

# Risk Assessment Policy

The Eden School



**Approved by:**

The Board of  
Governors

**Date:** 31<sup>st</sup> of August 2024

**Last reviewed on:**

1<sup>st</sup> September 2025

**Next review due by:**

31<sup>st</sup> August 2026

## 1. Aims

The Eden School aims to ensure that:

- All risks that may cause injury or harm to staff, pupils, and visitors are identified.
- All control measures that are reasonably practicable are implemented to avoid injury or harm.
- Risk assessments are conducted, recorded, and reviewed on a regular basis and immediately following any incident or significant change.

## 2. Legislation and statutory requirements

This policy is based on, and complies with, the following legislation and guidance:

- Paragraph 16 of Part 3 of The Education (Independent School Standards) Regulations 2014.
- Regulations 3 and 16 of The Management of Health and Safety at Work Regulations 1999.
- Regulation 4 of The Control of Asbestos Regulations 2012.
- Regulation 6 of The Control of Substances Hazardous to Health Regulations 2002.
- Regulation 2 of The Health and Safety (Display Screen Equipment) Regulations 1992.
- Regulation 9 of The Regulatory Reform (Fire Safety) Order 2005.
- Regulation 4 of The Manual Handling Operations Regulations 1992.
- The Work at Height Regulations 2005.
- Department for Education (DfE) guidance on first aid in schools.
- DfE guidance on the Prevent duty.
- Health and Safety Executive (HSE) guidance on managing pools (where applicable).

As an independent school we have also ensured this policy complies with any conditions in our articles of association.

## 3. Definitions

- **Risk assessment:** A tool for examining hazards linked to a particular activity or situation, determining if sufficient precautions are in place based on likelihood and potential harm.
- **Hazard:** Something with the potential to cause harm (e.g., chemicals, working at height).
- **Risk:** The chance that people could be harmed by a hazard, considering both likelihood and severity.
- **Control measure:** An action taken to prevent harm from identified risks.

## 4. Roles and Responsibilities

### 4.1 Governing Board

- Has ultimate responsibility for health and safety.

- Delegates day-to-day risk management to the Headteacher (or another designated individual).
- Ensures a robust framework for risk assessments and that staff and pupils are not exposed to undue risk.

#### **4.2 Headteacher**

- Responsible for ensuring all risk assessments are completed, updated, and reviewed.
- Informs the Governing Board of any significant risk issues and improvements.

#### **4.3 School Staff and Volunteers**

- Assist in and participate in the risk assessment process.
- Familiarize themselves with the relevant risk assessments and implement the control measures.
- Report any observed hazards or necessary improvements.

#### **4.4 Pupils and Parents/Carers**

- Follow school advice related to identified risks.
- Report any hazards to a staff member promptly.

#### **4.5 Contractors**

- Must provide evidence that they have adequately risk assessed all planned work before commencing.

### **5. Risk Assessment Process**

When assessing risks in the school, we will follow this process:

#### **Step 1: Identify Hazards**

Consider all activities, processes, and substances in the school to determine what hazards could cause injury or harm.

#### **Step 2: Decide Who May be Harmed and How**

For each hazard, identify groups (not individuals) that may be affected, with special attention to those with specific needs (e.g., SEN pupils, expectant mothers).

#### **Step 3: Evaluate the Risks and Decide on Control Measures**

Assess the level of risk for each hazard, review existing control measures, and determine if further measures are needed. Do everything that is reasonably practicable to manage the risk.

#### **Step 4: Record Significant Findings**

Document the findings from steps 1–3 using the risk assessment template (see Appendix 2). Records must include the hazards identified, the groups at risk, existing and additional control measures, responsible persons, and timelines for actions.

### **Step 5: Review the Assessment and Update as Needed**

Risk assessments shall be reviewed:

- **Annually:** as a routine part of our risk management process.
- **Immediately Following Incidents:** such as accidents, near misses, or when a hazard results in injury or damage.
- **Upon Significant Changes:** to school activities, infrastructure, or relevant legislation.
- **Regularly by Staff:** taking into account feedback from staff, pupils, or parents/carers, or lessons learned from any incidents.

### **Step 6: Retain and Dispose of Risk Assessments**

Risk assessments are retained securely for three years after the period they apply, then disposed of securely (e.g., shredded, permanently deleted) in line with data protection requirements.

## **6. Monitoring Arrangements**

- Risk assessments will be written as required and reviewed by designated roles (e.g., Headteacher, Phase Leader, or Senior Leadership Team) based on the nature of the risk.
- Regular training sessions will ensure staff are updated on risk assessment processes and any changes.
- The effectiveness of control measures will be monitored through periodic safety audits, incident logs, and feedback from staff and pupils.
- The policy itself will be reviewed every [specify number] years by the Headteacher and approved by the Governing Board.

## **7. Links with Other Policies**

This policy complements and links to the following:

- Health and Safety Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Safeguarding Policy
- Fire Safety Policy
- ICT and Online Safety Policies

## **Appendices**

### **Appendix 1: Statutory Risk Assessments Checklist**

(Provides a table of required risk assessments, e.g., for asbestos, manual handling, fire, etc.)

**Appendix 2: Risk Assessment Template**

(Template with fields: Name of assessor, Date, Hazards, Who might be harmed and how, Existing control measures, Evaluation of sufficiency, Additional measures, Action by whom, Deadline, and Completion status)