



**Risk Assessment Policy (September 2025)**  
*This policy is for the whole nursery and school*

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Current version no: 1	
Reviewed:	September 2025
Approved by the Governing Body:	September 2025
Next review:	September 2026

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**Scope**

This guidance is applicable to all those with responsibility for developing / implementing risk management strategy and undertaking risk assessments for activities which are under their control.

This includes the requirements of the Independent Schools Standards Regulations (ISSRs), and Early Years Foundations Stage.



## Objectives

1. To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
2. To meet the ISSR requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.
3. To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips
4. That identified control measures are implemented to control risk so far as reasonably practicable.
5. That those affected by school activities have received suitable information on what to do.
6. That the risk management strategy and risk assessments are recorded and reviewed when appropriate.
7. To identify those in the school responsible for conducting risk assessment and monitoring its implementation.
8. Our aim is to implement and maintain an effective management system for the administration of medicines to all pupils in our care and ensure that we provide support to individual pupils with medical needs.

## Guidance

The Principal and Governors are responsible for the overarching risk management policy of the school. The overall strategy is formally reviewed on an annual basis. The responsibilities of governors and/or senior managers may be delegated.

Risk assessments at Sancton Wood cover a range of activities. For example:

- pupil supervision (including safeguarding and welfare requirements). This will include implementation of the School designated safeguarding lead ("DSL") but will also cover a range of responsibilities outside safeguarding
- school trips
- management of visitors on school premises
- fire and emergencies
- traffic and pedestrian interaction on site
- management of hazardous substances
- use of hazardous equipment e.g. in Art
- the suitability of staff to undertake designated roles and checks to ensure that they are suitable including staff not employed by the school who work with pupils on another site

Risk areas which are not directly related to health and safety, including but not limited to:

- financial
- recruitment procedures including governing body oversight
- reputational
- terrorism, including the prevention of fundamentalism and extremism



- pupil self-harming
- security, specifically in EYFS areas

## **Regulatory Context and Procedural Requirements**

In accordance with Part 3, Paragraph 16 of the Independent School Standards Regulations (ISSRs), the school maintains a dedicated Risk Assessment Policy. This policy is a standalone document that outlines the school's approach to identifying, assessing, and managing risks that may affect the welfare, health, and safety of pupils, staff, and visitors.

### **When to Complete Risk Assessments:**

Risk assessments must be completed:

- Prior to any new activity or significant change in existing activities.
- Before all off-site visits and trips.
- When introducing new equipment, substances, or procedures.
- Following any incident or near miss.
- At least annually as part of routine review.

### **Responsibility for Drafting and Checking:**

Risk assessments are drafted by the relevant staff member (e.g. Head of Department, Site Manager, Trip Leader).

All assessments are reviewed and approved by a designated senior leader (e.g. Headteacher, Director of Operations, or Health and Safety Lead).

Oversight is provided by the Governing Body to ensure compliance and effectiveness.

### **Records to Be Kept:**

All risk assessments are documented using the school's standard template(s).

Records are stored securely and are accessible for inspection. These are kept in Evolve and on Sharepoint.

### **Training Requirements for Staff:**

All staff receive training on risk assessment principles as part of their induction. For example, when arranging trips and off-site activities

Refresher training is provided annually or when significant changes occur.

Additional training is provided for staff involved in higher-risk activities (e.g. science, PE, trips).

The risk management strategy will include the assignment of roles to competent persons (either internal or external) and associated training will be provided.



This guidance is applicable to general risk assessment. Where specialist skills are required, eg asbestos, fire, water quality and hazardous substances, there is separate policy guidance in place. Teaching area risk assessment checklists are also in place for guidance.

A template risk assessment form is included in the appendices to this guidance. The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology.

Risk assessments will take into account:

- hazard - something with the potential to cause harm
- risk - an evaluation of the likelihood of the hazard causing harm
- risk rating - assessment of the severity of the outcome of an event
- control measures - physical measures and procedures put in place to mitigate the risk

The risk assessment process will consist of the following 6 steps:

- what could go wrong
- who might be harmed
- how likely is it to go wrong
- how serious would it be if it did
- what are you going to do to stop it
- how are you going to check that your plans are working

Risk assessments will be reviewed:

- when there are changes to the activity
- after a near miss or accident
- when there are changes to the type of people involved in the activity
- when there are changes in good practice
- when there are legislative changes
- annually if for no other reason



## Appendix 1: Specific Arrangements at the School

The following areas/activities present identified and significant risks at the School and as a consequence, pupils are not allowed unsupervised access to:

- The Catering Department: where the Catering Manager keeps risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products. Records of staff training are kept.
- Pupils are not allowed unsupervised entry to the Cleaning and Maintenance Stores: where each department keeps risk assessments for all its activities, safe use and storage of equipment and flammables, COSHH assessments of chemicals and other products. Records of staff training are kept.

Whole school policies and risk assessments supplement these departmentally-based risk assessments, covering:

- Accessibility Policy
- Accident Reporting (RIDDOR)
- Anti-Bullying Policy
- Asbestos
- Building at Work
- Catering and Food Hygiene Policy
- Code of Safe Conduct for Staff
- Competent Advice
- Control of access and security
- Control of Substances Harmful to Health (COSHH)
- Crisis Management and Communications
- Display Screen Equipment
- Educational visits
- Electrical Safety
- E-Safety
- First Aid
- Fire safety, procedures and risk assessment
- Gas Safety
- Health and Safety Notices
- Induction of new staff
- Legionella
- Manual handling
- Medical Questionnaire
- Occupational Health
- Portable Appliance Testing (PAT)
- Pupil Supervision
- Risk Assessments: Guidance on



- Security, including workplace safety and lone working
- Slips and Trips
- Special Education Needs (SEN) and Learning Difficulties
- Sun Protection (EYFS pupils)
- Temporary staff and Contractors
- Working at Heights



**Appendix 2: Risk Assessment Responsibilities**

<b>Name</b>	<b>Risk Assessment Responsibility</b>
Operations Manager/ Site Manger	Fire
Operations Manager	Legionella
The School staff and Site Team	All rooms, corridors and exits
Catering Manager	Catering and cleaning and HACCP and COSHH
Site Team	Grounds maintenance including use of pesticides and COSHH
Site Team	Maintenance (including work at height, electricity, power tools, COSHH)
Site Team	Asbestos and Asbestos Register
Administrator	Reprographics and copiers
Science Co-ordinator/ Head of Science	Science
PE Co-ordinator	Games, dance and gymnastics
Art Co-ordinator	Art
EVC	Outdoor lessons and trips and visits



Appendix 3: Risk Assessment Template [Sample]

Name:

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