

Risk Assessment Policy

This policy is applicable to all those with responsibility for developing / implementing risk management strategy and undertaking risk assessments for activities (Amendment) Regulations (ISSRs) 2019 and Early Years Foundations Stage. The risk assessment process is in place to protect workers, children and other people who have a right to be protected from harm caused by a failure to take reasonable control measures.

**Objective of the risk assessment process:**

* To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
* To meet the ISSR requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.
* To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips.
* That identified control measures are implemented to control risk so far as reasonably practicable.
* That those affected by school activities have received suitable information on what to do.
* That the risk management strategy and risk assessments are recorded and reviewed when appropriate.
* To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

**Overview of responsibility:**

The Head Teacher and Governors are responsible for the overarching risk management policy of the school. The overall strategy is formally reviewed on an annual basis.  Delegated responsibility for the day to day operation of the risk assessment process is passed on to the SMT.

**Key areas of risk:**

* Pupil supervision (including safeguarding and welfare requirements)
* School trips
* Management of visitors on school premises
* Fire and emergencies
* Traffic and pedestrian interaction on site
* Management of hazardous substances
* Use of hazardous equipment e.g. in DT, Art etc
* The suitability of staff to undertake designated roles and checks to ensure that they are suitable including staff not employed by the school who work with pupils on another site

**Risk areas which are not directly related to health and safety, including but not limited to:**

* Financial
* Recruitment procedures including governing body oversight
* Reputational
* Terrorism, including the prevention of fundamentalism and extremism
* Security, specifically in EYFS areas, as appropriate
* Data Protection

Note that all risk assessments are underpinned by the NDPS Overarching Risk Assessment – last revision June 2023.

**When to complete risk assessments**

**Responsibility for drafting, checking & implementation:**

The Head Teacher, SMT and Compliance Officer have collective responsibility for the drafting, checking and implementation of risk assessments. Staff responsible for specific areas are responsible drafting and implementing risk assessments which are subsequently checked by a member of the SMT.

**Risk Assessment Training:**

Members of staff who are responsible for drafting and/or checking risk assessments receive online training which is renewed every 3 years.

**Record Keeping:**

**General risk assessments:**

Hard copies of the current school risk assessments are kept in the School Office, in addition, an electronic copy is stored in the staff shared area on the network.

**Visits & Trips:**

Risk assessments for visits and trips are also kept in the School Office in a separate file. These assessments are dated and signed in accordance with the date and type of trip applicable. The member of staff in charge of the trip/visit is responsible for completion of these risk assessments. A member of the SMT signs the risk assessment off. The Head Teacher is the Educational Visits Coordinator (EVC).

**Training:**

Risk assessment training will be provided on specific areas where identified by the SMT including Safeguarding, Health & Safety and Data Protection.

**Specialist Risk Assessments:**

We have specialist risk assessments in place for Fire. This is completed by an external company every two years and reviewed by the SMT in the intervening year.

**Site & Class Checklists for Staff:**

Checklists are circulated at least once a term although staff are obliged to immediately report any hazards or risks as they occur – these are then reviewed by the Head Teacher and Compliance Officer– hazards/risks identified are dealt with accordingly.

**Induction for staff – Risk assessment:**

Risk assessment is discussed during the induction process for staff.

**Risk assessments will take into account:**

* Hazards - something with the potential to cause harm
* Risk - an evaluation of the likelihood of the hazard causing harm
* Risk rating - assessment of the severity of the outcome of an event
* Control measures - physical measures and procedures put in place to mitigate the risk

**The risk assessment process will consist of the following 6 steps:**

* What could go wrong
* Who might be harmed
* How likely is it to go wrong
* How serious would it be if it did
* What measures to be taken to stop it
* Check that current plans are working

The Compliance Officer is responsible for the maintenance of risk assessment records overviewed by the Head Teacher. Governors review the policy and risk assessment procedures at Health & Safety committee meetings held during the year.

**Risk assessments will be reviewed:**

* When there are changes to the activity
* After a near miss or accident
* When there are changes to the type of people involved in the activity
* When there are changes in good practice
* When there are legislative changes
* Annually if for no other reason (usually November or March)

See also:

Health & Safety Policy

EYFS Policy

Safeguarding Policy

Medication & First Aid Policy

Missing Child Policy

Privacy and the Protection of Data Policy

NDPS Overarching Risk Assessment

*This list is not exhaustive and other NDPS policies may apply.*

 ***Reviewed September 2025 by S Smith***

 ***Approved September 2025 by L Campbell***

 ***To be reviewed no later than September 2026***