



Risk Assessment Policy

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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 is considered in relation to all activities which could place pupils in serious jeopardy
- Risk assessments are conducted and reviewed on a regular basis
- An active approach to managing risk is taken to reduce the likelihood that pupils will be harmed through negligence and lack of foresight or proper planning

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
- DfE guidance on [health and safety: responsibilities and duties for schools](#) says schools must identify the measures needed to reduce the risks from COVID-19 so far as is reasonably practicable

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 Directors

The Directors have 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.

The Directors, as the employer, also have 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 Compliance Officer, 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
- Familiarizing 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.

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.

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.

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 the risks and do everything that is reasonably practicable to protect people from harm.

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 appendix 2 of this policy.

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 – risk assessments are retained for 3 years after the length of time they apply. Risk assessments are securely disposed of.

6. Risk Assessments for Pupil Safety

Risk assessments to ensure pupils are safe and healthy may include, but are not limited to:

- Specific medical needs
- Child-on-child abuse
- Premises
- Supervision
- Trips
- Prevent
- Late DBS checks
- PE and sports
- Pupil access to school
- Safeguarding risk

- Supervision
- Access to windows
- Dangerous traffic

7. Monitoring Arrangements


Risk assessments are written as needed and reviewed by our Compliance and Health & Safety Officer.

This policy will be reviewed by the Compliance and Health & Safety Officer every year and approved by the Headteacher.

8. Links with Other Policies

This risk assessment policy links to the following policies:

- Health and Safety Policy
- First Aid
- Supporting Pupils with Medical Conditions

Last Review	January 2024
Next Review	January 2025
Name	 Anne Napier Headteacher



Appendix 1: Statutory Risk Assessments Checklist

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			
Swimming pools (if applicable)			
COVID-19			



Appendix 2: Risk Assessment Template

RISK ASSESSMENT FOR:		
Establishment: Hampstead Hill School	Assessment by:	Date:
	SLT Approval:	Date:

Severity 1-3			Likelihood		
Minor	Slight injury/illness	1	Low	Where harm will seldom occur	1
Moderate	Injury/Illness causing short term disability	2	Medium	Where harm will often occur	2
Severe	Fatality or major injury or illness causing long term disability	3	High	When it is certain or near certain that harm will occur	3

Hazard / Risk	Who is at Risk?	How can the hazards cause harm?	Likelihood Low (1) Medium(2) High (3)	Severity Minor (1) Moderate (2) Severe (3)	Risk Multiply Likelihood x Severity	Control Measures/Comment	Are Normal Control Measures Y/N/NA	
							In Place	Adequate

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Additional Hazards Identified in this location	Estimated Risk Level			Control Measures to be Instituted	Action Dated
	High	Med.	Low		

Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating (See below)

DATE OF REVIEW: <i>Record actual date of review</i>	COMMENTS: <i>Record any comments reviewer wishes to make. Including recommendations for future reviews.</i>
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DATE OF REVIEW:	COMMENTS:
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DATE OF REVIEW:	COMMENTS:
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Employees informed of risk assessment via all of the following means:	
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Employees to report newly identified hazards via:			
Date of next assessment:			
Assessment frequency:			
Date:		Signed:	