



RISK ASSESSMENT POLICY

Reviewed: September 2025
Next Review: September 2026
Policy Owner: Headmaster
Approved by: Pete Gosling, Governor

1. Policy Statement

This policy applies to all staff and others responsible for planning or supervising school activities. It outlines the school's approach to identifying, assessing, and managing risk in order to safeguard and promote the welfare of pupils and ensure compliance with regulatory requirements.

The school is committed to ensuring that all risks to pupils, staff, and visitors are identified and managed effectively, and that appropriate control measures are implemented and monitored.

2. Regulatory Framework

This policy is written in accordance with:

- Independent Schools Standards Regulations (ISSRs) (as amended), Part 3
- Health and safety legislation and guidance
- Safeguarding and child protection requirements
- Early Years Foundation Stage (EYFS) requirements (where applicable)
- National Minimum Standards for Boarding Schools (where applicable)

3. Objectives

The objectives of this policy are to:

- Ensure that major risks to pupils, staff, and the school are identified and managed effectively
- Promote the welfare and safety of pupils in all school activities
- Ensure that suitable and sufficient risk assessments are undertaken where required
- Ensure that control measures reduce risks so far as reasonably practicable
- Provide clear guidance on roles and responsibilities for risk management
- Ensure that risk assessments are recorded, communicated, and regularly reviewed
- Support a consistent and embedded culture of risk awareness across the school



4. Roles and Responsibilities

Governing Body

The Governing Body has overall responsibility for:

- Oversight of risk management across the school
- Reviewing the school's risk register
- Ensuring appropriate systems and controls are in place

Headteacher

The Headteacher is responsible for:

- Implementing this policy
- Ensuring that appropriate risk assessments are carried out
- Reporting significant risks to Governors
- Ensuring staff are appropriately trained

Senior Leadership Team (SLT)

SLT will:

- Monitor the effectiveness of risk assessments
- Conduct termly reviews and sampling of risk assessments
- Ensure consistency across departments

Bursar/Estates Management

Responsible for:

- Maintenance of the central risk assessment records
- Oversight of premises-related risks
- Coordinating specialist risk assessments (eg fire, asbestos, water safety)

Heads of Department/Activity Leaders

Responsible for:

- Completing and implementing risk assessments for their areas
- Ensuring staff understand and follow control measures
- Reviewing assessments regularly

All Staff

All staff are responsible for:

- Taking reasonable care for their own safety and that of others



- Following risk assessments and control measures
- Reporting hazards, concerns, or incidents

5. Risk Management Framework

The school maintains a **central risk register** which identifies major risks across the school, including:

- Safeguarding and pupil welfare
- Health and safety
- Educational activities
- Premises and security
- Financial and operational risks

The risk register is reviewed at least termly by senior leaders and annually by the Governing Body.

6. Risk Assessment Process

Risk assessments will follow a structured process:

1. Identify hazards (what could cause harm)
2. Identify who may be harmed and how
3. Evaluate the likelihood of harm occurring
4. Assess the potential severity of harm
5. Identify and implement control measures
6. Monitor and review effectiveness

Risk assessments must be **suitable and sufficient**, proportionate to the level of risk, and clearly recorded.

7. Areas Requiring Risk Assessment

Risk assessments will be carried out where there is potential for significant risk, including (but not limited to):

Educational Activities

- Science and Design & Technology
- Physical Education and sport
- Art, drama, and music
- School trips and off-site visits

Pastoral and Safeguarding

- Individual pupil risk assessments (eg medical needs, SEND, behaviour)
- Safeguarding concerns, including online safety and peer-on-peer issues



- Boarding and EYFS provision (where applicable)

Premises and Operations

- Fire safety and emergency procedures
- Site security and visitor management
- Traffic and pedestrian movement
- Maintenance and hazardous substances

Support Services

- Catering and cleaning
- Grounds and estates
- Administrative functions

8. School Trips and Off-Site Activities

All educational visits must be subject to a specific risk assessment.

The school will ensure that:

- Visits are approved at the appropriate level
- Risk assessments are completed in advance
- Staffing ratios are appropriate
- Emergency procedures are in place
- Parents are appropriately informed and consent obtained

9. Safeguarding Integration

Risk assessment is a key part of safeguarding practice.

The school ensures that:

- Risk assessments support safeguarding and child protection procedures
- The Designated Safeguarding Lead (DSL) is involved where appropriate
- Individual pupil risk assessments are implemented where needed
- Emerging risks (eg mental health, extremism, online safety) are addressed

10. Training and Communication

- All staff receive risk assessment guidance as part of induction



- Refresher training is provided regularly
- Additional training is provided where specific risks are identified
- Relevant risk assessments are communicated clearly to staff and, where appropriate, pupils

11. Monitoring and Review

Risk assessments will be reviewed:

- Annually
- Following an incident or near miss
- When there are changes to activities or personnel
- When new guidance or legislation is introduced

SLT will monitor the quality and implementation of risk assessments through regular review. Findings will be reported to the Governing Body. This policy will be reviewed annually by the Health and Safety Committee and approved by the Governing Body.

12. Record Keeping

- Risk assessments are recorded using a standard template
- Records are maintained centrally by the Bursar
- Departments retain relevant local copies
- Documentation is available for inspection

13. Specialist Risk Assessments

Where specialist expertise is required (eg fire safety, asbestos, water hygiene), separate policies and external advisors will be used as appropriate.

Appendix 1: Risk Assessment Template

- What are the hazards?
- Who might be harmed and how?
- What control measures are in place?
- Are further actions required?
- Who is responsible?
- Timescales for action
- Monitoring arrangements



What are the hazards?	Who might be harmed and how?	What are you already doing? What control measures are already in place?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done	Arrangements for monitoring by senior staff

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.