



RISK ASSESSMENT

Policy & Procedure No.

HS09

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1. Aims

The school aims to ensure that:

- All risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- Risk assessments are conducted and reviewed on a regular basis

2. Legislation and statutory requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

- Paragraph 16 of part 3 of [The Education \(Independent School Standards\) Regulations 2014](#) which requires proprietors to have a written risk assessment policy
- Regulations 3 and 16 of [The Management of Health and Safety at Work Regulations 1999](#) require employers to assess risks to the health and safety of their employees, including new and expectant mothers
- Regulation 4 of [The Control of Asbestos Regulations 2012](#) requires that employers carry out an asbestos risk assessment
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of [The Control of Substances Hazardous to Health Regulations 2002](#)
- Under regulation 2 of [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), employers must assess the health and safety risks that display screen equipment pose to staff
- Regulation 9 of [The Regulatory Reform \(Fire Safety\) Order 2005](#) says that fire risks must be assessed
- Regulation 4 of [The Manual Handling Operations Regulations 1992](#) requires employers to conduct a risk assessment for manual handling operations
- [The Work at Height Regulations 2005](#) say that employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely
- [DfE guidance on first aid in schools](#) says schools must carry out a risk assessment to determine what first aid provision is needed
- [DfE guidance on the prevent duty](#) states that schools are expected to assess the risk of pupils being drawn into terrorism
- [The Health and Safety Executive \(HSE\)](#) say schools that manage their own pools must conduct a risk assessment

A table of all the risk assessments schools are required to have in place can be found in Appendix 1 of this policy.

3. Definitions

Risk assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm
Hazard	Something with the potential to cause harm to people, such as chemicals or working from height

Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
Control measure	Action taken to prevent people being harmed

4. Roles and responsibilities

4.1 The Governing Board

The Governing Board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher.

The Governing Board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

Seadown School; as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks.
- Inform employees about risks and the measures in place to manage them.

4.2 The Headteacher

The Headteacher, or in the Headteacher's absence, the deputy head teacher is responsible for ensuring that all risk assessments are completed and reviewed.

4.3 School staff and volunteers

School staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required.
- Familiarising themselves with risk assessments.
- Implementing control measures identified in risk assessments.
- Alerting the Headteacher to any risks they find which need assessing.

4.4 Pupils and parents

Pupils and parents are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

Each pupil also has an individual risk assessment that will be taken into consideration when compiling an activity based assessment.

In the first instance, the pupils risk assessment will be populated between the period of on-site/classroom assessment and their starting date (on-roll at Seadown) by the parents.

Secondly, once returned to the school, the pastoral team and class teachers will add any information they deem relevant from the paperwork received during the transition process. These can be from previous placements, therapy reports, the EHCP and any other pertinent piece of information. In addition to this, observed risks made during the school visit and/or assessment will also be added.

Finally, and on-going, the risk assessment will be updated regularly as the school, staff and pupil, builds a relationship.

Updated risk assessments will then be highlighted during lessons learnt at the end of the school week so all staff are aware of the risks and the mitigation strategies.

Risk assessments will then remain in school as working documents and, due to the sensitive nature of some of the updates, I.E. those updates created because of issues in the family home, abuse, neglect etc. will not be sent to the parents again unless formally requested. PBS plans will be sent home to the parents at the end of the first term for new pupils and at the end of each academic year for all pupils.

4.5 Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

5. Risk Assessment Process

When assessing risks in the school, we will follow the process outlined below.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

Step 1: identify hazards – we will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, pupils and visitors. Undertake an initial risk rating. If individual staff require RA's due to illness / injury.

Step 2: decide who may be harmed and how – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed. Staff can also be categorized if ill / injured.

Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm. Undertake a further risk rating once the control measures are in place

Step 4: record significant findings – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment. A risk assessment template can be found in the trips and visits section of Staff Share Drive. General and staff RA matrices vary slightly.

Step 5: review the assessment and update, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

Step 6: retaining risk assessments – Generic risk assessments are retained for the 3 years after the length of time they apply. On a daily basis the format of these may change due to pupils on runs, walks, swimming sessions, library trips etc. and the staff accompanying. These altered risk assessments will be kept on a weekly basis. Risk assessments are securely disposed of.

END

POSITION	Headteacher	NAME	Sam Norton	SIGNATURE	S. Norton	DATE	03/02/2025
POSITION	Governor	NAME	Steve Alexander	SIGNATURE	S.ALEX	DATE	18/02/25

Appendix 1: Statutory Risk Assessments Checklist

The following table lists the risk assessments that schools are required to have in place.

Statutory or mandatory risk assessment	✓	Completed by	Date of review
Workers under the age of 18			
Asbestos			
Substances hazardous to health			
Display screen equipment			
Fire			
First aid			
Manual handling			
Working at height			
Children being drawn into terrorism			
Children being drawn into CSE			
Supervision in the playground			
Management of behaviours			
E-Safety			
Supervision of visitors			

