



CROSFIELDS SCHOOL

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This policy applies to the whole school, including the EYFS.

Introduction

To effectively manage health and safety and in accordance with the Management of Health and Safety at Work Regulations 1999, Crosfields maintains a set of risk assessments for activities and locations that may have the potential to cause harm, these may be at school or off site. The school aims to assess all reasonably foreseeable risks, and others which are identified by specific health and safety regulations. Each risk assessment considers risks that could impact everyone within and visiting the school environment, and in particular pupils and staff.

The Governing Board is fully committed to promoting the safety and welfare of everyone in the school community so that effective education can take place. The highest priority lies in the promotion of pupil welfare through effective risk assessment and ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that comply fully, not just with the law; but with best practice. The policy at Crosfields is not to carry out any unacceptably high-risk activity. However, risks are inherent in everyday life, and even in a low-risk environment there is a need to identify and manage risks with a view to preventing accidents from occurring. The school endeavours to educate its pupils in how to cope safely with risk, and to provide staff with appropriate training to enable them to manage risk.

Legislation And Guidance

This policy has due regard to statutory legislation and guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Counter-Terrorism and Security Act 2015
- Education Act 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- DfE (2022) 'Health and safety: responsibilities and duties for schools'
- Keeping children safe in education 2025

Principles of Effective Risk Management

The school adheres to the following key principles of risk prevention:

- If possible, avoid a risk altogether
- Avoid introducing new hazards
- Evaluate unavoidable risks via a risk assessment
- Combat risks at the source
- Consult with those affected to adapt work to the requirements of the individuals

- Consult with the Health and Safety Lead (the Director of Compliance and Operations (DCO))
- Take advantage of technological and technical progress where appropriate
- Implement risk prevention measures within policies
- Give priority to protection measures that safeguard the whole school
- Ensure that staff and pupils understand what they must do to minimise risk
- Develop a positive approach to health and safety within school

General Risk Assessments

What is a risk assessment?

A risk assessment is a tool for conducting a formal examination of what could cause harm to people, and ensuring enough precautions are in place to prevent such harm or where this is not possible, to reduce it to a tolerable level. It should be completed with due reference to pupil welfare, the environment in which the activity is to take place and all the people involved. A template for risk assessments can be found on the school's Staff Drive:\Health & Safety\Risk Assessments.

How to complete a Risk Assessment?

While using a template as a starting point is useful, risk assessment needs to be a deliberate action not a tick box exercise. The following steps are to be taken:

- Identify possible hazards and risks.
- Identify who may be at risk e.g. members of staff (especially inexperienced staff), pupils (especially those with SEND needs, particular pastoral needs or other groups which could be particularly at risk depending on the nature of the hazard), lone workers, pregnant women, visitors and contractors.
- Consider what needs to be done to minimise hazards and risks or if any hazards or risks are too great, what modifications need to be undertaken to the planned activity.
- Consider what actions are required to promote pupil welfare in view of the possible hazards and risks.
- Define the risk control measures, i.e. the measures and procedures that are put in place in to minimise the consequences of the risk.
- Identify people to be responsible for their actions.
- Set a time frame for completion.
- Implement the actions arising from the risk assessment.
- Monitor completion of the actions prior to the activity taking place.
- Adapt the activity as required if new hazards or risks emerge whilst it is ongoing.
- Review the risk assessment after the activity has been completed to evaluate its effectiveness.

How should a hazard or risk be identified?

- A **hazard** is defined as anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer, etc. **Harm** includes death, bodily injury or damage to physical or mental health.

- A **risk** is the chance or possibility, low to high, of injury, loss or danger to people, property or buildings.
- A **risk assessment** is the resulting assessment of the severity of the outcome.
- **Risk/safety control measures** are the measures and procedures that are put in place to minimise the consequences of the risk.

What needs to be considered when completing a Risk Assessment?

When considering risks, it is necessary to think about how serious an injury could be and the likelihood of it occurring. Before assessing the risks always obtain all the information about:

- the environment that activities will take place in
- the qualifications and experience of those leading and accompanying them
- the suitability of equipment, and the age, ability, aptitude and experience of the pupils and others participating.

Having assessed the risks it is important to manage the identified risks in such a way as to do what is reasonably practicable to minimise their effect. Details of risk/safety control measures to be implemented are to be listed on the risk assessment. Where the residual risk is very high, then consideration must be given as to whether to avoid them in their entirety.

What is the degree of risk?

Severity	Catastrophic (5)	5	10	15	20	25
	Major (4)	4	8	12	16	20
	Serious (3)	3	6	9	12	15
	Significant (2)	2	4	6	8	10
	Minor (1)	1	2	3	4	5
		Remote (1)	Improbable (2)	Occasional (3)	Probable (4)	Frequent (5)

Likelihood

	Residual risk is low
	Residual risk is medium and normal risk and safety control measures should be in place

	Residual risk is high but with prudent risk and safety control measures in place, the activity could be undertaken
	Residual risk is very high and even with prudent risk and safety measures in place, there is an unacceptable level of risk attached to the activity

When is a Risk Assessment required?

The School's policies cover routine activities in school and broad generic risk assessments are completed for typical hazards e.g. trips, slips and falls, security.

Specific risk assessments must be undertaken for certain subjects and areas of higher risk in school on an annual basis. This will include but not limited to:

- Art and Pottery
- COSHH (Control of Substances Hazardous to Health)
- Critical Incidents
- Design & Technology
- Drama
- EYFS including Nursery
- First Aid
- Food Technology
- Forest School
- Grounds Maintenance
- Manual Handling
- Minibuses
- PE and Games: Rugby, Football, Hockey, Cross Country, Tennis, Cricket and Athletics
- Play Equipment
- Recruitment of staff where some safer recruitment checks i.e DBS/overseas has are yet to be received
- Safeguarding
- Science
- Security (including Martyn's Law)
- Lone Working
- Slips and Trips
- Strength & Conditioning Suite
- Staff work related stress
- Swimming including Galas
- Theatre
- Trips and Visits – see Educational Visits Policy
- Vehicle Movements
- Working at Height

The risk assessment may differentiate between activities for Juniors and those for Seniors where this is appropriate and necessary. In some circumstances, separate risk assessments may be required. Safeguarding and pupil welfare are considered within the risk assessments where relevant.

Risk assessments must always be carried out prior to an activity taking place, and on-going (sometimes called continuing or dynamic) risk assessments will take place as an activity is ongoing and circumstances change.

Specific risk assessments by industry professionals with relevant professional qualifications and knowledge are also conducted under the following categories:

- Asbestos
- Legionella
- Gas Safety
- Electrical safety
- Fire safety

Who should complete a Risk Assessment?

Anyone can complete a risk assessment and can do so as they go about their daily life without even realising. The co-ordinator of a specific activity, or person responsible (usually Head of Department, Curriculum Lead or Line Manager) for a physical area or duty will be responsible for completing the risk assessment. The DCO, as the School's Safety Representative, Head of Estates, Head of Operations and School Nurse are available to consult with when completing a risk assessment.

Training

Risk Assessment Training is available to all staff as part of general Health & Safety Training and ongoing support is readily available through more experienced members of staff. Staff working in high-risk areas are required to do more in depth training on risk management either online through EduCare, an external educational training service, or informally with the Director of Compliance and Operations (DCO) or Head of Operations.

A Training Needs Analysis Record, detailing training requirements for staff whose work involves a greater element of risk and who therefore require extra or specific training is maintained by the DCO.

Responsibilities

The Governing Board is responsible for:

The overall responsibility of risk management at the school.

- Overseeing the management of risk and health and safety by the Health and Safety Committee and Finance and Operations Committee.
- Delegating strategic decisions for operational management of risk and health and safety to the Head.
- Ensuring relevant incidents and injuries are recorded and reported in line with RIDDOR requirements:
 - Injuries and ill health of employees
 - Injuries involving pupils and other people not employed by the school
 - Dangerous occurrences

The Head delegates responsibility to the DCO, as the Competent Person, for:

- Developing and implementing an effective approach to risk management in the school.
- Ensuring potential hazards are identified and risk assessments are carried out as appropriate.
- Ensuring day-to-day risks are managed effectively, including health and safety matters.
- Ensuring that any individual tasked to carry out a risk assessment is suitably trained or supported to do so.
- Allocating resources in response to risk assessments and determining a course of action, if it has been identified that a risk cannot be suitably controlled so far as is reasonably practicable.
- Implementing frameworks for decision-making and corporate strategies, which consider risk assessment principles.
- Implementing appropriate mechanisms to communicate safe systems of work identified as part of the risk assessment process.
- Communicating elements of risk and health and safety management to the H&S Committee.
- Developing a Health and Safety Policy, that should be subject to reviews based on thorough risk assessment to reflect on and reduce occurrences of newly established risks.
- Recording any significant findings from risk assessments.
- Reporting to the Head and Board, as required.

Staff members are responsible for:

- Taking reasonable care of their own safety, as well as that of pupils, visitors and other staff members.
- Promoting pupil welfare through effective risk assessment.
- Being aware of any established risks and understanding the measures the school has put in place to manage these.
- Undertaking their work in accordance with training and instructions including the wearing of personal protective equipment (PPE) where required.
- Cooperating with the school on health and safety matters.
- Carrying out assigned risk assessments effectively, ensuring all risks are identified as well as suitable control measures.
- Reporting any risks or defects to the DCO in order to create new, or update, risk assessments.
- Participating in risk management training delivered by the school.
- Reporting any concerns, risks or defects through faults@crofields.com for remediation.

A teacher has a common law duty of care for young people under their supervision. The duty of care expected is that of a reasonable, prudent and careful parent applying his/her mind to the school situation. The duty is continuous and cannot be delegated to anyone else.

Staff are responsible for reporting any concerns, risks or defects through the email address - faults@crossfields.com for action and tracking by the Head of Estates, Maintenance Manager and DCO .

Day-to-day responsibility for ensuring that risk assessments are carried out, records kept and reviewed rests with the DCO, but Heads of Department are tasked with ensuring that their own departments follow endorsed school policies and procedures. Local management arrangements/guidelines are to be included in Departmental Handbooks or other local documentation such that another member of staff providing cover could understand fully how compliance is achieved within that Department. The School has employed the services of Assurity Consulting to support Health & Safety provision in school. A Safe School Assessment was carried out in May 2024 and will be refreshed every 2-3 years. Ongoing support from Assurity Consulting includes, site safety walks, reviewing sample risk assessments, review of policies and procedures and providing guidance and training on H&S matters (e.g. Design & Technology classroom ventilation in February 2025)

MONITORING AND EVALUATING EFFECTIVENESS

The full risk assessment documentation is available Staffdrive:\Health & Safety\Risk Assessments

Incident and Near Miss Reports are completed via a Microsoft Forms link that can be found on the useful links section of the staff home page. The report is reviewed by the DCO, Head of Operations, Head of Estates and Nurse Manager. If the incident is serious, it will be escalated to the relevant Head of Department and SLT, Head of Operations, the DCO or Estates Manager to identify any lessons or necessary changes to policy, practice or risk assessment.

The DCO will be responsible for the administration of the risk assessment review process. Risk assessments should be reviewed and revised at regular intervals by the Head of Operations. All risk assessments should be signed off by the Head of Estates, member of the SLT, the Head of Operations or other competent member of staff as appropriate to the activity. Risk assessment is an on-going process. Risk assessments are not definitive and are therefore reviewed (and amended if necessary) on a regular basis in accordance with best practice. Risk assessments should also be reviewed when there has been an incident, accident or near miss; where the procedure for undertaking a task has changed; where the people at risk has changed significantly or where different equipment is being used. The risk assessments will help in determining such things as training requirements and/or the need to convey information to employees. As a minimum, risk assessment will be reviewed every 3 years.

AREAS OF RISK ASSESSMENT

Activities

- **Break-times** – At Crossfields the pupils are segregated into age groups at break-time to ensure their safety and ensure adequate staff supervision. The Juniors and Seniors have breaks at different times. Nursery, Reception and Year 1&2 have designated play areas. Older pupils can choose to play on the ATP, field or playgrounds.

- **Extra-Curricular Activities** – The Deputy Head (Co-Curricular & Operations) is responsible for completing risk assessments or checking the risk assessments of those delivering activities both on and off-site. Any school run activities during school holidays, including Sports Academies, must have a risk assessment completed for each period of activity.
- **Forest School** – A suite of risk assessments has been undertaken to cover planned Forest School activities.
- **PE & Games** – Risk assessments for sports are undertaken at the beginning of the season/term by the Director of Sport. Risk assessments are also undertaken by PE staff when going to away fixtures, with any concerns brought to the attention of the Director of Sport.
- **Early Years Foundation Stage (EYFS)** – In accordance with requirements, the EYFS Risk Assessments are reviewed annually.

Asbestos

Crosfields complies with the Control of Asbestos at Work Regulations 2012 and other related Health & Safety at Work legislation regarding asbestos. Asbestos is present externally in Goodrest, Newton Lodge, Nursery and Oakleaves and internally in the Dining Hall, Plant Room and Stillman Plant Room. It is subject to an Asbestos Management Plan. All internal locations are clearly marked with appropriate hazard labels and any contractors working in the vicinity of these areas (internally or externally) must sign the Asbestos Management Contractor Register.

Car Parks and Vehicle Movements

Vehicle movements are generally restricted to the car park areas of the school other than maintenance and grounds vehicles. Pre-Prep playgrounds are also used for parking at the start and close of the day. Pupils are not permitted to be in these areas without adult supervision at these times. Safe walking zones are marked and barriers in place. Car park marshals are in position during peak periods wherever possible. When it is necessary to park vehicles on the school fields for large events and matches, it will be managed and supervised by members of the Estates team.

Deliveries are made to the Aspire Building, Kitchen or Oak Lodge where vehicles may use the turning circle to manoeuvre. Large vehicle movements must have a banksman in place especially if reversing.

A risk assessment is in place and is regularly reviewed.

Contractors

Contractors are expected to have their own Health & Safety Policy, risk assessments and Method Statements, together with evidence of their current liability insurance, all of which are to be shown to the Head of Estates prior to commencement of work.

Catering and IT support are operated under contract and their risk

assessments are presented to the school on induction and are reviewed regularly thereafter.

Approved contractors are also checked through the safeguarding procedures for unaccompanied access. Other contractors are not permitted open unaccompanied access, and a risk assessment should be carried out to ensure measures have been put in place to prevent risks to staff and pupils.

All Contractors are required to be given a SAFESTART briefing prior to starting work on site.

Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health Regulations 2002 ("COSHH") require the school to have in place appropriate measures to ensure that the risks to the health and safety of pupils (as well as staff) from exposure to hazardous substances are minimised. Hazardous substances can be found in Science, Art, DT, Cleaning, Catering, Estates, Grounds and Swimming Pool but may also be held elsewhere on an occasional basis. Heads of Department must ensure that risk assessments are compiled for all hazardous substances and appropriate measures are put in place to prevent, reduce and /or adequately control exposure to these hazards.

Infectious Diseases

A distinct risk assessment will be undertaken for school operations under Covid or other infectious diseases. This will be updated regularly on guidance from DfE and Government directives. The school will recognise that it is unable to fully eliminate the risk, however, it will ensure the risk assessment thoroughly reflects the DfE's system of controls so that the risk is minimised as far as possible.

Educational Visits

Risk assessments are carried out for every stage of a school trip or educational visit, when pupils are deemed to be 'off-site'. Risk assessments are reviewed after each trip. For further information on this process, please see the *Educational Visits Policy*.

Equality Act 2010

Crosfields School maintains an Accessibility Plan to support pupils, staff, parents and visitors who may require adaptations. For further information, please see the *Accessibility Plan*. Where required a risk assessment is completed for any person with a disability to cover possible risks that could cause them harm and/or appropriate evacuation procedures written.

Estates

The Head of Estates conducts risk assessments for common estates activities including agricultural vehicles and driving, working at height, confined spaces, roofs and cleaning operations. Specific risk assessments should be prepared for more complex works. He also arranges for specialists to carry out risk assessments for Legionella, Gas Safety, and Electrical Safety. Records of these risk assessments are retained by the Head of Estates

Events

Significant School events will require a bespoke risk assessment. This must be carried out by the coordinating member of staff prior to the event or activity, made available to all members of staff participating and checked that appropriate safety control measures are put in place. Significant School events include activities that involve the whole school (or substantial parts of it) outside of the normal setting or involve activities that are not routine. Participation by pupils from other schools, a large number of parents or member of the public would constitute a significant school event. These events might be organised by the CPA. For example:

- Open Days
- Sports Days
- School Productions and Concerts – including Speech Day
- Carol Service
- CPA Events

Fire Safety

Crosfields School has a fire risk assessment carried out by a BFC audited company which is updated every 3 years and reviewed annually by the Head of Estates and Head of Operations. Fire procedures and risk assessments are reviewed on each occasion that a building is altered, extended, rebuilt, when new buildings are constructed or when changes are made to the way the school operates. A copy of Crosfields School fire risk assessment is on the Staff Drive.

First Aid

In accordance with the Health & Safety Policy and the First Aid Regulations, Crosfields has produced a First Aid Policy which sets out the policies, procedures and arrangements which are used in the School. This includes ensuring that the School has adequate and appropriate equipment and facilities, and suitably qualified medical staff. In addition, the School has a generic First Aid Risk Assessment covering general related hazards.

Hirings

The Enterprise Manager will review the risk assessments for external agencies hiring the School's facilities and make them aware of any pertinent issues from our own Risk Assessments. Where appropriate, their risk assessments will be reviewed prior to the first letting.

New and expectant mothers

Crosfields School aims to protect the health and safety of every expectant mother whilst they are working and once they return to work as a new mother, and endeavours to ensure that they are not exposed to uncontrolled risk. The school has a generic risk assessment to identify hazards in the workplace that could present a risk to any expectant mother or new mother. In addition, the school will carry out a

specific risk assessment when notified of an expectant mother and review this when there is a change in circumstances of the pregnancy or a change in duties and on return to work. Specific risk assessments are confidential and will be kept in the staff member's personnel file. The risk assessments are carried out by the staff member's Line Manager under guidance from the Head of HR and Head of Estates

Public Rights of Way

Crosfields School is a private site and there are no public rights of way through the premises of the School. Residents of Crosfields Close have access via the main entrance and car park to Crosfields Close (private road) but they should not use any other area of the school at any other time.

Pupil Wellbeing & Welfare

Where the Pastoral Team become aware of serious pupil concerns, a risk assessment may be undertaken by a SENCO, Senior Deputy Head or Head of House involving other appropriate members of staff as necessary.

All risk assessments regarding pupils' welfare will take into account previous behaviour, and outline specific measures, including both punitive sanctions and pastoral support, to ensure the risk of behaviour being repeated is minimised and managed. Care will be taken to ensure that pupils with SEND are not excluded from school activities as a result of behavioural difficulties.

Depending upon the age of the child, it may be appropriate to involve them in the preparation of the risk assessment.

Safeguarding

In accordance with 'Keeping Children Safe in Education 2025' (KCSIE), the school recognises its specific safeguarding duties with regards to risk assessments.

- **Allegations against staff** – where an allegation is made against a member of staff, the Head is to carry out a risk assessment to determine what measures are required while the matter is being investigated.
- **Bullying** - Bullying, harassment, victimisation and discrimination are not tolerated at Crosfields. A variety of forums are in place to monitor pupil behaviour and incidents, including weekly pastoral meetings, School Council meetings and iSAMS, all of which are forums for discussion on preventing and tackling bullying. In addition, staff receive training on safeguarding and awareness of the signs of bullying. See the *School's Anti-Bullying Policy* for further information. The Deputy Heads (Pastoral) are required to undertake a generic risk assessment and should be prepared to undertake an individual risk assessment for any pupil that is considered at risk of bullying.
- **Child Protection** – Crosfields School Safeguarding & *Child Protection Policy* and training for all staff form the core of the school's child protection risk management. The Designated Safeguarding Lead (DSL) is supported by two DDSLs and the Assistant DDSL team. It is the DSL team at Crosfields who oversee Child Protection for their area of the

school. The DSL is required to undertake an individual risk assessment for any pupil that is considered at risk. See the School's *Child Protection Policy* for further information.

- **Prevent**

All staff have undertaken online training on "The Prevent Duty". In addition, a "Prevent Duty – Visitor Form" is completed by coordinating staff members when individuals/groups are invited in to speak to the pupils so that we can ensure that our pupils are not at risk of being influenced and potentially drawn into terrorism.

The DSL is required to undertake a generic risk assessment to determine the appropriateness of any filters and monitoring systems needed to address the risk of pupils being drawn into terrorism.

The DSL should be prepared to undertake an individual risk assessment for any pupil that is considered at risk of being influenced and potentially drawn into terrorism.

Sexual violence and sexual harassment

Where there is an allegation of sexual violence or sexual harassment, one of the DSLs will undertake a risk assessment to address the following:

- The victim – particularly their protection and support
- The alleged perpetrator
- All other pupils (and adult students or staff if appropriate) at the school, especially any actions required to protect them.

Any risk assessments conducted by other professional authorities, e.g. social services, following an incident will be used by the DSL to inform the school's risk assessment. The school's risk assessment will not act as a replacement to risk assessments conducted by other professional authorities.

Where a pupil is convicted or receives a caution for a sexual offence, the DSL will update the relevant risk assessment to ensure relevant protections are in place for all pupils at the school and consider any suitable action in light of the school's Behavioural Policy.

The DSL will engage with children's social care services and specialist services as required. In cases of reports of sexual violence, it is likely that professional risk assessments by social workers or sexual violence specialists will be required. Any such assessments will be used to inform the school's approach to supporting and protecting pupils and updating risk assessments.

The school will not wait for the outcome of investigations by children's social care services or the police before taking steps to protect the victim, alleged perpetrator and other pupils, as outlined within risk assessments.

Recruitment

Crosfields complies with the Independent School Standards Regulations and Part 3 of KCSiE in carrying out safer recruitment procedures on all teaching and non-teaching staff at the School, including part-time and temporary staff, Governors, volunteers, contract staff and visiting staff such as musicians and sports coaches, who are all subject to the various levels of child protection screening before starting work.

The Head of HR will undertake a risk assessment when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity. These procedures will minimise the risk of the School employing, or knowingly allowing on site, any individual who is barred from working with children either directly or by association, disqualified from teaching at or managing an educational setting, or prevent an individual who may pose a risk from coming into contact with our pupils.

When conducting pre-appointment checks on staff who have lived or worked outside the UK, the school will consider conducting a risk assessment to inform the decision-making process, where necessary, e.g. where the school cannot obtain all suitable evidence as is detailed in the school's Child Protection and Safeguarding Policy.

Where the DBS certificate has not been received but all other checks are completed satisfactorily, a risk assessment is to be carried out by the Line Manager and Head of HR. This must be signed off by the Head, or DCO in the Head's absence, and be shared with the individual prior to start work. The Risk Assessment will be reviewed every other week. See the School's *Recruitment, Selection & Disclosure Policy* & for further details regarding safer employment practices at Crosfields.

Security

A site security risk assessment will be carried out on a regular basis by the DCO, Head of Operations and Head of Estates. This will be reviewed in light of any incident on site or potential incident due to external threats. Advice should be sought from agencies such as Thames Valley Police.

Further information is found in the *Security and Lone Working Policy*.

Supervision

Supervision is taking responsibility for pupils during school hours but also outside of lesson times. At Crosfields it is part of every teacher's professional practice and is shared by all members of staff. The School has a duty to ensure that there are adequate staff to pupil ratios at all times for the safety of all. See the School's *Supervision of Pupils Policy* for further information.

Unsupervised access by pupils

The school ensures that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the Swimming Pool, the Science Laboratories, the Food Tech room and the DT room. Doors to these areas are kept locked when not in use. Roof voids are kept secure and there is no direct access on to any roofs. Where

windows open beyond 10 cms on the first floor and above, windows are fitted with restrictors.

Flammables are kept securely locked in appropriate storage facilities. Pupils do not have access to the school kitchens, grounds and maintenance, catering or cleaning storage areas of the school.

Access to construction sites are secure and clearly demarcated so that pupils, members of staff and visitors cannot gain unauthorised or unaccompanied access. Other areas where building or maintenance work is being undertaken are protected to the best of our ability and are not left unsecured or unsupervised when pupils are on site.

Monitoring and review

This policy will be reviewed on an annual basis by the DCO and approved by the Head.

Any changes made to this policy will be communicated to all staff.