Risk Assessment Policy Including EYFS

Abbotsford Preparatory School

1. Introduction

Our policy reflects the DfE guidance, in particular 'Health and safety: responsibilities and duties for schools' (DfE, 2022) and 'Keeping Children Safe in Education' (DfE, 2025).

This policy should be read in conjunction with the policies listed below:

- Health and Safety
- First Aid
- Fire
- Safeguarding and Child Protection
- Safer Recruitment

Our School is fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a systematic and safe manner that complies fully, not just with the law, but with the best practice. Risks are inherent in everyday life. We need to identify risks and to adopt systems for avoiding and/or mitigating. Our students need to be educated on how to cope safely with risk.

2. What is a Risk Assessment?

- **A Risk Assessment** is a tool for conducting a formal examination of the harm or hazard to people (or organisation) that could result from a particular activity or situation.

- **A Hazard** is something with the potential to cause harm (Fire).

- **A risk** is an evaluation of the probability (or likelihood) of the hazard occurring (a chip pan will catch fire if left unattended).

- **A risk assessment** is the resulting assessment of the severity of the outcome (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 (staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance). Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focussing on prevention, rather than reacting when things go wrong. In many cases simple measures are very effective and not costly. Risk assessments need reviewing and updating regularly. We are very aware that all the staff and students need to receive training. All risk assessments are kept on file in Gamma/ Information/Documents/Health and Safety. Hard copies are kept on file in the School Office. All Staff training is organised by the office.

- All staff training is organised by the Headteacher.

3. What areas require risk assessments?

There are numerous activities carried out at our School, each of which requires a separate risk assessment. The most important of these cover;

- Fire safety and procedures
- Educational visits and trips (including overseas visits)
- Site and premises: including risky areas (including specific areas such as, swimming pools, science laboratories and DT/ Art room) and security
- Pupil wellbeing and welfare
- Health and Safety (including COSHH and Covid 19)

Risk assessments are needed for other areas including

- Science
- PE activities
- DT/ Art
- Drama
- Extra-Curricular Clubs
- Personal Circumstances (such as pregnancy, mental health and injury)

To help us carry out effective risk assessment, and assess all risks adequately, we make use of model or generic risk assessments, for our educational activities and visits, as well as providing professional training for staff.

4. Premises

- **Maintenance:** risk assessments and training are given to minimise risks. Manual handling, working at height, asbestos, contractors on site and substances hazardous to health (COSHH).

- **Caretaking and security:** risk assessments cover the main rooms in the School. Training is given to minimise the risk of fire and security by adhering to good practice.

- **Catering and Cleaning:** risk assessments and training are given in these departments. The Catering is overseen by C&H and the cleaning is run in house. COSHH control of substances is maintained in these areas.

- **Grounds:** the gardening is maintained by site staff. The caretaker oversees the premises, and a weekly audit of all play areas is kept.

- **Office Staff:** risk assessments are required for the display screen equipment and cables used by those staff (primarily office based) who spend the majority of their working day in front of a screen.

5. Pupil Welfare

As well as considering risks associated with the school's physical environment, the school ensures other risks are considered that may impact pupil wellbeing and welfare. This includes (but is not limited to) risks associated with:

- Safeguarding (including Prevent, Child-on-child abuse and Safer Recruitment)
- Mental Health (such as self-harm, eating disorders and suicidal ideation)
- Bullying
- Behaviour and Pastoral issues
- Bereavement
- Medical Needs

The school will create risk assessments relating to these issues as and when required.

6. Conducting a risk assessment

Our policy is to not carry out any high-risk activity. If there is any risk relating to any of the above, a risk assessment is carried out. Usually, this will be by a teaching staff member or the person responsible for the area of risk (for example, the Caretaker may carry out the security risk assessment). All risk assessments are then reviewed and authorised by the Headteacher. The person responsible for the risk assessment is responsible for ensuring that all staff involved are aware of the risk assessment and adhere to the control measures.

Activities involving students are normally low risk. Students are always given a safety briefing before participating in these activities, and are expected to wear protective equipment, such as mouth-guards, and to follow instructions.

We will always employ specialists to undertake high risk tasks. Support staff may only carry out medium rated activities if they have been properly trained. All members of staff and students are expected to wear (PPE) for tasks that have been assessed as requiring its usage. For specialist off-site activities where the external organisation conducts their own risk assessments, the school checks the licences of operators as well as conducting their own relevant risk assessments in tandem (for example, the journey to and from the site).

7. Specialist risk assessments

The School arranges for specialists to carry out the following risk assessments.

- Fire Safety
- Asbestos
- Legionella
- Gas Safety
- Electrical Safety

8. Recording and Reviews

All risk assessments are recorded and stored securely at the school, both digitally and at times physically. All risk assessments are reviewed and recorded annually or when major structural work is planned or in the event of an accident. A separate policy on the management of health and safety describes the arrangements for regular health and safety audits of the fabric of the School, together with its arrangements for the catering and cleaning and for water sampling.

9. Responsibilities of all staff

All members of the staff are given a thorough induction into the School's arrangements for risk assessments and health and safety, this includes specific training for Risk Assessments via our Educare programme. Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with the students and visitors. They are responsible for cooperating with the Headteacher. All members of the staff are responsible for supporting any risks or defects to the Headteacher.

Date	Position	Name of Reviewer	Date of Next Review
August 2025	Headteacher	C Howard	August 2026
August 2025	Proprietor	Mr A. Khan	August 2026