



## Risk Assessment Policy – Whole School

<b>Version Number:</b>	V 4.2
<b>Applies to:</b>	Whole School
<b>Author (s):</b>	Director of Operations
<b>Review Frequency:</b>	Annual
<b>Policy category (1, 2, 3, 4):</b>	1
<b>Last reviewed:</b>	Michaelmas 2025
<b>Next review due by:</b>	Michaelmas 2026
<b>Approved on (date):</b>	H & S: 29.09.25 C & R: 05.11.25 Governors: 27.11.25
<b>Committee (s) Responsible:</b>	H & S/Compliance and Risk; Governors
<b>References (including legal and others eg ISBA):</b>	ISBA model policy H & S at Work Act 1974
<b>ISI Reg:</b>	Para 11, Part 3 ISSR; Standard 9, NMS & App A NMS; EYFS 3
<b>Other related policies and documents:</b>	Health & Safety Policy, First Aid Policy, Safeguarding Policy, Educational Visits Policy, Pupil Supervision Policy, Pupil Access to Risky Areas, Visitors & Strangers on Site, Operations Hub - Risk Assessment Guide

## Contents

1. Introduction	2
2. Objectives	2
3. Guidance	3
4. Procedure	3
5. Evaluation	4
6. Roles & Responsibilities	4
7. Compliance & Monitoring arrangements	4
8. Appendices:	5
Appendix I –Risk Assessment Template	5

## 1. Introduction

**1.1** This guidance is applicable to all those with responsibility for developing and implementing risk management strategy and undertaking risk assessments for activities which are under their control. This aims to meet the requirements of the Independent Schools Inspectorate's Regulatory Requirements.

## 2. Objectives

**2.1** To ensure that all risks are identified and managed as part of an overarching policy with a view to promoting pupil's and staff welfare.

**2.2** To meet the Independent Schools Inspectorate (ISI) requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.

**2.3** To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips.

**2.4** That identified control measures are implemented to control risk so far as reasonably practicable.

**2.5** That those affected by school activities have received suitable information on what to do.

**2.6** That the risk management strategy and risk assessments are recorded and reviewed when appropriate.

**2.7** To identify those in the school responsible for conducting risk assessments and monitoring its implementation.

**2.8** To ensure that risk is managed in line with the approved appetite of "Minimalist" for matters relating to Health & Safety.

### **3. Guidance**

**3.1** The Governors are responsible for the overarching risk management policy of the school including agreeing the risk appetite and tolerance levels. Day-to-day management responsibility is delegated to the Senior Leadership Team (SLT) and relevant staff members. The overall strategy will be formally reviewed on an annual basis.

**3.2** The following are key risk areas (non-exhaustive)

- Pupil supervision - including safeguarding and welfare requirements;
- School Trips;
- Management of visitors on school premises;
- Fire, emergencies and evacuations;
- Traffic and pedestrian interaction on site;
- Management of hazardous substances;
- Use of hazardous equipment;
- Legionella;
- Asbestos;
- Safer recruitment;
- Security.

**3.3** This policy puts in place measures to control major risks and identify sufficiently detailed procedures for risk assessment. This includes when to complete risk assessments, who is responsible for drafting and checking them, training requirements for staff and how long records should be kept.

### **4. Procedure**

**4.1** Risk assessments should be completed whenever potential hazards are identified as linked to a particular activity or situation when it is deemed that measures or precautions are required to prevent harm. Risk assessments should be undertaken or reviewed:

- When there are changes to people involved in activities;
- Where there are changes in good practice or to legislation;
- After a near miss or accident;
- Annually if for no other reason.

**4.2** Risk assessments should be completed by the relevant member of staff, e.g., Designated Safeguarding Lead (DSL), Head of Estates, Director of Operations, Heads of Department, Trip Leader, Event Organiser etc.

**4.3** All staff will receive guidance on risk assessments as part of their induction. Training will be refreshed annually through Health & Safety Committee Meetings and 'How-To' guides on the Operations Hub Sharepoint.

**4.4** Risk assessment records will be kept for as long as they are relevant, or for 4 years following their creation, after which they will be disposed of securely.

**4.5** This guidance is applicable to general risk assessment. Where specialist skills are required, there is separate policy guidance in place.

**4.6** Risk assessments will consider:

- Hazard - something with the potential to cause harm;
- Possible Harm Caused (RISK)- an evaluation of the likelihood of the hazard causing harm;
- Risk rating - assessment of the severity of the outcome of an event;
- Safe system of work / controls - physical measures and procedures put in place to mitigate the risk.
- Review – a review of the control measures put in place to assess their effectiveness.

**4.7** The risk assessment process will consist of the following 5 steps:

1. **Identify the hazards** – Determine potential hazards that could cause harm.
2. **Decide who might be harmed and how** – Assess who may be affected by these hazards and in what way.
3. **Evaluate the risks and decide on precautions** – Analyse the risk associated with the hazards and decide on necessary precautions to mitigate them.
4. **Record your findings** – Document the findings of your risk assessment and the precautions that you plan to implement.
5. **Review your assessment and update if necessary** – Regularly reviews and update your risk assessment to ensure it remains relevant and effective.

## **5. Evaluation**

As required, any adverse event will be subject to a full evaluation process that will examine the issues. It will identify any lessons learned or changes that can be made to improve outcomes and inform future planning and decision making to ensure these are implemented.

## **6. Roles and Responsibilities**

The Director of Operations is responsible for the implementation of the Risk Assessment Policy.

## **7. Compliance and Monitoring arrangements**

This policy will be subject to a thorough review process including consideration at the Compliance and Risk Committee and ratification by the Governing Body on an annual basis. This will ensure that practice across the whole school is in line with this policy, the Complaints procedure and with current guidance and legislation.



## 8. Appendices

### Appendix I – General Risk Assessment Template



## RISK ASSESSMENT AND SAFE SYSTEM OF WORK

<b>TASK/AREA/ACTIVITY BEING ASSESSED</b>									
<b>LOCATION</b>									
<b>ASSESSOR</b>									
<b>DATE</b>	Click or tap to enter a date.								
<b>REVIEW DATE</b>	Annual								
<b>APPLICABLE LEGISLATION</b>	Management of Health and Safety at Work Regulations 1999, Workplace (Health, Safety and Welfare) Regulations 1992								
<b>PEOPLE AFFECTED</b>	<input checked="" type="checkbox"/> EMPLOYEES <input type="checkbox"/> MEMBERS OF THE PUBLIC <input type="checkbox"/> ADJACENT WORKERS <input type="checkbox"/> CHILDREN/YOUNG PEOPLE <input type="checkbox"/> CONTRACTORS <input type="checkbox"/> VISITORS <input type="checkbox"/> NEW/EXPECTANT MOTHERS <input type="checkbox"/> SERVICE USERS								
HAZARD/S	POSSIBLE HARM CAUSED	RISK RATING L X S = R			SAFE SYSTEM OF WORK/CONTROLS	RISK RATING L X S = R			Are all required controls in place? Y / N
		L	S	R		L	S	R	
1									N/A
2									Choose an item.
3									Choose an item.

DOES THE WORKPLACE HAVE ANY ADDITIONAL CONTROLS NOT MENTIONED ABOVE? IF YES, LIST BELOW

MANAGER CONFIRMATION ABOVE SAFE SYSTEMS OF WORK / CONTROLS IN PLACE OR REQUIRED ACTIONS AND TIMESCALE TO COMPLETE	DATE	MANAGER'S NAME
	Click or tap to enter a date.	
	Click or tap to enter a date.	
	Click or tap to enter a date.	
	Click or tap to enter a date.	

RISK MATRIX						
Injury to personnel / Damage to Property		Insignificant	Minor	Moderate	Major	Catastrophic
Explainer		No injury / No damage	Injury – first aid required / Minor Impact to pupil learning	Lost time injury, medical treatment required / Disruption to some school areas for up to 1 week	Fatality or serious injury or stress resulting in hospitalisation / Disruption to School services for up to 1 month	Multiple fatalities / disruption to School services for > 1 month
Severity Likelihood		1	2	3	4	5
Highly Probable	5	LOW (5)	MEDIUM (10)	HIGH (15)	HIGH (20)	EXTREME (25)
Probable	4	LOW (4)	MEDIUM (8)	MEDIUM (12)	HIGH (16)	HIGH (20)
Possible	3	LOW (3)	LOW (6)	MEDIUM (9)	MEDIUM (12)	HIGH (15)
Unlikely	2	NO RISK (2)	LOW (4)	LOW (6)	MEDIUM (8)	MEDIUM (10)
Remote	1	NO RISK (1)	NO RISK (2)	LOW (3)	LOW (4)	LOW (5)