



BROOKE PRIORY SCHOOL

RISK ASSESSMENT POLICY



This policy applies to all staff at Brooke Priory School (“the School”).

POLICY STATEMENT

Brooke Priory School has adopted this policy and procedures to ensure that risks to the School, its pupils, staff and parents are recognized, managed and recorded.

All independent Schools are legally required to have risk assessments in place that cover a great many of their activities, including all the many educational visits and trips that are made by their pupils. There are additional requirements for schools with EYFS provision, reflecting the different environments and ages of their pupils. Like all employers, schools are required by law to assess the risks to their employees, pupils, contractors and visitors who could be affected by their activities.

This policy contains a practical guide to the process of conducting generalist risk assessments in schools to ensure that all staff have a basic understanding of the general principles of conducting risk assessments (and health and safety). Training will be required at regular intervals. Accurate record keeping of training and safety and maintenance checks forms an important part of the process. Similarly, time and effort needs to be spent by teaching and support staff in ensuring that all pupils develop a basic understanding of risk and of the need to stay safe.

AIMS

To describe and document the processes for identification, assessment and management of risks to the School, its staff, pupils and visitors; and

To set out required standards and measures for reporting on risk and risk management.

People Responsible For Policy: Bursar and Headmaster

OBJECTIVES

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
- 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.
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips
- That identified control measures are implemented to control risk so far as reasonably practicable.
- That those affected by school activities have received suitable information on what to do.
- That the risk management strategy and risk assessments are recorded and reviewed when appropriate.

- To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

RISK MANAGEMENT PROCEDURES

INTRODUCTION

The management of risk is a key part of the ongoing operation of a School. The School is responsible for the safety of children, which adds a significant risk to the operation over and above the risks experienced by other businesses. The School must also manage the day to day risks facing other businesses such as operational, strategic, management and financial risk.

WHAT A RISK ASSESSMENT IS

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.

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

- (a) what could go wrong
- (b) who might be harmed
- (c) how likely is it to go wrong
- (d) how serious would it be if it did
- (e) what are you going to do to stop it
- (f) how are you going to check that your plans are working

The Health and Safety Committee should review specific risk assessments. Risk assessments will be reviewed:

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

Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), and environmental (asbestos, legionella).

CONDUCTING A RISK ASSESSMENT

All staff are given guidance on risk assessment. 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
- control measures - physical measures and procedures put in place to mitigate the risk

Example template Risk Assessment form;

Area/Department being assessed:

Date of risk assessment:

Assessor:

Review date:

What are the hazards? Who will be harmed and how?	What are you already doing? (Control Measures in place)	Do you need to do anything else to control this risk?

ACTION POINTS FROM ABOVE; *[list here additional measures highlighted from risk assessment.]*

WHAT AREAS REQUIRE RISK ASSESSMENTS

The significance of the risks associated with responsibility for children is reflected by the requirement for statutory policies. There are numerous activities carried out at Brooke Priory School, each of which requires its own separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips, and
- Safeguarding and Child Protection

Separate model policies cover each of the areas mentioned above. However, risk assessments are also needed for many other areas, including:

- Educational
- Science experiments
- Design and Technology
- Each sport and PE activity
- Art
- Site safety (including vehicle safety, control of visitors and water safety)
- Maintenance functions (including management of hazardous substances & gas/electrical safety)
- Catering

At Brooke Priory School we make use of model or generic risk assessments, for our educational activities and visits.

The Bursar is responsible for commissioning the support of specialist skills when required to assist in managing risk - most notably for managing fire risk, water quality, asbestos control.

Child Protection

Our 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. All staff complete the safeguarding induction process. In addition, by ensuring that everyone in School receives regular child protection training, we manage this risk to an acceptable level.

The Educational Visits Co-Ordinator, will be responsible for all Educational Visits risk assessments.

The Bursar will be responsible for the maintenance of all other risk assessment records. The Bursar will ensure all risk assessments are reviewed annually.

RESPONSIBILITIES OF ALL STAFF

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Headmaster, the Bursar and other members of the SMT in order to enable the Proprietor to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar.

ACCIDENT REPORTING

The Bursar is responsible for reporting and recording any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR). All notifiable accidents are reviewed by the school's Health and Safety Committee with a view to assessing whether any measures need to be taken to prevent recurrence.

This policy will be reviewed annually.

Reviewed by: The Bursar

Last reviewed: September 2025