn how to challenge these ideas. The School will ensure that the arrangements for visiting speakers, whether invited by staff, students or parents, are suitably risk assessed before the visit takes place and that clear protocols are in place to ensure that those visiting speakers are suitable and are appropriately supervised when on School premises.

Anti-bullying: The School has a written Anti-bullying policy which covers the School's approach to the management of bullying and cyber bullying.

Behaviour: The School has a written behaviour policy which sets out how it promotes good behaviour amongst students at the School and the sanctions to be adopted in the event of student misbehaviour. This policy contains further information about the School's performance of its duties under the Equality Act 2010 (and reasonable adjustments made for students with disabilities), support systems for students and liaison between parents and other agencies.

Health and safety: In accordance with its obligations under the Health and Safety at Work etc Act 1974 and with Part 3 of the ISSRs, Ashwicke Hall as an employer has a duty to ensure the health, safety and welfare of employees and the health and safety of students and others affected by the Schools' operations, so far as is reasonably practicable. The School will meet this requirement by taking a sensible, proportionate and holistic approach to management of health and safety issues in accordance with its obligations and its health and safety policies and its policy on risk assessment of health and safety issues.

Reporting: When assessing risks to student welfare and well-being at the School, all staff should also consider whether the matter should be reported to outside agencies and /or regulatory bodies, including but not restricted

to, Children's Services, the Police, (including, in relation to those identified as being at risk of radicalisation, the Channel Police Practitioner), Ofsted, CAMHS etc.

Unless provided for otherwise in the School's policies or in statutory guidance, the member of staff concerned should discuss the decision to report to outside agencies and /or regulatory bodies with the Principal and/or the Designated Safeguarding Lead (where appropriate) before making such a report.

If, at any point, there is a risk of immediate serious harm to a student, a referral should be made to children's social care immediately. Anybody can make a referral. If the student's situation does not appear to be improving the staff member with concerns should press for re-consideration. Concerns should always lead to help for the child at some point. Wherever the School proposes to share information under this policy or related welfare policies, it will have due regard to the principles set out in the DfE advice note, "Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers" (Currently in force).

Appendix 1

Guidance on risk assessment: A student welfare risk assessment is a careful examination of what could cause harm to student welfare and to consider appropriate control measures, so that you can weigh up whether the School has taken adequate precautions or should take additional steps to prevent the risk of harm. The purpose of a risk assessment is not to create huge amounts of paperwork, but rather to identify sensible measures to control real risks - those that are most likely to occur and / or will cause the most harm if they do. When thinking about your risk assessment in this context, remember:

- a welfare issue is anything that may harm a student; to include cyber-bullying, abuse and the risk of radicalisation and extremism.
- the risk is the chance that a student could be harmed, together with an indication of how serious the harm could be if it occurs.

Step 1: Identify the issue: First you need to work out how students could be harmed. This will generally be set out in the concern raised about a student's welfare.

Step 2: Decide who might be harmed and how: Identify individual students or groups of students who might be harmed and how they might be harmed by the concern raised.

Step 3: Evaluate the risks and decide on precautions: Decide what to do about the risks.

Compare what you currently do with what is required by law, DfE guidance or is accepted good practice. If there is a difference, list what needs to be done to protect the student's welfare. Where appropriate take into account any special requirements or protected characteristics.

Step 4: Record your findings and implement them: Make a written record of your significant findings - the concern, the issues, how student(s) might be harmed and what arrangements the School has in place to control those risks. There is no prescribed format for this record, but any record produced should be simple and focussed on control measures and the steps the School proposes to take to manage the risk.

Step 5: Review your risk assessment and update, if necessary: Review what you are doing for the students identified and across the School generally and monitor and review the efficacy and /or the outcome of the measures you have put in place on a regular basis, or as required.

List of areas assessed in the school:

- Art room
- Boarding houses
- Business office
- Classrooms

Ashwicke Hall School is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

- Dining hall
- Exam hall
- Fire alarm
- Head of education office
- ICT
- It room
- Kitchen
- Laundry
- Library
- Maintenance
- Medical Centre
- Music room
- Outdoor environment
- Peer on peer
- Principal office
- Reception
- Server room
- SLO office
- SMC office
- Sports hall
- Staff kitchen
- staff room
- Swimming pool
- Tuck shop
- Uniform room

Examples of Ashwicke Hall Risk Assessments:



Risk Assessment for Ashwicke Hall School		
Risk Assessment for: Outdoor environment	Date of Risk Assessment: 26/9/2018	Review Date: September 2019
Carried out by: Manwa Bou Shamseddine	Signature: MBS	

What are the Hazards?	Level of risk			Who might be harmed and how?	Control Measures			
	Low	Med	High		Action to be taken to lower the risk.	Action by whom?	Action by when?	Level of risk reduced to low
Falling over on concrete			√	Pupils by running and bumping into each other or just slipping.	To remind students to look where they are going and be aware of people and equipment around them.	All using the outdoor area.	Daily	√
Steps			√	Children – tripping up or down the steps.	Encourage students to look where they are going. Students should always use rails. In the case of bad weather do not use steps that have not been treated.	All using the outdoor area.	Daily	√

Ashwicke Hall School is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.



<u>What are the Hazards?</u>	<u>Level of risk</u>			<u>Who might be harmed and how?</u>	<u>Control Measures</u>			
	Low	Med	High		Action to be taken to lower the risk.	Action by whom?	Action by when?	Level of risk reduced to low
Plants – Flowers, nettles, bracken			√	Students – poisoned by touching	To make sure caretakers cut back or remove any poisonous plants. Make sure students wash hands after touching any plants. Talk to students about how to handle plants safely.	Teachers, gardener	Daily	√
Insect stings/bites SEASONAL			√	Students/Adults – maybe stung by bee or wasp or other insect.	Check area for wasp/bees nest regularly during and inform caretaker if any found. Treat stings accordingly.	All using the outdoor area.	Daily	√
Animal Faeces		√		Students/Adults – stepping on animal faeces, students touching it with hands.	Keep area clean	Housekeeping	Daily	√
Pond			√	Staff and students - drowning	Pond fenced and a caution sign in place	Health and safety officer	Regularly	√



<u>What are the Hazards?</u>	<u>Level of risk</u>			<u>Who might be harmed and how?</u>	<u>Control Measures</u>			
	Low	Med	High		Action to be taken to lower the risk.	Action by whom?	Action by when?	Level of risk reduced to low
Sun (seasonal)			√	students/Adults – risk of sunburn or heat stroke.	Ask Students to apply sunscreen to, they must also wear sun hats. Avoid being in the sun at peak times, stay under cover when temperature is very hot, re-apply sunscreen when necessary.	All using the outdoor area.	Mainly summer season	√
Natural hazards – stones, twigs, branches logs etc		√		Students– possible throwing of stones, playing with twigs, falling branches may cause injury	Adults to supervise at all times. Caretaker to check trees regularly for any decay.	All using the outdoor area.	Daily	√
Ice & Snow, (seasonal)			√	Students, Staff and Visitors – risk of slipping and falling	Caretaker to clear snow and ice and put down salt.	All using the outdoor area.	Daily during the season	√



Risk Assessment for Ashwicke Hall School

Risk Assessment for: Boy's Dorm	Date of Risk Assessment: 22/9/2018	Review Date: September 2019
Carried out by: John Nette	Signature:	

<u>What are the Hazards?</u>	<u>Level of risk</u>			<u>Who might be harmed and how?</u>	<u>Control Measures</u>			
	Low	Med	High		Action to be taken to lower the risk.	Action by whom?	Action by when?	Level of risk reduced to low
Walking around the Dorm		√		Students, Staff: minor injuries (cuts, bruises)	Corridors and floors to be kept clear; students expected to walk in a suitable manner (no running); Tables/chairs to be arranged neatly or to the side away from exits	All using the dorm	Daily	√
Heavy doors		√		Students, staff. Fingers, feet injuries	Keep fire doors shut, make people aware of the doors how heavy they are	All Using the dorm	Daily	√



<u>What are the Hazards?</u>	<u>Level of risk</u>			<u>Who might be harmed and how?</u>	<u>Control Measures</u>			
	Low	Med	High		Action to be taken to lower the risk.	Action by whom?	Action by when?	Level of risk reduced to low
Radiators		√		Students touching the controls or bumping into the corners.	Radiators regularly checked and furniture placed away from them.	All using the dorm.	Daily	√
Electrical appliances			√	Staff, students may receive an electric shock or trip over wires.	Don't have water near anything electrical. Don't touch anything electrical with wet hands. Don't put anything on radiators. No trailing leads or cables. Don't over load sockets. Yearly Pat testing to take place.	All using the dorm.	Daily	√
Uneven or slippery surfaces			√	Pupils and Teachers may trip and injure themselves.	All flooring is in good condition and spillage to be cleaned up immediately. 'Wet Floor Sign' to be put up until floor is dry	All using the dorm.	Daily	√



<u>What are the Hazards?</u>	<u>Level of risk</u>			<u>Who might be harmed and how?</u>	<u>Control Measures</u>			
	Low	Med	High		Action to be taken to lower the risk.	Action by whom?	Action by when?	Level of risk reduced to low
Computers		√		Staff and students may suffer from eyestrain/headache and possible electrocution	<ul style="list-style-type: none"> • Turn off computer when not in use • Control computer usage 	Houseparent	Daily	√
Fire			√	Staff and students and other building users – could suffer from smoke inhalation or burns if trapped in the dorm	<ul style="list-style-type: none"> • Staff induction includes fire evacuation procedures and means of raising the alarm • Fire alarm tested weekly and problems or failure to sound is reported • Annual/termly fire evacuation carried out • Access to fire exits kept clear • Fire doors not propped open • Regular removable of combustible waste by cleaning staff 	Houseparent	Daily	√



<u>What are the Hazards?</u>	<u>Level of risk</u>			<u>Who might be harmed and how?</u>	<u>Control Measures</u>			
	Low	Med	High		Action to be taken to lower the risk.	Action by whom?	Action by when?	Level of risk reduced to low
Entertainment in common room		√		Students might get minor injuries while playing	Good supervision, removing any broken game accessory. First aid kit available in office.	Houseparent	Daily	√
Vending machines			√	Staff and students, possible electrocution	Make sure machines are tested regularly and safety guidelines to be given relevant to the equipment.	Houseparent	Daily	√
Security			√	Staff and Pupils, Doors left open/unlocked. Visitors admitted without staff knowledge.	Pupils and visitors aware of all security measures. Signing in procedures adhered to. Monitoring of entrances.	Houseparent	Daily	√
Medication stored in office			√	Students, overdose	Medication stored in locked cupboard, medication logged	Houseparent	Daily	√