



REPTON

Risk Assessment Policy

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Risk Assessment Policy

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1. Introduction

Risk assessments help us focus on the risks that really matter in the School – the ones with the potential to cause real harm. In many instances, straightforward measures can readily control risks, for example ensuring spillages are cleaned up promptly so people do not slip, or cupboard drawers are kept closed to ensure people do not trip. Risk assessments should enable Managers, and ultimately the School, to plan, introduce and monitor measures to ensure that particular hazards and the risk of harm are eliminated, or where this is not possible, controlled so that they are minimised.

Risk assessments are not only a legal requirement but also make good sense by focusing on prevention as an active part of the planning process, rather than reacting when things go wrong. This is particularly important when considering that work-related accidents, injuries and ill health can ruin lives, damage reputations, and have significant financial impact.

The purpose of this Policy is to outline the procedures in place to ensure that suitable and sufficient risk assessments are completed, recorded, implemented, communicated, and reviewed.

2. Policy Statement

Repton School is fully committed to promoting the health, safety and welfare of all in our community so that effective education can take place.

Our highest priority is ensuring that all school operations (both on the school premises and offsite) are carried out in a safe manner that complies with the law and also demonstrate best practice.

Identification and completion of risk assessments is an essential element of successfully managing Health and Safety (H&S) as part of the school's health and safety risks' step of HSG65 (the school's chosen model of H&S management). It provides an opportunity for the School to:

- Assess the risks, identify what could cause harm in the working/learning environment, who it could harm and how, and what we will do to manage the risk; and
- Decide what the priorities are and identify the biggest risks.

3. Legal Obligations

The School recognises its duty under the Health and Safety at Work etc. Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare at work of its employees. The School also has a duty to ensure that persons not in its employment but who may be affected are not exposed to risks to their health or safety (e.g., pupils, visitors, members of the public, and contractors).

This Policy will deal with the requirements under the Management of Health and Safety at Work Regulations 1999 for the School to make a suitable and sufficient assessment of:

- The risks to the H&S of employees whilst they are at work; and
- The risks to the H&S of persons not in its employment arising out of its activities (i.e., pupils, visitors, members of the public, and contractors).

For the purpose of identifying the measures it needs to take to comply with the requirements imposed upon the School by or under the relevant statutory provisions.

Additionally, the regulations require employees to give special consideration to new and young employees, new and expectant mothers, and people with disabilities as these groups maybe more vulnerable than the majority of the workforce.

This Policy will also deal with the requirements under Part 3, Standard 16 of the Schedule to the Education (Independent School Standards) Regulations 2014 for the School to ensure that:

- (a) the welfare of pupils at the School is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and
- (b) appropriate action is taken to reduce risks that are identified.

This Policy will also deal with the risk assessment elements of the following standards in the National Minimum Standards for Boarding Schools:

- 9.3 - The School ensures that the welfare of boarders at the School is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy and appropriate action is taken to reduce risks that are identified.
- 18.2 - All boarders are able to access a good range and choice of activities outside teaching time, including sufficient and suitably timed free time each day. Suitable risk assessments are in place and followed for any activities which may put boarders at risk of harm. These should not prevent children having experiences that provide challenge and adventure.

The law does not expect the School to eliminate all risk, but the School is required to protect people 'as far as is reasonably practicable'.

The purpose of this Policy is to provide a structured approach to suitable and sufficient risk assessment of risks for all School premises, activities, offsite/educational visits, and events organised by the School.

4. Definitions

Risk Assessment – A careful and systematic examination of what, in your work, could cause injury or harm to people, to weigh up the current precautions and decide if you could do more to prevent harm.

Hazard – Anything with the potential to cause harm (i.e., personal injury, ill health, damage to plant/equipment/property/environment etc.). Hazards can include objects, substances, living organisms, plant/machinery, methods of working (such as work at height, lone/remote working etc.), the working environment, and other aspects of work organisation.

Hazardous Event – Where someone, or something, interacts with the hazard and harm results (e.g. a person tripping on a trailing power cable).

Risk – The chance or likelihood of the hazardous event occurring, together with an indication of how serious the harm could be (e.g., High., Medium, or Low).

Significant Risk – Those that are not trivial in nature and are capable of creating a real risk to H&S which any reasonable person would appreciate and would take steps to guard against.

So Far as is Reasonably Practicable – The degree of risk must be balanced against the time, trouble and cost involved in taking measures necessary to eliminate or reduce risk.

Suitable and Sufficient – Risk assessments must be suitable and sufficient, i.e., they must demonstrate that:

- A proper check was made
- You asked who might be affected
- You dealt with all the obvious significant risks, taking into account the number of people who could be involved
- The precautions are reasonable, and the remaining risk is low; and
- You involved your workers or their representatives in the process.

The level of detail in a risk assessment should be proportionate to the risk and appropriate to the nature of the work.

Your risk assessment should only include what you could reasonably be expected to know - you are not expected to anticipate unforeseeable risks.

Risk Assessor – A Head of Department, Line Manager, or other member of staff (such as an employee H&S representative, Teacher, Technician) that has been nominated by their Head of Department or Line Manager to complete area/activity/event risk assessments for their department, a Housemaster/Housemistress who is required to complete risk assessments for their boarding house/activities, and/or a Visit Leader who is required to complete risk assessments for offsite/educational visits. It should be noted that in order to be deemed as competent, Risk Assessors should have vocational knowledge/experience of the areas/activities that they will be expected to risk assess and must have completed risk assessment training (refer to section 13 of this Policy).

Risk Control Measures – The measures and procedures that are put into place to minimise the consequences of unfettered risk.

5. Key Points

- Heads of Department and Line Managers are responsible for liaising with their department staff (and Facilities and Planned Preventative Maintenance Manager (Repton and the Prep) and/or their Line Manager)) to ensure that suitable and sufficient area, activity, offsite/educational visits and event risk assessments are undertaken and recorded for their areas of responsibility.
- Risk Assessors are responsible for completing and recording area, activity, offsite/educational visit and/or event risk assessments in line with the guidance provided in section 7 (and Appendix 1) of this Policy, and for ensuring that all risk assessments are saved in the department folder in the designated Risk Assessments location on the [Risk Assessments](#)
- and [Senior Risk Assessments](#)
- Heads of Department and Line Managers are responsible for ensuring that the findings of the risk assessments are fully implemented, and that any further risk control measures identified as being required (i.e., as specified on the Action Plan) are actioned within a reasonable timeframe.
- Heads of Department and Line Managers are responsible for escalating any actions that cannot be resolved at department level to the Director of Facilities immediately.
- Heads of Department and Line Managers are responsible for ensuring that all area, activity, offsite/educational visit, and event risk assessments within their area of responsibility are reviewed in line with the procedure outlined in section 8 of this Policy.
- Heads of Department and Line Managers are responsible for ensuring that the key findings of the area, activity, offsite/educational visit, and event risk assessments are communicated to relevant staff, and that such communication is recorded for audit and compliance purposes.
- Heads of Department and Line Managers are responsible for ensuring that all new employees are made aware of the key findings of area, activity, offsite/educational visit, and event risk assessments which are relevant to their role as part of the induction process.
- Heads of Department and Line Managers are responsible for ensuring that their staff are adhering to the recommendations and risk control measures specified in the risk assessments on a day-to-day basis, and for applying the Disciplinary Procedure where necessary.
- The Senior Management Team (SMT) are responsible for ensuring that staff are provided with suitable training as outlined in section 13 of this Policy.
- The Facilities and Planned Preventative Maintenance Manager (Repton and the Prep) and/or their Line Manager is responsible for drawing up and maintaining a risk assessment register to assist with management oversight, and for undertaking audits, monitoring and spot checks of risk assessments to assist in ensuring that this Policy is being implemented.
- Employees are responsible for notifying their Head of Department/Line Manager of any shortcomings that they identify in the risk assessments, and for complying with the control measures outlined in the risk assessments.

6. Identification of Areas, Activities, Offsite/Educational Visits and Events that Require a Risk Assessment

It is the responsibility of Heads of Department and Line Managers to liaise with their department staff (and the Facilities and Planned Preventative Maintenance Manager (Repton and the Prep) and/or their Line Manager where necessary) to ensure that suitable and sufficient area, activity, offsite/educational visit and event risk assessments are completed and recorded for their areas of responsibility. This will normally include:

- Area risk assessments to cover the buildings, premises, grounds etc. Particular attention should be paid to higher-risk areas such as labs, workshops, kitchens, dining halls, playgrounds, internal/external sporting facilities, vehicle movement areas, and boarding accommodation;
- Activity risk assessments for practical teaching activities, science experiments, sporting activities, use of tools/equipment/machinery, cleaning/maintenance tasks, work at height, manual handling, lone/remote working, driving for work etc.;
- Educational visit (and offsite visit) risk assessments (please refer to the School's Educational Visits Policy for further information); and
- Event risk assessments for School-organised events (e.g., open days, sporting events, awards ceremonies, and lettings etc.).

7. Conducting a Risk Assessment

Wherever possible, the risk assessment should be carried out by the Risk Assessor(s) in the area of interest (i.e. by inspecting the area/observing the activities being assessed – not sat at a desk) and should involve other relevant staff (and where relevant, H&S representatives) in order to gather information on possible hazards and existing/further control measures.

To carry out the risk assessment, Risk Assessors should follow the five steps outlined in Appendix 1 – Guide to Completing a Risk Assessment.

8. Review of Risk Assessments

Heads of Department and Line Managers must ensure that all area and activity risk assessments within their area of responsibility are reviewed annually as a minimum (N.B. educational/offsite visit and event risk assessments should be reviewed prior to each new educational/offsite visit/event).

In addition to this requirement, risk assessments must be reviewed if:

- An accident, incident, near miss or case of occupational disease has occurred;
- There have been any significant changes which may impact the validity of the risk assessment (e.g., new legislation/Approved Code of Practice/Guidance, new machinery/equipment, changes to the environment, or changes to the way in which work is carried out); and/or
- There is any other reason to suspect that the risk assessment is no longer valid.

9. Use of Model or Generic Risk Assessments

Reputable model or generic assessments can often serve as a useful base on which Risk Assessors can use to write their own. The HSE provide a generous number of [generic assessments](#) and information on their website, as do some professional organisations such as [CLEAPSS](#) (i.e. for Science, Art, Design Technology, and Food & Nutrition). It must be noted however that when model or generic risk assessments are used, it is responsibility of the Risk Assessor(s) to review the content and ensure that it is fully customised to consider the hazards presented and required control measures specific to the area/activity/educational/offsite visit/event/department concerned. It is not acceptable for Risk Assessors to just copy an example and put their name to it as that would not satisfy the law and would not protect people. Any instructions on customisation provided by the author of the generic work, e.g. [CLEAPSS L196](#) for Science and [CLEAPSS G235](#) for Design Technology, must be followed.

10. Dissemination of Risk Assessments and Feedback/Communication

Heads of Department and Line Managers are responsible for ensuring that the key findings of the area/activity/educational/offsite visit/event risk assessments are communicated to relevant staff, and that such communication is recorded for audit and compliance purposes.

This can be achieved in a variety of ways, for example:

- Staff could be asked to read and sign/date the risk assessments which are relevant to their role at induction and then ongoing following any reviews;
- For educational/offsite visit risk assessments, staff involved could be asked to read and sign/date the risk assessments;
- Heads of Department and Line Managers could deliver short toolbox talks on risk assessments for individual staff members and/or groups of staff; and/or
- Through team/department meetings.

Any toolbox talks or team/department meetings used to brief staff on risk assessments must be recorded as evidence of training.

It is the responsibility of Heads of Department and Line Managers to ensure that all new employees are made aware of the key findings of area/activity risk assessments which are relevant to their role as part of the induction process.

Staff should be actively involved in the risk assessment process wherever possible and be encouraged to provide feedback on completed risk assessments. This is an important step in the process as it encourages ownership and ensures a collaborative approach whereby staff can provide feedback on the hazards identified and any further risk control measures required.

There may also be instances where it is appropriate and necessary to share the key findings of risk assessments with others, such as contractors undertaking work for the School, and pupils and/or their parents/carers/guardians. For example, teaching staff should brief pupils on key hazards and agreed risk control measures prior to undertaking any practical activities as part of their lesson. For educational visits, it may be necessary to share copies of risk assessments with parents/carers/guardians (this would be especially important for any UK residential and overseas visits).

11. Staff Compliance

It is the responsibility of Heads of Department and Line Managers to ensure that their staff are adhering to the recommendations and risk control measures specified in the risk assessments on a day-to-day basis. Staff may be subject to disciplinary action for contravening the content of risk assessments.

12. Storage of Risk Assessments

Risk Assessors must ensure that all area/activity/educational/offsite visit/event risk assessments are saved in the department folder in the designated Risk Assessments location on the [Prep Risk Assessment](#) and [Senior Risk Assessment](#)

Upon review, previous versions of risk assessments should be saved and archived for a minimum of 5 years for audit and compliance purposes.

The Facilities and Planned Preventative Maintenance Manager (Repton and the Prep) and/or their Line Manager is responsible for drawing up and maintaining a risk assessment register to assist with management oversight.

13. Training

All staff will receive basic training on risk assessments as part of the induction process

All Risk Assessors must complete formal Risk Assessment training via VVV upon induction/upon becoming a designated Risk Assessor, with refresher training provided periodically.

14. Other Risk Assessments

In addition to general risk assessments to cover areas, activities, educational/offsite visits and events; there are a number of other risk assessments required. Details of who holds responsibility for arranging and/or completing risk assessments is provided in Table 1 below, and further information on procedures/responsibilities can be found within the schools H&S Policy.

Table 1: Responsibilities for Completing/Arranging Completion of Risk Assessments

Type of Risk Assessment	Completed/Arranged by
Areas of the premises (including grounds)	Heads of Department/Line Managers
Activities	Heads of Department/Line Managers
Allergy management - individual	Lead School Nurse (Senior and Prep)
Allergy management - overarching	Lead School Nurse (Senior and Prep)
Asbestos	Director of Facilities
Boarding houses, activities and visits	House staff (e.g. Housemasters/Housemistresses)
Commercial Catering (including allergens)	Head of Catering
Clubs and co-curricular	Club lead
Control of Substances Hazardous to Health (COSHH)	Heads of Department/Line Managers
Data management	IT Network Manager
Display Screen Equipment (DSE)	Individual user
Early Years Provision	Deputy Head with responsibility for Pre-Prep
Educational visits	Visit Leaders
E-safety/internet access	Deputy Head (Safeguarding)
Events	Person in charge of planning the event (Event Manager)
Fire Risk Assessment for School premises	Director of Facilities
First aid needs assessments	Lead School Nurse (Senior and Prep)
First aid and medical provision (including storage and administration of medication)	Lead School Nurse (Senior and Prep)
Food preparation (including allergens)	Head of Catering
Individual risk assessments for staff (e.g., in relation to disabilities, medical conditions etc.)	Lead School Nurse (Senior and Prep)
Individual risk assessments for pupils (e.g., in relation to disabilities, medical conditions etc.)	Head of Personalised Learning/ Lead School Nurse (Senior and Prep)
Legionella	Director of Facilities
New and expectant mothers	Heads of Department/Line Managers
Noise	Heads of Department/Line Managers
Pupil access to risky areas	Facilities and Planned Preventative Maintenance Manager (Repton and the Prep)
Pupil wellbeing	Deputy Head Pupil Wellbeing and Pastoral
The 'Prevent' Duty	Deputy Head (Safeguarding)

Type of Risk Assessment	Completed/Arranged by
Radon	Facilities and Planned Preventative Maintenance Manager (Repton and the Prep)
Radioactive sources	Dr Keith Bowker (Radiation Protection Advisors) David Murray Radiation Protection Supervisor
Security (including public access)	Facilities and Planned Preventative Maintenance Manager (Repton and the Prep)
Safeguarding pupils	Designated Safeguarding Lead (DSL)
On-site vehicle movement	Facilities and Planned Preventative Maintenance Manager (Repton and the Prep)
Stress - individual	Director of HR
Stress - overarching	Director of HR
Transport	Director of Facilities
Vibration	Heads of Department/Line Managers
Visitors	Heads of Department/Line Managers/Event organiser
Visiting speakers	Event organiser
Young persons (for employment of young persons, including provision of incoming work experience placements)	Heads of Department/Line Managers

Table 1: Responsibilities for Completing/Arranging Completion of Risk Assessments

15. Responsibilities

The **Senior Management Team (SMT)** are responsible for:

- Disseminating this Policy within their area of responsibility and ensuring its effective implementation by providing support and advice to their managers and staff;
- Ensuring that adequate resources are available to ensure the effective implementation of this Policy; and
- Ensuring that staff are provided with suitable training as outlined in section 13 of this Policy.

The **Director of Facilities** is responsible for:

- The overall implementation, monitoring and revision of this Policy.

Heads of Department (both Academic and Support) and those staff with Line Management responsibility are responsible for:

- Disseminating this Policy within their area of responsibility and ensuring its effective implementation by providing support and advice to their staff;
- Liaising with their department staff (and the Facilities and Planned Preventative Maintenance Manager (Repton and the Prep) where necessary) to ensure that suitable and sufficient area, activity, educational/offsite visit and event risk assessments are undertaken and recorded for their areas of responsibility;
- Ensuring that the findings of the risk assessments are fully implemented, and that any further risk control measures identified as being required (i.e., as specified on the Action Plan) are actioned within a reasonable timeframe;
- Escalating any actions that cannot be resolved at department level to the Director of Facilities immediately;
- Ensuring that all area, activity, educational/offsite visit, and event risk assessments within their area of responsibility are reviewed in line with the procedure outlined in section 8 of this Policy;
- Ensuring that the key findings of the area/activity/educational/offsite visit/event risk assessments are communicated to relevant staff, and that such communication is recorded for audit and compliance purposes;
- Ensuring that the key findings of the area/activity/educational/offsite visit/event risk assessments are communicated to others where relevant, such as contractors and pupils;
- Ensuring that all new employees are made aware of the key findings of area/activity risk assessments which are relevant to their role as part of the induction process; and
- Ensuring that their staff are adhering to the recommendations and risk control measures specified in the risk assessments on a day-to-day basis, and for applying the Disciplinary Procedure where necessary.

The **Facilities and Planned Preventative Maintenance Manager (Repton and the Prep)** are responsible for:

- Supporting Heads of Department and Line Managers with completion of risk assessments upon request;

- Reviewing risk assessments submitted by Risk Assessors;
- Drawing up and maintaining a risk assessment register to assist with management oversight; and
- Undertaking audits, monitoring and spot checks of risk assessments to support the Director of Facilities in ensuring that this Policy is being implemented.

Risk Assessors are responsible for:

- Completing and recording area, activity, educational/offsite visit and/or event risk assessments in line with the guidance provided in section 7 (and Appendix 1) of this Policy; and Ensuring that all area/activity/educational/offsite visit/event risk assessments are saved in the department folder in the designated Risk Assessments location on the [Prep Risk Assessment](#) and [Senior Risk Assessment](#)

Employees are responsible for:

- Notifying their Head of Department/Line Manager of any shortcomings that they identify in the risk assessments; and
- Adhering to the recommendations and risk control measures specified in the risk assessments on a day-to-day basis

16. Monitoring

This Policy will be monitored by the Health & Safety Committee using a number of indicators, including but not limited to:

- Accident, incident and near miss data
- RIDDOR incidents reported to the HSE
- Legal action and claims data
- Occupational health data; and
- Internal/external inspection and audit.

Appendix 1 – Guide to Completing a Risk Assessment

Wherever possible, the risk assessment should be carried out by the Risk Assessor(s) in the area of interest (i.e., by inspecting the area/observing the activities being assessed – not sat at a desk), and should involve other relevant staff (and where relevant, H&S representatives) in order to gather information on possible hazards and existing/further control measures.

To complete the risk assessment, Risk Assessors should follow the five steps outlined below:

Step 1 – Identify the Hazards

The first step is for Risk Assessors to identify the hazards associated with the area, activity, educational/offsite visit, or event being assessed, and record them in the 'Hazard' column on the Risk Assessment form. A hazard can include objects, substances, living organisms (e.g., people, animals etc.), plant/machinery/equipment/tools, methods of working (such as work at height, manual handling, and lone working), the environment (e.g. lighting, temperature, weather etc.), and other aspects of work organisation.

Where an area, activity, educational/offsite visit, and/or event involves pupils or others who are children (i.e. those under the age of 16) and/or young persons (i.e. those aged 16 or 17), then Risk Assessors should identify this as a specific hazard on the risk assessment due to their lack of:

- Knowledge
- Experience
- Emotional and physical maturity; and
- Risk perception.

Children and young persons are also likely to engage in horseplay (i.e., messing around), and may not listen to or follow instructions. As all this is all entirely foreseeable, the risk assessment should provide details of any existing risk controls measures, together with any further risk control measures required to reduce the risk so far as is reasonably practicable. There are likely to be a number of risk control measures already in place, and it is important that these are recorded on the risk assessment form to demonstrate the thought process. Example control measures include:

- Provision of an area-specific Health & Safety induction
- Staff supervision
- 1:1 supervision for certain tasks
- Ongoing training and instruction
- Code of conduct/H&S rules agreed, displayed, and reinforced; and
- Any prohibitions are agreed and clearly communicated.

Step 2 – Decide Who Might be Harmed and How

For each of the hazards, Risk Assessors should identify who could be harmed and how; and list the groups of people who are at risk, with some examples of how they could be harmed, in the 'Potential Risk / Harm' column on the Risk Assessment form.

For example:

- Staff
- Pupils
- Parents/carers/guardians
- Visitors/members of the public
- Contractors
- New or inexperienced staff
- Young persons (i.e., those aged 16 or 17)
- Children (i.e., those under the age of 16)
- Disabled persons
- New and expectant mothers; and
- All (where any of the above groups could be affected).

Step 3 – Evaluate the Risk

Firstly, Risk Assessors should consider what is already being done to reduce the risk – i.e., what risk control measures are already in place, and record these in the 'Existing Control Measures' column on the Risk Assessment form.

Based on the existing control measures in place, Risk Assessors will then need to consider how likely it is that someone could be harmed by the hazard, and how serious the consequences could be. This is assessing the level of risk, and Risk Assessors will need to assign a Risk Rating of either:

- H – High
- M – Medium; or
- L – Low

And record this in the 'Risk Rating' column on the Risk Assessment form.

If Risk Assessors are wavering between two Risk Ratings it is recommended that they assign the higher rating, as it is better to overestimate the risk than to under-estimate it.

Regardless of the level of risk (i.e. even if it has been identified as Low), Risk Assessors will then need to consider whether there are any further risk control measures that can be implemented in order to reduce the risk so far as is reasonably practicable, and record these in the 'Control Measures Required' column on the Risk Assessment form, together with full details of what is required on the Action Plan.

Look at what you're already doing, and the controls you already have in place. Ask yourself:

- can I get rid of the hazard altogether?
- if not, how can I control the risks so that harm is unlikely?

If you need further controls, consider:

- redesigning the area/activity
- replacing the materials, machinery or process
- organising your work to reduce exposure to the materials, machinery or process
- identifying and implementing practical measures needed to work/learn safely

- providing personal protective equipment and making sure staff (and where relevant, pupils) wear it

Step 4 – Record the Significant Findings

Risk Assessors must record the significant findings on the Risk Assessment form. Where Personal Protective Equipment (PPE) is identified as an existing/further control measure, Risk Assessors should clearly state exactly what items and type of PPE are required. For example, stating 'suitable PPE to be worn' is not sufficient, the individual items of PPE required for the activity should be listed. Stating 'eye protection required' is not sufficient. Risk Assessors must clearly state what type of eye protection is required, e.g., safety glasses, goggles, visors etc., and should also state the relevant standard – e.g., 'safety glasses to EN166 1.F must be worn'. This is particularly important for any respiratory protective equipment (RPE) as there are many different types available (N.B. nuisance dust masks should NEVER be used as RPE). Risk Assessors should seek advice from the School's chosen PPE suppliers, or the Director of Facilities, where required.

It is the responsibility of Heads of Department and Line Managers to ensure that the findings of the risk assessments are fully implemented, and that any further risk control measures identified as being required (i.e., as specified on the Action Plan) are actioned within a reasonable timeframe. Any actions that cannot be resolved at department level; should be escalated to the Director of Facilities immediately.

Step 5 – Review

Heads of Department and Line Managers must ensure that all area and activity risk assessments within their area of responsibility are reviewed annually as a minimum (N.B. educational/offsite visit and event risk assessments should be reviewed prior to each new educational/offsite visit/event).

In addition to this requirement, risk assessments must be reviewed if:

- An accident, incident, near miss or case of occupational disease has occurred;
- There have been any significant changes which may impact the validity of the risk assessment (e.g., new legislation/Approved Code of Practice/Guidance, new machinery/equipment, changes to the environment, or changes to the way in which work is carried out); and/or
- There is any other reason to suspect that the risk assessment is no longer valid

Risk Assessment

Description of what is being assessed:					Date Completed:	
Location(s)					Review Date:	
Type of Risk Assessment:	Area ☐	Activity ☐	Event ☐	Educational Visit/ Trip ☐	Individual ☐	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What is the level of risk (High, Medium, or Low)?	Is further action required to control the risks (Yes/No)?
		•		<i>If 'Yes', please provide details in the Action Plan section</i>
		•		
		•		
		•		
		•		
		•		

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What is the level of risk (High, Medium, or Low)?	Is further action required to control the risks (Yes/No)?
		•		
		•		
		•		
		•		
		•		
		•		

Action Plan

What further action is required to control the risks?	Person(s) responsible	Target date	Date completed

Risk Assessment Completed By:

Name of Risk Assessor	Job Title	Signed	Date

Name of Risk Assessor	Job Title	Signed	Date

Risk Assessment Reviewed and Approved by:

Name of Approver	Job Title	Signed	Date

Risk Assessment Communication:

I confirm that I have read and understood the risk assessment and agree to adhere to the control measures outlined within. I confirm that I will provide feedback to the Risk Assessor(s) on any additional hazards that I identify, and/or any suggested additional control measures.

Name	Job Title	Signed	Date

I confirm that I have read and understood the risk assessment and agree to adhere to the control measures outlined within. I confirm that I will provide feedback to the Risk Assessor(s) on any additional hazards that I identify, and/or any suggested additional control measures.

Name	Job Title	Signed	Date

Date	Author	Comment/Amendment	Version No
07.08.24	BL	Reformatting of policy	1.0
07.08.24	BL	Minor changes to staff responsibilities	1.1
11.09.24	DLC	Formatting	1.2
27.08.26	JM	Annual review with comprehensive update	2.0

Links to Other School Policies
Health and Safety Policy Statement, Organisation and Arrangements

Links to External Policies, Legislation or Guidance
HSG65 'Managing for Health and Safety' (HSE, 2013)
INDG417(rev1) 'Leading Health and Safety at Work: Actions for Directors, Board Members, Business Owners and Organisations of All Sizes (HSE, 2013).
Management of Health and Safety at Work Regulations 1999
Workplace (Health, Safety and Welfare) Regulations 1992
Personal Protective Equipment at Work Regulations 1992