




# Risk Assessment Policy

	<p>Article 24 We have the right to a safe and clean environment.</p>	<p>We respect this right by looking after our school and the resources in it.</p>	<p>We respect this right by keeping the school clean and providing learning equipment for children to use.</p>
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<b>Approved by:</b>	Trustees	<b>Date:</b> 6/11/23
<b>Last reviewed on:</b>	September 2025	
<b>Changes</b>	<p>Included the role of Deputy Head Teachers in the absence of the Head Teacher</p> <p>Added to the Contractors role point 4.5</p>	
<b>Next review due by:</b>	Nov 2026	

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### 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 that 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 complies with our funding agreement and articles of association.

### 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 Board of Trustees

The Board of Trustees has the ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Head Teacher or Deputy Head Teacher in the Head Teacher's absence overseen by the Health & Safety Committee.

The Board of Trustees 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 Board of Trustees, 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
- Monitor the training to ensure all staff have had allergy / epi pen training.
- Monitor the allergy register
- Allocate funding for epi pens

#### **4.2 The headteacher**

- The Head Teacher or Deputy Head Teacher in the Head Teacher's absence is responsible for ensuring that all risk assessments are completed and reviewed for activities on site or trips of site and the Head teacher is responsible for ensuring all risk assessments for the building are completed.
- The Headteacher (or Deputy Headteacher in their absence) is responsible for ensuring that appropriate individual risk assessments are completed for pupils with significant medical needs where required, including severe allergies and anaphylaxis risks, in conjunction with parents/carers, relevant healthcare professionals and school staff.

#### **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 or the deputy head teacher in the head teacher's absence to any risks they find which need assessing
- Familiarising themselves with relevant pupil medical risk assessments, Individual Healthcare Plans and Allergy Action Plans where this is necessary for their role.
- Following agreed control measures to minimise allergen exposure.
- Responding promptly in accordance with emergency procedures where an allergic reaction is suspected

#### **4.4 Pupils and parents**

Pupils and parents 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.

Parents are responsible for keeping school staff up to date with their child's medical history and any medicine to treat symptoms.

#### **4.5 Contractors**

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work. They are also required to familiarize themselves with any risks the school has identified which may affect the area or the work on site the contractor is undertaking. For example; before work starts the contractor must familiarize themselves with the asbestos risk assessment.

## 5. Risk assessment process

When assessing risks in the school, we will follow the process outlined below.

**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. Particular consideration will be given to individuals who may be more vulnerable, including pupils with medical conditions, disabilities, special educational needs, pregnancy, and severe allergies.

**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.

Where a pupil is at risk of anaphylaxis, control measures may include:

- allergen avoidance strategies
- supervision arrangements
- meal and snack controls
- cleaning and hygiene routines
- staff training
- medication storage and access arrangements
- trip and visit planning
- emergency response procedures

**Step 4: record significant findings** – the findings from steps 1-3 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.

**Use the form in appendix 2 to identify the risks and actions to mitigate the risks.**

## 6. Monitoring arrangements

The following activities have a risk assessment which are updated annually by the Phase Leader or Subject Coordinator. Please read the risk assessment prior to the activity that you are planning and amend as needed.

- 📄 Mud kitchens
- 📄 Bikes & bike areas
- 📄 Climbing frames
- 📄 Sandpits / water play
- 📄 Animals including chickens
- 📄 Camp fires
- 📄 Art including water-based materials
- 📄 Technology activity including scissors
- 📄 PE equipment & surfaces
- 📄 Playground surfaces

Risk assessments for the following activities need completing prior to the activity & a copy needs to be signed off prior to the event for physical activities/ equipment.

- 📄 Cooking
- 📄 Off site visits
- 📄 Individual handling plans / behaviour risk assessments
- 📄 Swimming
- 📄 Activities that include visitors on site
- 📄 GLUE GUNS
- 📄 DT equipment
- 📄 Any activity that includes lone working
- 📄 Work experience / visitors who are under 18 in school
- 📄 Pregnancy
- 📄 Well-being of Staff
- 📄 Swimming Pool + Safeguarding documents of Swimming Pool staff.
- 📄 Individual staff requirements (pregnancy etc.)

- ✓ All blank policy templates can be found at All staff / Blank risk assessments.
- ✓ Completed risk assessments need to be returned to the relevant assistant head/deputy head prior to the event or trip and must be signed off before the event or trip takes place.

- ✓ VISUAL RISK ASSESSMENTS OF PLAYGROUNDS AND EQUIPMENT NEED TO TAKE PLACE prior to starting an activity. If in doubt check with a member of the Senior Leadership Team.

## **7. Medical / Allergy Risk Assessments**

Individual risk assessments may be required for pupils whose medical needs present a foreseeable risk in school. This includes, but is not limited to:

- severe allergies
- anaphylaxis risk
- epilepsy
- diabetes
- mobility or handling needs

Where a pupil has a known allergy placing them at risk of anaphylaxis, risk assessments should be informed by medical evidence and linked to the pupil's Individual Healthcare Plan and/or Allergy Action Plan.

These assessments should consider, where relevant:

- classroom activities
- food technology / cooking activities
- dining arrangements
- snacks and celebrations
- PE and outdoor learning
- educational visits and residentials
- transport arrangements
- medication availability
- trained staff presence
- emergency communication procedures

Such assessments must be reviewed:

- annually
- following any allergic reaction or near miss
- when medical advice changes
- when there is a significant change in provision or environment

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

This policy links to the following policies:

- Health and Safety Policy
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Administration of Medicines Policy
- Educational Visits Policy

- Safeguarding Policy
- Food Safety / Catering Procedures (where applicable)

## Appendix 1: statutory risk assessments checklist

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

Statutory or mandatory risk assessment	✓	Completed by	Date of review
Workers under the age of 18		The staff member organizing the activity	Annually
Asbestos		Head Teacher	Annually
Substances hazardous to health		Head Teacher	Annually
Display screen equipment		Staff member	Annually
Fire		Head Teacher	Annually
First aid		Head Teacher	Annually
Manual handling		Head Teacher	Annually
Working at height		Head Teacher	Annually
Children being drawn into terrorism		Prevent Risk assessment Head Teacher	Annually
Swimming pools (if applicable)		The Person Organising the On-Site Swimming Pool,	Prior to the Pool being on-site
Public health incidents, including COVID-19		Head Teacher	Termly or when new updates are available
Individual Medical / Allergy Risk Assessments (where required)		Headteacher / SENCO / Designated Lead	Annually or following change

## Appendix 2: risk assessment template



### Newall Green Primary School

Completed by:

Date:

Review Date:



STEP 1	STEP 2	STEP 3	STEP 4			Step 5
HAZARD	WHO AFFECTED	CONTROL MEASURES	RISK/HARM	OCCURRENCE	RISK POTENTIAL	Notes
List the hazards here	Who may be affected?	What further action is necessary to control the risk? List the risks, which are not adequately controlled, and the action to be taken where it is reasonably practicable to do more.				

Risk/Harm	Occurrence	Risk potential ( R/H X O)
1 - Trivial 2 - Minor 3 - Lasting more than 3 days 4 - Major injury to 1 person 5 - Major injury to several 6 - Death of 1 7 - Multiple death	1 - Improbable (probability close to zero) 2 - Possible (remote chance) 3 - Occasional (has been known) 4 - Frequent 5 - Regular (3 to 6 months occurrence) 6 - Common ( 1 to 3 months occurrence) 7 - Continuous (daily/weekly event)	1-14 - Low (L) 15-24 - Medium (M) 25+ - High (H)

Signed:

Date:

Staff mobile phone numbers:

### Appendix 3: Risk Matrix

Risk Rating Classification										
Score (Sc)		Likelihood					Likelihood Rating (L)	Severity Rating (S)	Response (R)	Required action
Severity		1	2	3	4	5				
	1	1	2	3	4	5	1. <b>Very Unlikely</b> to happen 2. <b>Unlikely</b> to happen 3. <b>Possible</b> to happen 4. <b>Likely</b> to happen each time 5. <b>Almost certain</b> to happen	1. Insignificant 2. Minor 3. Moderate 4. Significant 5. Major	T1 - Transfer T2 - Tolerate T3 - Treat T4 - Terminate	None, controls adequate
	2	2	4	6	8	10				Monitor and review as required
	3	3	6	9	12	15				Immediate additional controls required
	4	4	8	12	16	20				STOP. Reduce the risk level immediately
	5	5	10	15	20	25				

## Appendix 3: Anaphylaxis Risk Assessment Template

### Anaphylaxis Risk Assessment Template

This form should be completed by the setting in liaison with the parents/carers and the child, if appropriate. It should be shared with everyone who has contact with the child/young person.

Child / Young Person Name: \_\_\_\_\_ Date of Birth:

\_\_\_\_\_

Setting / School: \_\_\_\_\_ Phase: Primary / Secondary Key Worker /  
Teacher / Tutor: \_\_\_\_\_

Name and role of other professionals involved in this Risk Assessment (e.g., Specialist Nurse or School Nurse):

Date of Assessment: \_\_\_\_\_ Reassessment due:

\_\_\_\_\_

I give permission for this to be shared with anyone who needs this information to keep the child/young person safe:

#### Signatures:

- Setting Manager / Head teacher: \_\_\_\_\_ Date: \_\_\_\_\_
- Parents/Carers: \_\_\_\_\_ Date: \_\_\_\_\_
- Child/Young Person: \_\_\_\_\_ Date: \_\_\_\_\_

#### Allergy Details

What is this child/young person allergic to?

Allergen exposure risks to be considered	Ingestion	Direct contact	Indirect contact
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Does this child already have an Allergy Action Plan or Individual Healthcare Plan?** YES  
[ ] NO [ ]

**Is the child prescribed adrenaline auto-injectors (AAIs)?** YES [ ] NO [ ]

**Summary of current medical evidence seen as part of the risk assessment (copies attached):**

### **Key Questions**

**Please consider the activities below and insert any considerations that need to be put in place to enable the child to take part.**

- Crayons / painting: \_\_\_\_\_
- Creative activities (e.g., craft paste/glue, pasta): \_\_\_\_\_
- Science type activity (e.g., bird feeders, planting seeds, food):  
\_\_\_\_\_
- Musical instrument sharing (cross contamination issue):  
\_\_\_\_\_
- Cooking (food prep area and ingredients): \_\_\_\_\_
- Meal time: kitchen prepared food (is allergy information available):  
\_\_\_\_\_
- Packed lunches: \_\_\_\_\_
- Snacks (is allergy information available): \_\_\_\_\_
- Drinks: \_\_\_\_\_
- Celebrations (e.g., Birthday, Easter): \_\_\_\_\_
- Hand washing (secondary school - how accessible is this for the child):  
\_\_\_\_\_
- Indoor play / PE (AAIs to be with the child): \_\_\_\_\_
- Outdoor play / PE (AAIs to be with the child): \_\_\_\_\_
- School field (AAIs to be with the child): \_\_\_\_\_
- Forest school (AAIs to be with the child): \_\_\_\_\_
- Offsite trips (are staff who accompany trip trained to use AAI?):  
\_\_\_\_\_

### **Allergy Management**

- Does the child know when they are having an allergic reaction?  
\_\_\_\_\_

- What signs are there that the child is having an allergic reaction?  
\_\_\_\_\_
- What action needs to be taken if the child has an allergic reaction?  
\_\_\_\_\_
- If the medication is stored in one secure place, are there any occasions when this will not be within 5 minutes reach if required? Yes [ ] No [ ] If Yes, state when and how this can be adjusted: \_\_\_\_\_
- If the child is trained and confident, can the medication be carried by them throughout the day? Yes [ ] No [ ] If No, state reason:  
\_\_\_\_\_
- Does the child have two of their own prescribed AAls?  
\_\_\_\_\_
- How many staff need to be trained to meet this child's need?  
\_\_\_\_\_
- Are there backup spare AAls available and where are they located?  
\_\_\_\_\_

**Outcome of Risk Assessment**

**Outcome** **YES [ ] NO [ ]**

New Allergy Action Plan / Individual Healthcare Plan required?

Existing Allergy Action Plan / Individual Healthcare Plan to be updated?