



ST. CATHERINE'S BRITISH SCHOOL

A registered charity in the UK and member of HMC & COBIS

Risk Assessment Policy

This policy has regard to:

- *Health and Safety at Work etc. Act 1974 (UK good practice)*
- *Management of Health and Safety at Work Regulations 1999*
- *Regulatory Reform (Fire Safety) Order 2005 (where relevant as UK good practice)*
- *Keeping Children Safe in Education (2026)*
- *Greek Health and Safety legislation-where applicable*
- *ISI British Schools Overseas Standards (current framework)*

Please read this policy in conjunction with the Health & Safety, Fire Safety, EVC, First Aid, and Safeguarding Policies

What is a Risk Assessment?

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. Harm is not limited to physical injury: it includes harm to a pupil's emotional, psychological and social wellbeing. The Risk Assessment Policy and its effective implementation is to safeguard the welfare of all students, staff, visitors and Governors at the School, in the widest sense of that word.

- A hazard is something with the potential to cause harm
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property, harm to a pupil's wellbeing)
- 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, preliminary visits, warning signs, barriers, safeguarding referral pathways and insurance).

Risk assessments can be used to identify potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (child protection issues), environmental, and to pupil wellbeing (mental health, emotional and psychological harm, peer-on-peer abuse, online harm and extra-familial harm). Risk assessments are not confined to physical or environmental hazards: they extend to any activity, situation or environment that could affect a pupil's wider wellbeing, including their mental health and emotional safety.

Why have Risk Assessments?

Risk assessments are a legal requirement. By focusing on prevention - as opposed to reacting when things go wrong - it is possible to prevent accidents, injuries and harm to wellbeing that could ruin lives, damage reputations and cost money. The school is legally obliged to hire an external Health & Safety officer that will also assess any work-

related risks. Site visits are carried out twice a month and reported as required to school management.

It is not only a legal requirement, but also this school's firm belief, that risks to health, safety and wellbeing should be controlled wherever possible through risk assessments. These are therefore conducted in the school on a regular basis and cover all identified risks to our pupils' physical safety and their wellbeing more broadly, our staff, our buildings, our grounds, in our daily routines and at all school events. This reflects the school's safeguarding duties under Keeping Children Safe in Education (KCSIE), which requires that all staff understand safeguarding as extending to a pupil's welfare, not solely their physical safety.

Conducting a risk assessment

Assessments are conducted by suitably trained and competent members of staff, EVCs (Rebecca Gough, Lucy Shore or Alex Alford) or other competent staff. Where a risk assessment concerns, or may touch on, a pupil's wellbeing or a safeguarding matter, the relevant Designated Safeguarding Lead (DSL) must be consulted as part of the assessment. Both Safeguarding and pastoral risks must be considered. Risk Assessments are approved by the Head of School and kept in the relevant school office. Monitoring and co-ordination will be carried out by the Deputy Head of School/EVC, H&S Officer, Principal and, for wellbeing/safeguarding-related assessments, the DSL team, as appropriate.

What areas require risk assessments?

There are numerous activities carried out at St Catherine's, each of which requires its own separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips
- School events - e.g. PTSA events, sporting events
- Maintenance & building works
- Pupil wellbeing and safeguarding (see below)

Separate policies and/or protocols cover each of the areas mentioned above. However, risk assessments are also needed for many other areas, including:

Educational

- After School extra-curricular activities
- Science experiments
- Sporting, Dance and PE activities

- Music (including minimising the risk of hearing loss to staff)
- Performing Arts (including the theatre backstage, stage, props room and lighting box)
- Art (including the clay and print studios)
- International Award
- General Classroom Risk Assessment. Staff are expected to undertake dynamic risk assessments where circumstances change during an activity and take immediate action to reduce any identified risks
- Moving between school sites (until the bridge construction has been completed).

Pupil Wellbeing and Safeguarding

In line with Keeping Children Safe in Education (KCSIE), risk assessments must consider risks to pupil wellbeing alongside physical and environmental hazards. This includes:

- Mental health and emotional wellbeing, including risks relating to self-harm, eating disorders and suicidal ideation, which staff should recognise as safeguarding matters and refer to the DSL
- Online safety, including the school's filtering and monitoring systems (reviewed regularly for effectiveness), and emerging online risks such as AI-generated or self-generated intimate images
- Serious violence, including any concern that a pupil is carrying, using, or has expressed an intention to use a weapon, which must be reported immediately to the DSL for risk assessment and, where appropriate, de-escalation of peer conflict
- Child-on-child abuse, including harassment, bullying and sexual violence between pupils
- Extra-familial harm and contextual safeguarding, i.e. risks to pupils arising outside the family home or school, including in the community or online
- Safe and appropriate use of premises and facilities, including single-sex spaces, with particular sensitivity for pupils who are questioning their gender
- Pupils who may need additional support or monitoring, including those who are returning to school further to a suspension, who are on a part-time timetable, who have chronic medical conditions supported by an IHCP, pupils with behavioural support plans, pupils subject to safeguarding plans, pupils requiring individual supervision or who have exhibited early signs of abusive, violent or otherwise harmful behaviour.

These risks are assessed and managed jointly by relevant staff, the DSL team and, where appropriate, the Principal, and are recorded in line with the school's Safeguarding Policy, including its procedures for Recording Low-Level Concerns.

Medical and First Aid

All staff are responsible for reporting accidents. If a pupil is taken to or treated by the school nurse, and accident/incident report must be completed by the member of staff with the pupil (or on duty if during break) and the nurse if medical treatment required.

The School keeps records of all accidents and injuries and has a procedure in place for ensuring that they are reviewed regularly in order, where possible, to minimise the likelihood of recurrence. (See also separate policy documents: FIRST AID and HEALTH & SAFETY)

Pupils with medical conditions like asthma, diabetes or epilepsy need extra attention at school to stay safe and healthy. When completing a risk assessment that involves students with medical conditions, iSAMS must be checked, the school nurse should be consulted and, if appropriate, the student's individual health care plan (IHCP) should be checked. A medical condition alone does not automatically require a safeguarding referral; however, staff should remain alert to any indication that a medical or wellbeing concern could increase a pupil's risk of neglect, abuse or exploitation, in which case the matter should be raised with the DSL.

Child Protection and Safeguarding

The School's Safeguarding Policy, together with training for all staff, forms the core of our child protection risk management, and should be read alongside this policy for any risk assessment touching on a pupil's welfare. Safer Recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff, Governors, volunteers or contractors who are barred from working with children or are not permitted to work in the relevant jurisdiction. This regime extends to Governors, volunteers, trainee teachers, and adult members of staff families accommodated on site. Unsupervised access to pupils by volunteers is risk-assessed individually and is not assumed to be permitted by default. By ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

Emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.

- Maintenance/Cleaners: risk assessments and training are required and carried out as required relating to working at height, asbestos and contractors on site.

Training covers safe working practices, health and safety notices and protective equipment.

- Catering Contractors: risk assessments and training are required for catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.
- Contractors working on site must provide evidence of appropriate insurance, risk assessments and method statements where required. Contractors are supervised appropriately and safeguarding procedures apply whilst on school premises.

Risk assessments will take account of pupils' SEND, disabilities, medical conditions and individual vulnerabilities. Reasonable adjustments will be implemented where appropriate.

Supervision Procedures

The school has procedures in place for the proper supervision of pupils by staff in School and on visits that is understood by all members of staff (see 'SUPERVISION GUIDELINES' and 'EDUCATIONAL VISITS POLICY').

Where necessary, doors to potentially dangerous areas such as science laboratories and the Art & Design rooms are kept locked when not in use. Pupils are only allowed access when accompanied by a member of staff. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking working areas in the school. Access to and use of single-sex facilities (e.g. toilets and changing rooms) is likewise risk-assessed and managed sensitively, including for pupils who are questioning their gender, in line with the Safeguarding Policy.

Review of Risk Assessments

All risk assessments are regularly reviewed and monitored by the Heads of School, H&S Officer and the Principal; wellbeing and safeguarding-related risk assessments are reviewed jointly with the DSL team. Procedure for completion of Risk Assessments is as follows:

Risk assessments should also be reviewed (and recorded) when major structural work is planned, in the event of an accident, or in the event of a safeguarding incident or concern that indicates a new or changed risk to pupil wellbeing. The school's arrangements for the management of health and safety should describe the arrangements for regular health and safety audits of the fabric of the school, its plant,

machinery and equipment, together with its arrangements for auditing the catering and cleaning functions and for water sampling.

Responsibilities of all staff

All members of staff are given an induction into the school's arrangements for risk assessments and health and safety. However, staff are responsible for taking reasonable care of their own safety and wellbeing, together with that of pupils and visitors. They are responsible for cooperating with the Heads of School and other members of the SLT to enable the school to comply with its health, safety and safeguarding duties. Staff are responsible for reporting any risks or defects to the Head of Risk & Compliance/or the appropriate Head of School, and for reporting any concern about a pupil's wellbeing or safety to the DSL, however that concern arises. Termly staff Health & Safety committees are held to identify any staff concerns. Committee members include relevant SLT members, Site manager, school nurse, Head of PE, and security.

Accident Reporting

All staff are responsible for reporting any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the School Nurse and/or Head of School. The accident report should then be filed with the School Nurse. All notifiable (serious) accidents and near misses are recorded and reviewed by the Head of Risk & Compliance with a view to assessing whether any measures need to be taken to prevent recurrence. Where an accident or near miss raises a possible wellbeing or safeguarding concern, it is also reported to the DSL and/or relevant Head of School, in parallel with the accident reporting route above.

Governors' Responsibilities

A Risk Register has been developed and is reviewed by Executive and appropriate Senior Leaders for Governors review. The Governors have assessed the major risks to which the school is exposed, including those related to the operations, finances and safeguarding of the school, and are satisfied that systems are in place to manage the school's exposure to these risks.

Reviewed in July 2026 to reflect KCSIE 2026.