

Risk assessment policy

Date adopted	January 2020
Date of review	Nov 2023
Date for review	Aug 2024
Relevant Independent School Standards	Part 3 - Welfare, health and safety of pupils 16(a) & 16(b)

1. Introduction

The Southover Partnership are committed to:

- Safeguard the welfare of pupils and mitigate risks by implementing effective risk assessments
 - Risk assessments for each site including their rooms
 - Risk assessments for external venues
 - Pupils' individual risk assessments (Pupil profiles)
 - Regular trip risk assessments
 - Specific trip risk assessments
 - Short-term risk assessments
- Review risk assessments on a regular basis

Independent School Standards outline:

16. The standard in this paragraph is met if the proprietor ensures that—

- (a) the welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and
- (b) appropriate action is taken to reduce risks that are identified.

2. Definitions

The following terminologies are often used in our risk assessment:

Risk assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm
Risk	Something with the potential to cause harm to people, such as physical injuries, emotional distress, online safety, chemicals or working from height
Probability	The likelihood of the risks occurring
Severity	The seriousness of the risks
Overall risk factor	An overview (High, Medium or Low) on the risk factor following the assessment of the risks' probability and severity
Mitigation	Action taken to prevent people being harmed

3. Steps to risk assess

When risk assessing, we apply a common-sense approach, meaning staff do not list every possible danger, but those that are significant or likely. Mitigations are put in place to meet the safeguard the welfare of our students, as well as keep students and staff safe from harm. Each risk assessment has its reviewing period. We follow the steps below when creating / reviewing risk assessments:

Step 1: Identify risks – consider activities, processes and substances within the school and establish what associated hazards could injure or harm the health of staff, pupils and visitors.

Step 2: Decide who may be harmed and how – for each hazard, establish who might be harmed, listing groups rather than individuals. This will bear in mind that some people will have special requirements, for



instance pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

Step 3: Evaluate the overall risk factors and decide on mitigation (reviewing existing ones as well) –establish the probability and severity of risk posed by each hazard, having considered existing control measures. Balance the level of risk against the mitigation that is needed to control them and do everything that is reasonably practicable to protect people from harm.

Step 4: Implement and review the assessments – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

3.1 Risk assessments for each site including their rooms (updated yearly and when necessary)

The Southover Partnership situate in three different locations:

- [1] Kingsbury Site (KM) - 288 Kingsbury Road, Roe Green, NW9 9HA
- [2] Finchley Site (Hutton Grove) - 54 Hutton Grove, London, N12 8DR
- [3] Southgate Site (SPS) - 75 Chase Road, London, N14 4QY.

Each site has its own risk assessment conducted, which outlines the risks of the premises overall and the risks in the individual rooms, including the specialist rooms. The Finchley and Southgate site are both a shared site with the Finchley Progressive Synagogue and Southgate Progressive Synagogue, and therefore, specific measures (i.e. High staff-pupil ratio) are put in place to mitigate the additional risks that come with the nature of the sites.

3.2 Risk assessments for external venues (updated yearly and when necessary)

There are certain external venues we access regularly, including but not limited to local leisure centres, external food tech kitchen and the venue for the farm provision. The Southover Partnership would, where possible, start by ascertaining such venues' own risk assessment and use them as a starting point. Where possible,



further specific risks presented to our students due to their needs are added to the risk assessments.

Prior to Outreach sessions taking place, the Head of Outreach / Lead practitioner risk assesses the venues used for learning, which is usually the home of the family, but also it includes external public venues such as local libraries.

3.3 Pupils' individual risk assessments (Pupil profiles) (updated termly and when necessary)

All students at the Southover Partnership have an Education, Health and Care Plan (EHCP), and therefore, their needs are outlined in section B.

The process of formulating students' risk assessments:

- Consider their EHCP needs
- Consider our in-depth understanding of students through daily conversations and interactions
- Consider contextual needs following unprecedented circumstances
- Review and update the risk assessments termly or following significant events that changes the risks

3.4 Regular trip risk assessment (updated when necessary)

We ask all parents / carers to complete a consent form on behalf of their child to attend local trips during the school day. For those who don't have the consent form signed, we share the trips' information with the parents in advance. There is a 'Reoccurring / generic risk assessments' folder shared with all staff to access and read. Before a regular or reoccurring trip takes place, the trip leader (usually the teaching staff) must:

- Inform the relevant Head of School with information including the estimated time of return
- Carry a mobile phone and a first aid kit
- Carry the relevant risk assessments including pupils' risk assessments
- Sign out when leaving the school premises.

The first occurrence of each re-occurring trip must be risk assessed.

*All Outreach trips should have a 2:1 staff-to-pupil ratio, unless authorised by Head of Outreach



3.5 Specific trip risk assessments (updated when necessary)

Specific trips include trips that are not reoccurring on a regular basis - I.e. residential trips, a trip to the museum for educational purposes. For the specific trips, we also follow principles outlined in 3.4. However, additionally, trip leaders specifically create a risk assessment for the trip assessing the risks of the venue and the specific risks relating to pupils in the group (if not already outlined in their individual risk assessment). Prior to any of these specific trips taking place, the following procedure will also be followed:

- The Head of School will give permission for the trip to take place and sign the risk assessment two weeks in advance.
- Permission will be sought from the parent or carer, in writing.
- Agreement will be reached on the staff pupil ratio for the visit. This will be a minimum of one member of staff to 3 pupils - for the first 3 students you will need 2 staff members, and thereafter one per 3 pupils.
- Where possible, after the trip has been completed, an evaluation form will be completed by the lead member of staff. The information from this will be used to plan and modify future trips.

*All Outreach trips should have a 2:1 staff-to-pupil ratio, unless authorised by Head of Outreach

3.6 Short term risk assessments (created and reviewed on a case-by-case basis)

Under exceptional circumstances, such as receiving recommendations following an external risk assessment, The Southover Partnership aim to resolve all matters arisen from an action plan by prioritising all the actions recommended. In the interim, before external work can be commissioned, we create a short-term risk assessment to outline the risks posed to everyone on site with appropriate mitigation measures to protect their welfare and safety.

4. Roles and responsibilities

4.1 The Trustees

The Trustees have ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Executive Headteacher.



The Trustees have a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Trustees as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks.
- Inform employees about risks and the measures in place to manage them.

4.2 The Executive Headteacher

The Executive Headteacher, or in their absence, the School Business Manager and all other SLT members, are responsible for ensuring that all risk assessments are completed and reviewed, including students' individual risk assessments.

4.3 School staff and volunteers

School staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required.
- Familiarising themselves with risk assessments.
- Implementing control measures identified in risk assessments.
- Alerting the Executive Headteacher to any risks they find which need assessing.

4.4 Pupils and parents

Pupils and parents are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

4.5 Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

5. Monitoring arrangements



Risk assessments are written as needed and reviewed by the Executive Headteacher and SLT members. This policy will be reviewed by the Executive Headteacher every year and approved by the Trustees.

While risk assessments are updated once a year and when necessary, in case of significant changes to pupils, staff and property, regular checks are conducted by the site manager to monitor any changes that may affect the risk assessments.