

Policy Statement

CATERHAM SCHOOL ETHOS AND AIMS

Inspiring Education for Life

Caterham School is one of the leading co-educational schools in the country. We are committed to providing an environment in which all pupils are challenged to be the best they can be and one in which pastoral care and well-being underpin academic, co-curricular and sporting excellence. The majority of our pupils are day pupils but we are also a thriving boarding community, which enriches the educational opportunity and experience for all. We believe in providing an education for life for all Caterhamians and we seek to ensure that the learning experience at our school blends the best of tradition with the exciting opportunities provided by new technology. Learning how to learn is a key facet of a Caterham education and is in our view an essential skill for life in the twenty-first century. We believe that a truly excellent school is about more than academic achievement alone: it is also about developing a passion for learning, a capacity for independent and critical thinking, self-awareness and resilience, self-confidence without arrogance and genuine interests that extend beyond the confines of the classroom.

At Caterham School we focus on developing the whole person, aiming to ensure that each pupil leaves here ready for the challenges of life at university and beyond and understanding their responsibilities towards others. We want our pupils to leave Caterham well equipped to engage positively with a rapidly changing world as accomplished problem solvers and innovators, confident in their ability to lead and with a clear appreciation of and respect for the views and potential of others. In so doing we remain true to our founding Christian principles and values.

In order to provide a safe environment for all members of the school community, and in line with the Management of Health and Safety at Work Regulations Caterham School is committed to the appropriate risk assessment of its work and activities. All reasonably foreseeable risks are assessed as are other risks identified by specific health and safety regulations, in particular the risk of fire.

This policy applies across all departments of Caterham School including EYFS.

The school is also committed to having detailed written procedures to deal with foreseeable situations that could present serious and imminent danger such as fire, security breach, bomb threats, gas leaks, etc.

Procedures

Boarding HMMs, the EVC, Heads of Departments, line managers and supervisors are responsible for risk assessment and for the production of written risk assessments. Appropriate training in risk assessment is provided to relevant staff and Annual Risk Assessment Reviews for departmental areas or regular activities are included in the relevant departmental handbooks.

At Caterham School the documents for Risk Assessment are:

- Annual Risk Assessment Reviews
- Activity/Club Risk Assessment Reviews
- Generic Risk Assessment Form (for trips/visits)
- Generic Risk Assessment Form (for on-site events)
- Generic Risk Assessment Form (for outdoor areas)
- Specific Risk Assessment for high risk subjects as listed in section 6 of Caterham School's Health & Safety Policy part B Organisation

The forms are available on the shared area – Caterham Shared (U), Health and Safety, Senior or Prep-Pre-Prep (M), Risk Assessments.

Risk Assessments are routinely carried out for the following

- fire
- site security
- site hazards (Junior School)
- site hazards (Senior School)
- site hazards (Boarding Houses)
- lone working
- employees working at height
- asbestos
- storage of/use of/exposure to hazardous substances
- departmental areas/regular activities

Where appropriate, risk assessments are carried out for the following:

- one off events in school
- trips or visits off site
- visitors coming into school without specific Disclosure and Barring Service (DBS) check (Child Protection)
- new or expectant mothers
- those with known infections or significant health or temperament problems
- employees under the age of 18

Risk assessment is also taken into consideration when hiring or purchasing equipment. Further details of the nature of such risk assessments can be found in the Health and Safety Policy and any queries about risk assessment at the school should, in the first instance, be addressed to Mr P. Curtis.

At Caterham School risk assessments are held locally within the department and on the staff shared area, administrated by Mr P. Curtis.

All risk assessments are carried out with the intention of ensuring the reasonable safety of those involved and, where appropriate, emergency procedures are regularly practised.

Caterham School seeks to implement this policy through adherence to the procedures set out in the rest of this document. It should read in conjunction with Caterham School Health

and Safety and our Crisis Management procedures. This document is available to all interested parties on our website and on request from the main school office.

This document is reviewed annually by Mr P Curtis or as events or legislation change requires.

Peter Curtis, September 2019
Next review: September 2020