



Risk Assessment Policy

Introduction

Kirkstone House School is committed to promoting the safety and welfare of all members of the school community. Priority lies in ensuring that all activities within the school environment, both educational and in terms of support are delivered in a safe manner that complies fully with the law and which follows principles of best practice.

This policy has reference to:

- Health & Safety: responsibilities and duties for schools (DfE April 2022)
- Managing Risks & Risk Assessments at Work (HSE)
- Management of Health & Safety at Work Regulations 1999
- The Health & Safety at Work Act, 1974

Objectives

The guidance has the following objectives:

- To ensure that suitable and sufficient Risk Assessments are undertaken for activities and environments where there is likely to be risk
- To ensure that identified control measures are implemented to control risk so far as is reasonably practicable
- To ensure that all involved in school activities receive suitable information and training regarding Risk Assessment
- To ensure that Risk Assessments are written consistently and reviewed when appropriate at least annually or before if required.

What is a Risk Assessment?

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.

A hazard is something that has the potential to cause harm. Regular Health and safety walks are conducted in order to identify new hazards.

A Risk is an evaluation of the probability or likelihood of the hazard occurring e.g. activities in laboratories, classrooms, on visits.

A Risk Assessment is the resulting assessment of the severity of the outcome e.g. loss of life; destruction of property.

Risk Control Measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk e.g. staff training; clear work procedures; fire alarms; fire practices; insurance.



Risk Assessments focus on prevention. At Kirkstone House, Risk Assessments are kept in a designated file in the Headteachers' PA's office. These are read in conjunction with Risk Assessments and guidance for Educational visits.

The Competent Person

Professional services for Risk assessment for Fire, Legionella and Asbestos are carried out by URisk Safety Services. Risk assessments are carried out annually. URisk act as 'The Competent Person' as external advisors on Fire, Legionella and Asbestos.

Employees are legally obliged to ensure that risk assessments are carried out by 'Competent Persons'. The Headteacher and Deputy oversee Risk Assessments for Educational Visits, Classrooms and School Events and have sufficient training, knowledge and expertise to do so.

Risk Assessments are regularly reviewed following Health and Safety walks for example and each Educational Visit has its specific Risk Assessment which also incorporates information on individual children.

The Headteacher signs off all Risk Assessments for Educational Visits.

Conducting a Risk Assessment

The Risk Assessment Process will consist of the following steps:

- Identification of potential hazards through regular assessments
- Identification of who might be harmed and how this might occur
- Evaluation of the severity of the outcome of the event
- Identification of the control measures and procedures to be put in place to mitigate risk to an acceptably low level and indication of who will take action
- Dissemination of information related to the Risk Assessment to all involved
- Review of Risk Assessments on an annual basis or before if required
- Risk Assessments carried out on Fire, Legionella, Asbestos by experts URisk Safety Services.

Dynamic Risk Assessments

After a Risk Assessment has been written and shared with staff, it may be the case that a Dynamic Risk Assessment is required. This is particularly important on Educational Visits when situations might change. For example if a coach cannot pick up from an agreed place, the teacher in charge must make a dynamic risk assessment identifying potential hazards and ensuring that measures are in place for these to be minimised.



List of Areas and Activities with Risk Assessments:

- All classrooms and teaching spaces
- Science Laboratories
- Food Technology Room
- Library
- Dining Room
- Sports Hall
- Art Room
- Playgrounds
- Pavilion
- Out of Bounds Area
- Field
- Cross Country Course
- Medical Room and First Aid
- Educational Visits
- Fire Safety
- Sports Day
- Speech Day
- Summer Fayre
- Christmas Fayre
- Talent Shows
- Forest School
- Transport
- Movement within school buildings and school premises near car parks

Curriculum and Pastoral

We aim to ensure that every pupil leaves Kirkstone House as a confident young adult capable of keeping themselves safe on the street, at home and in all situations. Our PSHE programme enables pupils to understand the risks that exist in both the real and electronic worlds. Pupils learn about risks across a wide range of curriculum areas including: practical lessons such as ICT, Science, Food Technology and PE.

A separate policy: Risk Assessment for Pupil Welfare should be read in conjunction with this policy.

Child Protection and Safeguarding and Safer Recruitment

Our Safeguarding policies and annual 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. See Safer Recruitment Policy.

Support Areas

Risk Assessments and training is required for items of cleaning equipment and for the control of hazardous substances (COSHH). There are strict guidelines for working at height and for the storage of chemicals and flammables. Staff are CLEAPSS trained in the Science Department.

Medical and First Aid

The Medical Room has risk assessments for first aid and all other treatments and procedures. The accident forms are maintained in the School Main Office. The School's separate medical, first aid and medicines policy explains the procedures that we would follow in the event of a medical emergency. The Assistant Bursar (Mrs Taylor) is responsible for reporting 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 Occurrences (RIDDOR).

Responsibilities

All staff have a responsibility to ensure that they understand the value and importance of Risk Assessments. Induction for new staff includes training on conducting Risk Assessments and refresher training is given at regular intervals. Staff have responsibility for reviewing the status of risk assessments for their designated areas for which they have responsibility and for writing risk assessments for educational visits. These are all checked by the Headteacher who is a 'Competent Person'.

The Headteacher has the responsibility for overseeing the Risk Assessment process and for reporting any issues to the Proprietors of the school.

The Proprietors have overall responsibility for all matters relating to Health and Safety and for monitoring compliance in relation to Risk Assessments. They are also responsible for ensuring that specialists carry out the following Risk Assessments:

- Fire safety
- Asbestos
- Legionella and water
- Gas safety
- Electrical safety of buildings
- Work at high levels
- Work with lead
- Emergency lighting
- Trips and slips

The Proprietor has also undertaken specific Risk Assessment training (Module 3 Risk Assessment for Managing and Controlling Hot and Cold Water Systems for School Leaders).

Review of Risk Assessments

All risk assessments are reviewed annually with any areas of concern reported to the Proprietors. They are also reviewed when major structural work is planned or in the event of an accident. The School's Health and Safety Policy also gives guidance on safety inspections. At Kirkstone House, we maintain a 'library' of risk assessments in a Risk Assessment Folder for staff to refer to and to adapt for their own use.

Acting Upon Findings

Risk Assessments set out recommendations for how each hazard will be removed/reduced. It sets out how findings will be acted on and by whom.

The responsibility for implementing the Risk Assessment sits with the Proprietor.



Links with other Policies

Health and Safety (including, Fire, Legionella, Asbestos)

Educational Visits

Safeguarding and Child Protection

Safer Recruitment Policy

First Aid and Medicines

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Headteacher

Dated: September 2025

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