



Risk Assessment Policy

The Health, Safety and Wellbeing Committee is responsible for this policy.

Last Reviewed: April 2026

Contents

What is a Risk Assessment?	2
Responsibilities	3
Role of the SMT	3
Role of curriculum co-ordinators	3
Role of all employees.....	3
Definitions	3
Types of Risk Assessment	4
Risk Assessment Process	4
Trips and Educational Visits.....	4
Adventurous Activities.....	5
Sports Visits.....	6
Personal Risk Assessments.....	6
Rooms.....	7
Early Years.....	7
Legal aspects of Risk Assessment	7
Record Keeping	8
Safeguarding and Child Protection	8
Training.....	8
Reviewing Risk Assessments.....	8
Monitoring.....	9
Risky Areas Statement	9
Procedures	9
Supervision	10
Security	10
Out of Bounds Areas	10
Risk Assessment.....	11
Authority.....	11

This policy should be read in conjunction with:

Educational Visits Policy
Emergency Plan
Fire Risk (Prevention) Policy
First Aid Policy
Health and Safety Policy
Safeguarding and Child Protection Policy

Highfield Priory “the School” recognises the legal requirements to have risk assessments in place that cover a wide area of operations within the school environment and that a failure to take reasonable safety precautions in relation to identified hazards would represent a serious risk to staff, visitors, general public and contractors and, in particular, pupils and the possibility of prosecution.

The aim of this policy is to set out the systematic approach for suitable and sufficient risk management throughout the School.

This policy has particular regard for ensuring the welfare of pupils at the school is safeguarded and promoted at all times and appropriate action is taken to reduce risks and potential risks that are identified.

The purpose of risk assessment is to identify hazards and evaluate any associated risks. This includes such areas as:

- Safeguarding and pupil supervision
- Health and Safety
- Security and visitors (all public access, including when school is in use and otherwise)
- Fire Safety
- Site Security and traffic movement
- School Trips and Educational Visits
- Critical incidents
- Hazardous substances and equipment
- Staff recruitment

What is a Risk Assessment?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm (e.g. fire).
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Risk assessments do not have to be complicated. The level of detail contained in them should be relevant to the level of the risks involved with the activity. In many cases a risk assessment will lead to clarification and documenting of protocols and procedures that are often already in place, following best practice and relevant industry standards where applicable.

Risk assessments can also assist in the identification of requirements for levels of instruction, information, training and supervision that may be required for the activity.

In addition, some topic specific risk assessments are required by legislation for example those concerning fire safety, pupil supervision, school trips, manual handling, display screen assessments, substances hazardous to health, provision and use of work equipment, asbestos, and security assessments. This list is in no way exhaustive.

Where relevant these risk assessments will be completed using industry standard assessment templates or guidelines.

Responsibilities

Role of the Health and Safety Committee and Governing body

- The Health, Safety and Wellbeing Committee of the Governing Body is the main forum within the school for discussing and for monitoring risk assessments, induction and training programmes.
- Risk assessments are a regular agenda item at those meetings.
- The School Business Manager is responsible for monitoring compliance and for liaising with the local police, the fire service and insurance and security advisors in pursuit of risk reduction and for reporting back to the Governing Body and to the Senior Management Team.

Role of the SMT

- Allocating resources in response to risk assessments completed within departments and determining a course of action should it be identified that a risk cannot be suitably controlled so far as is reasonably practicable.
- Setting up frameworks for decision making and corporate strategies which incorporate risk assessment principles. This will ensure that decisions made take into account relevant risk factors.
- Ensuring that those who are tasked with completing risk assessments within departments are suitably trained to do so.
- Ensuring that a suitable mechanism exists to communicate the safe systems of work identified as part of the risk assessment procedures. Typically, these are likely to be in the form of Standard Operating Procedures (SOP) or the guidelines adopted by the school such as those set out in policies, procedures, handbooks and codes of conduct.

Role of curriculum co-ordinators

- Undertaking risk assessments related to their topic area, identifying and implementing control measures, effectively communicating the outcomes to employees and others as appropriate.

Role of all employees

- Assisting with and participating in the process of risk assessment.

Definitions

For the purpose of this policy the following definitions apply:

- a) Hazard: Something with the potential to cause harm.
- b) Hazardous Outcome: A description of how someone could be hurt or damage could occur as a result of interacting with the hazard.

- c) Risk Rating: The overall judgement of the level of risk which may arise from the hazard, based upon the likelihood of the event occurring and the potential severity of the consequence
- d) Control Measures: Method used to reduce or control risks arising from identified hazards.

Types of Risk Assessment

All significant risks shall be assessed. Although the principals of assessment remain the same their application can differ. There are 3 recognised methods of assessment.

- a) Formal – A written method of evaluating the risk of harm (as described above).
- b) Generic – An evaluation of risk that can be applied to common tasks.

In unusual circumstances, when an unforeseen risk presents itself (a previous Formal or Generic risk assessment not having been compiled and / or in use) an employee may be required to use a dynamic risk assessment.

- c) Dynamic – A mental assessment of risk for use when any delay would increase the risk from harm.

Risk Assessment Process

The school has a responsibility to ensure that the risk posed to staff, pupils, property, contractors and the public are reduced, so far as reasonably practicable. Risk assessment is a subjective but logical process which can be broken down into 5 steps:

- Step 1 Identify the hazard
- Step 2 Decide who or what might be harmed and how
- Step 3 Evaluate the risks and decide on precautions
- Step 4 Record significant findings and implement them
- Step 5 Review the assessment and update if necessary

When conducting a risk assessment, the risk owner should adopt a team approach to risk assessment whenever possible and involve staff members who have practical experience (as they often have the best awareness and understanding of the hazards involved with the activity and how the activity is actually carried out.)

Trips and Educational Visits

A comprehensive risk assessment is carried out by the group leader before the proposed visit. It will assess the risks which might be encountered on the visit and will indicate measures to prevent or reduce them. The risk assessment should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures are needed to reduce risks to an acceptable level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Staff planning an off-site activity should make a preliminary visit to the venue, to carry out an on-site risk assessment. It is important to take into account the probable weather conditions at the time of year proposed for the trip, and the trip leader should take careful account of the facilities available, with due regard to the proposed size of the group. S/he should also assess the site's suitability with regard to the age and any particular needs of the children. S/he will also consider the venue's own approach to security and to health and safety.

Venues providing instructor-led activities will have their own risk assessments for particular sessions, these and the venues overall risk assessment will be adopted alongside our own risk assessments.

An activity should normally have sufficient adults taking part to provide the following minimum ratios:

- 1 adult to 10 pupils in Years 4 to 6.
- 1 adult to 6 pupils in Years 1 to 3.
- 1 adult to 3 children in Reception/foundation classes

Any trip will require a minimum of two adults. However, these are minimum requirements, and may not provide adequate supervision in all cases. All staff helping out on the visit must read and sign before the educational visit. At an appropriate level, the RA is to be shared with the children before the visit.

A risk assessment must also cover transport to and from the venue. The coach company we use on a regular basis has provided us with a letter detailing all the health and safety measures it routinely takes, including:

- the provision and required use of seat belts.
- proper vetting of the driver by the police.
- proper insurance for the driver.
- details of first aid and emergency equipment.
- breakdown procedures.

Adventurous Activities

The DfES advises that adventurous activities should be categorised according to potential risks so that the school can identify activities for which special measures are required. Further advice on these special measures can be found in the booklet 'Health and Safety of pupils on Educational visits' and the three supplements 'Standards for LEAs in Overseeing Educational Visits', 'Standards for adventure' and 'A Handbook for Group Leaders' published by the DfES. Copies of these can be found at the back of the main file to be kept in the staffroom.

The DfES suggests the following categories:

Category A- Activities that presents no significant risks. Examples are walking in the park or non-remote paths. The school can follow the standard procedure for out of school visits.

Category B- Some higher- risk or higher profile activities. For example, walking in non-remote countryside. Safe supervision requires that the leader, as a minimum, should have undergone an additional familiarisation process or induction specific to the activity and/or location.

Category C- Includes all those activities that, if not school-led, would be in the scope of Adventure Activities Licensing Regulations 1996. Those activities whose safe supervision requires that the leader should normally complete some prior test of his or her specific competence.

It is important to take into consideration environmental factors such as weather conditions and terrain when deciding which category an activity should be placed.

Although it should be relatively easy to check whether a particular centre is licensed it should not be assumed that the existence of the license negates the need to carry out checks to establish that a satisfactory standard of service is being provided. Details of current license holders can be obtained from the AALA website at <http://www.aala.org.uk>.

Sports Visits

The P.E. coordinator annually draws up a generic assessment for sporting fixtures. Detailed risk assessments for School Swimming are to be obtained and regularly updated from Westview Leisure Centre and a copy is to be kept in the Risk Assessment file to be kept in the staffroom.

Trips

For trips all members on the trip should sign the risk assessment. A pink copy should be placed in a plastic wallet along with all risk assessments referred to (pink paper), a parent helper guidelines sheet for parents to sign if necessary (white paper), a trip evaluation form for after the trip (white paper). This file should be kept with the trip leader to keep while on the trip. Any pink risk assessment in this file does not need to be kept once the trip is done. The completed trip evaluation and parent helper forms should be completed and kept in the risk assessment file. Blank forms are kept in the risk assessment folder and are filed with the trip risk assessment. If more are needed to be printed it can be found in business shared. (if the trip was not done in a previous year search the archive sheet to see the latest version as this can be the base of the risk assessment.)

To complete before the trip:

1. All staff sign risk assessment and read the site risk assessment
2. Trip helpers (parents) sign helper form
3. First Aid Trip form first half completed

Taken on the trip:

1. Pink Risk Assessment
2. Site Risk Assessment
3. First Aid Trip form

To complete after the trip:

1. Trip Evaluation Form
2. First Aid Trip Form

The trip evaluation should be filed behind the signed risk assessment. Holiday club and sports matches do not need a new risk assessment to be completed as they use generic ones. The Trip Evaluation, Trip Form and helper form are all in the risk assessment folder. If more are needed printable copies are Public Share - Documents\Risk Assessment and H&S\Risk Assessment (current year)\Productions, Trips, Events and Visits. Once filled out these forms are filed in the black health and safety folder.

Personal Risk Assessments

Staff / pupils risk assessments are to be completed by deputy head in conjunction with staff member or parent (to be signed by staff member or parent) and written copies kept in school office and on System.

Rooms

Word document relating to each room on the system to be completed annually to be completed by appropriate coordinator and reviewed by Health, Safety and Wellbeing Committee. These are kept in the room and are available to all staff.

Early Years

As part of our curriculum the children are taken for local walks, visits etc. off the premises and permission will be sought for your child to be included in such outings.

For local outings (where children and staff walk to the destination), we ask that parents/carers give their consent for these trips by signing the relevant section on our childcare agreement form. Where possible, staff will let parents/carers know in advance that their child will be attending a local walk/trip.

A risk assessment will be carried out for each outing, and staff will follow the specific procedures outlined below:

- Operate a staff to children ratio of 1:3 and ensure at least two members of staff are present. Each adult will assume responsibility for the same three children throughout the trip.
- Provide a designated person in charge, normally a senior member of staff (manager, supervisor or senior practitioner) and a designated First Aider.
- In case of a child going missing the Lost/missing Child Procedure (Outings) will be followed.

Legal aspects of Risk Assessment

There are clear duties for risk assessment under acts such as the Health & Safety at Work Act 1974 and The Management of Health & Safety at Work Regulations. The following requirements are laid down in those regulations and can be applied to other areas of risk assessment:

- The risk assessment shall be 'suitable and sufficient' and cover both employees and non-employees affected by the employers undertaking (e.g. contractors, members of the public, pupils, etc)

The term 'suitable and sufficient' is important as it defines the limits to the risk assessment process. A suitable and sufficient risk assessment should:

- Identify the significant risks and ignore the trivial ones.
- Identify and prioritise the measures required to comply with any relevant statutory provisions.
- Remain appropriate to the nature of the work and valid over a reasonable period of time.
- Identify the risk arising from or in connection with the work. The detail should be proportionate to the risk.

The significant findings that should be recorded include a detailed statement of the hazards and risks; the preventative, protective or control measures in place; and any further measures to reduce the risks present.

The school business manager is responsible for the carrying out and record keeping of relevant legal requirements.

Record Keeping

Risk Assessments and associated documents must be kept for a minimum period of three years from the date which they are superseded as they may be required in the event of a litigation claim for compensation (note that claims for compensation can, generally be made up to 3 years from the date of the incident occurring). It should be noted that risk assessments which relate to the use of substances may need to be kept for 40 years, in order to trace exposure to substances which are known to have ill health effects e.g. asbestos.

Safeguarding and Child Protection

Our Safeguarding/ Child Protection policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children and are not allowed to work in the UK. By extending this regime to Governors, volunteers and the adult members of the households of staff who are accommodated on site, and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

In relation to the *Prevent strategy* and for further information regarding our handling of the risks involved in and the procedures and protocols in place to mitigate these in terms of radicalisation see the school's Radicalisation policy.

Our designated lead is responsible for the updating and communicating relevant Safeguarding and child protection procedures to all staff members.

Training

The school, as a responsible employer, will provide appropriate risk assessment training for staff as necessary, as identified by the SMT. Risk assessment will be included as part of staff induction to the school

Those who have a responsibility for the completion of risk assessments will initially be provided with basic internal risk assessment training. This foundation training covers the processes and key stages of risk assessment including the rationale behind the risk assessment; application of suitable and sufficient control measures to mitigate risk; communication of the risk assessment; record keeping and incident management. Specialised risk assessment training will be provided to staff as required ensuring appropriate expertise, monitoring and supervision.

Relevant information identified in the risk assessment regarding the hazards, their associated risks to the Trust and the appropriate control measures must be effectively communicated, and be readily accessible to, employees and others as appropriate.

Reviewing Risk Assessments

When a risk assessment is completed it will be signed by the risk owner. The master copy, printed on white paper, will be kept in a file in the School Business office. The copy, printed on pink paper, will be given to staff and should be placed in the appropriate locations associated with the risk assessment.

Few workplaces stay the same. At any point where new equipment, substances and procedures that could lead to new hazards are introduced to school we need to review what we are doing, look at our risk assessment again and ask ourselves:

- Have there been any significant changes?
- Are there improvements we still need to make?

- Have we spotted a problem?
- Have we learnt anything from accidents or near misses?

During the year staff members will annotate, in pen, any new control measures needed or make changes onto the master copy risk assessment. Changes include amendments to risk scores and adding any new potential hazards associated with the activity. At the end of the academic year the risk assessment sheets should be returned to the School Business office. The amendments, reviews and annotations will then be added to the electronic version and printed again for the start of the next academic year and the process will start again. Staff will not need to make any changes to the Word version of the current risk assessments and will only use the online forms of the risk assessment for evaluating the risk of a new activity. All new risk assessments should be signed by the risk owner and a copy should be filed in the School Business Office.

Monitoring

H, S + W committee and the SMT shall monitor the effectiveness of control measures and ensure that physical control measures are used, installed correctly and suitably maintained where applicable. Likewise checks should be made to ensure that agreed control measures and safe systems of work are being followed correctly.

This policy will be reviewed annually or at an earlier date if changes are required due to risk assessment review or changes in legislation and/or guidance.

Risky Areas Statement

The aim of this Policy is to outline Highfield Priory's procedures for controlling or denying unauthorised access by pupils to potentially dangerous or risky areas of school buildings and grounds. At Highfield Priory there are areas within the site that are considered to present risks to the safety of pupils who may accidentally or deliberately stray into them. Such areas include the woodland, kitchen, cellar, car parks, woodland, art studio, and science lab. The Governors, Headmaster and staff of Highfield Priory are fully committed to ensuring the safety and welfare of all pupils at the school.

The Head has overall responsibility for the management of health and safety. The School Business Manager and the Headmaster are responsible for the implementation of this policy on a day to day basis. The Senior Management Team are fully committed to ensuring the health, safety and wellbeing of all pupils at Highfield Priory.

Procedures

The school makes every effort to ensure that all potentially dangerous areas are, wherever possible, made secure by fencing, locking, signage or otherwise physically preventing access to them. Areas temporarily out of bounds are, where possible, fenced or cordoned off and/or appropriate warning notices are placed to describe the danger. Maintenance tools are kept in the locked cellar or in locked storage areas around the school. No tools, equipment or machinery are to be left unsupervised or in an inappropriate area on the site. Any risk or danger must be reported immediately to a member of staff and action taken to remove the risk, secure it, or fence the risk area will be undertaken as a priority. As part of the fire risk monitoring by the facilities staff, checks will also be undertaken to ensure the above areas are being secured and managed as stated. Traffic control measures, such as speed bumps and speed limitation signs are in place to manage the risks from vehicle movement around the site. When a large volume of traffic is expected (e.g. for major school events), dedicated stewards are in place as a further risk control measure.

Pupils are briefed formally, usually at the start of each academic year with regard to safety measures in classrooms as appropriate (e.g. Science, Art and Food Technology etc.).

Supervision

Pupils are informed or reminded regularly by staff and via assemblies of the dangers of entering risky areas of the school. They are made aware that to enter such an area deliberately is regarded as a very serious disciplinary offence that will be dealt with in an appropriate manner following the Behaviour Management Policy.

Security

Unsupervised Access by Pupils

- Doors or fences to these areas are kept shut at all times when not in use.
- All flammables and chemicals are kept securely locked in appropriate storage facilities.
- Pupils are not allowed to use gymnastic, or athletic without supervision.
- Pupils do not have access to the Maintenance, Catering and Caretaking areas of the school.

The surrounds of the school are monitored by CCTV. The assistant caretaker patrols the school site at 7:00 in the evening and secures the site. All doors that provide access to the main school buildings are locked and are alarmed during periods of unoccupancy.

For further information please refer to the Security and Supervision Policy.

Out of Bounds Areas

The following areas are out of bounds to pupils without staff supervision.

- All Classrooms
- All Playgrounds
- Back Stairs
- School Offices
- Wellbeing Room

The following areas are locked and out of bounds to pupils without staff supervision.

- Front of School
- Meeting Room
- Minibus
- Sports Pitch
- Storerooms
- Woodland / Haven

The following areas are locked and out of bounds to pupils at all times.

- Cellar
- Cleaning Cupboards
- Boiler Rooms – G103, N102, N116
- Early Years Office
- Kitchen Pantry (staff always in kitchen during the day, locked once all kitchen staff have left)
- Kitchen Fridge/Freezer Room (staff always in kitchen during the day, locked once all kitchen staff have left)
- PTA Storeroom
- School Archive

Risk Assessment

Specific Risk Assessments for all areas around the school are undertaken annually to monitor and identify risks and hazards. A risk assessment log for the school site and areas deemed as potential risks is regularly updated.

The following risk assessments are currently rated as medium risk or above after the control measures are implemented:

RA049	Generic Infant & Early Years Classroom	MEDIUM
RA050	Hand Tools	MEDIUM
RA057	Ladders and Stepladders	MEDIUM
RA060	The Barn	MEDIUM
RA062	On-Site Traffic Movements	MEDIUM
RA063	Outdoor PE	MEDIUM
RA076	Classroom N114	MEDIUM
RA078	Quad	MEDIUM
RA083	Early Years Use of the Outdoor Areas	MEDIUM
RA093	Woodland Area	MEDIUM
RA163	PTA Events	MEDIUM
RA179	Infection Prevention and Control	MEDIUM
RA186	Forest Schools	MEDIUM
RA188	Legionella Risk Assessment of Domestic Water Services	MEDIUM
RA226	Heart Condition- Robyn Crowley	MEDIUM

Authority

The Full Board of Governors, by delegation to sub-committees, is responsible for formulating the policies and procedures that will ensure the school continue to achieve the aims of the overall school strategy. Hence, each sub-committee has Terms of Reference and assigned responsibility for policies within that scope. The sub-committees are: Audit and Compliance Committee, Education Committee, Finance and General Purposes Committee, Health, Safety and Wellbeing Committee, Marketing Committee and Safeguarding Committee.

Appendix 1 - Risk Assessment Process

The risk assessment spreadsheet is found in Highfield Priory School\Public Share - Documents\Risk Assessment and H&S. The spreadsheet covers the full list of all risk assessments and shows in which folder they can be found. The template for new risks can also be found in this folder along with the risk scoring guidance.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Risk Assessment complete											Risk assessment signed by the headmaster (and relevant staff if it is a trip or a personal RA)									
2	Risk Assessment complete but does not need to be printed											Risk assessment still reviewed by the staff but not printed and signed by the headmaster.									
3	Risk Assessment was carried out last year but may not occur this year.											Risk Assessment will need updating from last year's if carried out.									
4	Risk Assessment incomplete											Risk assessment needs creating/editing etc.									

Start of a New Year:

The Facilities Lead will review all the risk assessments and make any obvious changes (such as changes in staff). They will then send them out to the various risk owners to make more specific changes based on their experience. Once this is done they will be signed off by the risk owner.

During the Year:

When risk assessments are created during the year, check the risk assessment archive to see if the risk assessment has been carried out previously. This will help identify potential issues and control measures. Use the first available RA number at the bottom of the spreadsheet. Establish and work with the risk owner to complete the risk assessment. Upon receipt of the risk assessment from the risk owner check that all columns that should be filled out are. Use the colour grid to highlight the rows in the right colour. Don't do this before as people may ignore the risk scores. Check to see all relevant policies are referenced at the bottom and then get the risk owner to sign.

When creating a personal risk assessment ensure the issue is the first item in the title followed by the name as it makes it easier to find it in the archive when you have similar issues.

End of Year:

Spreadsheet:

Copy the risk assessments from the year just gone into the archive sheet. Add the academic year to all the risk assessments. Then arrange the sort to merge them in with the rest of the archive.

At the end of the year remove any trips and one off visits that weren't done in the year but was done in the year before (it will still be blue). Once this is done then turn all trips and one off visits into the blue colour and remove the information from the columns to the right of the location column. Trip Risk assessments will remain blue until the risk assessment is completed in the current academic year, it will then become a yellow risk assessment until the end of the academic year.

Public Shared:

Create a new folder in the archive with the now previous year and copy the category folders (e.g. building and facilities) into this new folder. Redate the current year's risk assessment in the folder and file names. Move the now last year's files into the archive. Delete the trips and visits from last year from the current year's file. As you remove the one off trips from the next year's file ensure the file is coloured in blue on the spreadsheet. (When creating them again they should have the same RA number).