



# Risk Assessment Policy

**Date reviewed:** February 2025  
**Next review due:** January 2027

# Risk Assessment Policy

**This policy applies to the whole school including the EYFS.**

## 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 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.

This policy has been drawn up with regard to the Charities Commission guidance.

### 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 head teacher and senior management team.

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 governing board, 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 assistant head, 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 that need assessing

#### 4.4 Pupils and parents/carers

Pupils and parents/carers 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 to 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. Types of risk assessments

Several different types of risk assessment are completed by staff to ensure that suitable controls are in place to minimise risk and harm on a daily and extraordinary basis.

- **General Risk Assessments** – for specific areas and activities
- **Statutory Risk Assessments** – required for compliance to Health and Safety laws
- **Excursion Risk Assessments** – completed for specific trips or residential excursions
- **Individual Risk Assessments** - in some cases, it is necessary to assess the risk for individuals with additional or complex needs

## 7. Monitoring arrangements

Risk assessments are written as needed and reviewed by the head teacher.

This policy will be reviewed by the head teacher every 2 years and approved by the Health and Safety Committee.

## **8. Links with other policies**

This risk assessment policy links to the following policies:

- Health and safety
- First aid
- Supporting pupils with medical conditions
- Safeguarding
- Fire safety
- Educational visits
- School journeys
- Risky areas

## Appendix 1: statutory risk assessments checklist

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

<b>Statutory or mandatory risk assessment</b>	<b>✓</b>	<b>Completed by</b>	<b>Date of review</b>
Asbestos	✓	Vega Environmental Consultants	September 2025
Children being drawn into terrorism (Prevent duty)	✓	G Strong	September 2025
Display screen equipment	✓	S Easton	September 2025
Fire	✓	S Easton	January 2026
Lone working	✓	S Easton	September 2025
Manual handling	✓	S Easton	September 2025
Stress	✓	S Easton	September 2025
Substances hazardous to health	✓	S Easton	September 2025
Swimming pools	✓	A Rackham	September 2025
Working at height	✓	S Easton	September 2025

Appendix 2: risk assessment templates

**Newcastle Preparatory School**  
Risk Assessment Form for Areas in School

Area Location		Risk Assessment Completed By		Date Completed	
Activity/Use	Possible Risks	Control Measures	Person Responsible		
•	•	•	•		
•	•	•	•		
•	•	•	•		
•	•	•	•		

# Newcastle Preparatory School

## Risk Assessment Form for Educational Visits

<b>Date of Visit</b>		<b>Staff in Charge</b>	
<b>Venue</b> <i>(inc address &amp; postcode)</i>		<b>Additional Staff</b>	
<b>Year Group/Class</b>		<b>First Aiders</b>	
<b>Expected Pupil Numbers</b>		<b>Risk Assessment Completed By</b>	
<b>Activity/Movement</b>	<b>Possible Risks</b>	<b>Steps to Avoid</b>	<b>Person Responsible</b>
•	•	•	•
• Venue-specific	•	•	•
<b>Additional Information:</b> <i>Detail any specific accommodations or adaptations individual children may require on the trip eg. sensory breaks, 1:1 supervision, changing, medication, informing leaders/venues of needs</i>		<b>Emergency Contact Numbers:</b>	



# Newcastle Preparatory School

## Risk Assessment for Individual Pupil

<b>Name of Pupil:</b>		<b>Date of Birth:</b>		<b>Class:</b>	
<b>Completed by:</b>		<b>Date Completed:</b>			
<b>Reason for Risk Assessment:</b>					

<b>Hazard</b>	<b>Persons at Risk</b>	<b>Control Measures</b>	<b>Persons Responsible</b>	<b>Risk Level (Low/Medium/High)</b>