

## ***Risk Assessment Policy***

The school acknowledges the importance of risk assessments and risk management in ensuring the safety and welfare of students and staff. Assessments need to address feasible risks and suggest suitable measures to counter any negative outcomes. In areas requiring specialist expertise (such as Fire Risk Assessment) the school employs external professionals, but other assessments are completed by staff. Activity assessments need to be completed prior to the event and submitted to the Deputy Head for reference in case of emergency.

### **Trips**

Risk assessments are not required for day visits such as trips to the theatre or museums but residential visits or those involving high-risk physical activity (such as the Calshot Activity Centre weekend) should be assessed. Part of this assessment should include relevant documents from the external providers of the visit, including their own risk assessments and verification that all staff involved with students have completed the prescribed Safeguarding checks. The RA should include names and contact details of school staff conducting the visit, contact details for the centre and give evidence of a sensible range of risk consideration. Overseas visits will require greater attention to detail.

Visits involving caving, climbing, trekking, skiing or watersports require a check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004.

### **Premises and Equipment**

Fire Risk Assessments are conducted periodically by external professionals. The last assessment was in 2019. An on-going assessment of more general safety is conducted by the members of the Health and Safety Committee and reported back in committee meetings. In terms of equipment the Art room and Science Laboratory are the principle areas of concern and these are assessed by the relevant heads of department. The Deputy Headmaster holds these assessments.

### **Activities**

Sport activities and the Carpentry Club are assessed annually and the equipment used in these activities is checked professionally and replaced as necessary.

### **Pupil Welfare**

Details of specific medical needs for pupils (such as asthma and epipens) are held centrally and are given to staff taking groups out of school as relevant. The list of requirements will be added to the RA for the activity. None of the present pupils have extra-ordinary medical needs but in the past we have address the risk with professional training for our designated First Aid staff.

### **Recruitment**

Wherever possible recruitment risks are minimised by forward planning (allowing sufficient time for safer recruitment processing) but in the event of a member of staff being needed before the DBS check is complete (and with all other checks having been made), the risk is managed by supervision of the member of staff, and records are kept on file.

### **Prevent / Safeguarding Issues**

Both issues are of on-going concern but are managed on a regular basis by staff training, and by making pupils aware of issues. We maintain close links with the Bi-borough Childrens' Services and endeavour stay updated in the information we base our practices on.

### **Implementation**

September 2019

When using external providers (such as activity centres) Sussex House staff are in attendance at all times to ensure the centres' own safety protocols are being observed. Activities that involve only Sussex House staff are staffed sufficiently to allow effective risk management.

**Training / Advice**

The Deputy Head has been trained in Risk Assessment on a course operated by ISBA, and in turn gives training to staff in basic Risk Assessment, and offering support and advice as necessary for individual assessments.

**Recording**

The school uses a standard form (See below) for simple visits involving low risk activities, such as theatre visits. More complex assessments can be made using a pro-forma provided by the Deputy Headmaster.

**Review**

Assessments are reviewed in the light of any negative outcomes to help to develop a more effective process.

**SUSSEX HOUSE SCHOOL - ARRANGEMENTS FOR A DAY TRIP**

Completed copies of this form should be submitted to the **Deputy Headmaster** and the **School Office** before departing on any school day-trip.

Party Leader		Mobile Phone No.	
Accompanying Teacher(s)		Mobile Phone No(s).	
Destination			
Date of departure			
Time of departure from school			
Time of arrival back at school			
Classes/pupils taken on trip. (Attach list of names if more space required)			
Mode of transport			
Travel company details	Normal coach	Bliss Travel	Tel No. 020 7730 5290
	Other		
First Aid box taken? Y/N	e.g. Awareness of pedestrians/traffic when getting on/off coaches. Seat belts. Action in event of separation from group. Toilet supervision. Water hazards etc.		
Information you have given or intend to give to pupils regarding risks likely to be encountered			
Additional relevant information including special needs or medical needs of individual pupils	e.g. travel sickness, allergies, asthma, hay fever etc. (epi-pens, ventilators and other special medication)		

