RISK ASSESSMENT POLICY

This policy is applicable to all pupils within the school, including the Early Years Foundation Stage (EYFS). This document is available in written format upon request and a copy can also be located on the school's website. MKPS uses Smartlog® (cloud-based fire and health & safety compliance management software) to record and monitor risk assessments.

GENERAL STATEMENT

The Head is fully committed to promoting the safety and welfare of all in the school community so that effective education can take place and will take all reasonable steps to ensure children and members of staff are not exposed to risks. The highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with the law and with best practice. The school will be able to demonstrate how risks are managed. Risks are inherent in everyday life. The school needs to identify what might cause harm to people and adopt systems for minimising them. Pupils need to be educated in how to cope safely with risk.

RESPONSIBILITIES

Board Level: The Proprietorial Body and Chair of Governors have overall responsibility for safeguarding and promoting pupil welfare and well-being at the school.

Head Teacher: The Head will have responsibility for the school's Risk Assessments. The Head will ensure the Risk Assessments are monitored and updated at least annually to ensure current legislation is adhered to and correct guidance is followed, and ensure:

- all staff are aware of, and adhere to, the school's policies and procedures on pupil health, safety and welfare;
- key staff have clearly established roles and responsibilities;
- staff are appropriately trained to deal with pupil welfare issues;
- that where concerns for a pupil's welfare are identified, the risks are appropriately managed;
- that staff, pupils, parents and others are consulted, where appropriate, to find practical solutions to welfare issues;
- that standards of pupil welfare at the school are regularly monitored both at an individual level and generally to identify trends and issues of concern and to improve school management systems.

The school has developed this policy and the policies in the table below, which set out full details of its procedures to safeguard and promote pupil health, safety and welfare. Responsibility for carrying out risk assessments for these specific matters are also confirmed.

Policy	Responsibility for Risk Assessment
Safeguarding and Child Protection	DSL
Anti-Bullying inc. Cyberbullying	Deputy Head
Behaviour and Discipline	Deputy Head
Health and Safety	Site and H&S Manager

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Policy	Responsibility for Risk Assessment
First Aid	Matron
Supervision	Deputy Head
Educational Visits Policy	EVC

All members of staff are given training on the school's arrangements for safeguarding and child protection, health and safety and risk assessments. Specialist training is given to those whose work requires it.

Staff are responsible for taking reasonable care of their own safety and that of pupils and visitors to the school. Staff members are expected to cooperate with the Head and the Senior Management Team in order to enable the Proprietorial Body and Governors to comply with their health and safety duties.

All members of staff are responsible for reporting any risks or defects to a member of the Senior Management Team.

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. Risk assessments should identify aspects of the environment that need to be checked on a regular basis, when and by whom those aspects will be checked, and how the risk will be removed or minimised.

- A hazard is something with potential to cause harm.
- A risk is an evaluation of the probability, or likelihood, that a person could be harmed by a hazard.
- A risk assessment is the resulting assessment of the severity of the possible outcome.
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of the unfettered risk.

Accident and injuries can cause significant harm. Therefore, risk assessments focus on prevention and protection, and include policies to promote safeguarding, as well as prevent, bullying, peer abuse and promoting good behaviour.

All Risk Assessment are maintained at the school and held on the school's Smartlog system. All risk assessments are reviewed annually and updated in accordance with Department for Education guidance and The Education (Independent Schools Standards) (England) Regulations 2003.

Each risk assessment identifies:
- Who performed the risk assessment.
- The potential hazards of the activity.
- An estimation of the risk.
- The controls that can be useful to minimise the risk.

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- Who may be at risk.
- Advice and communication to staff to manage the risk and shows that a proper check has been made of the potential hazards.

WHAT AREAS REQUIRE RISK ASSESSMENTS?
Numerous activities are carried out in the school, many of which require a separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments.
- Educational visits and trips.
- EYFS activities
- Health and Safety
- Off-site activities
- Playgrounds and foot paths
- Premises and Site Security

Risk assessments are carried out in the following areas:

1 Educational
- Science.
- Engineering and Design.
- Sport and PE activity.
- Art.
- Music.
- Performing Arts

2 Pastoral
The focus of the school's pastoral policy is to ensure that every pupil leaves as a confident, articulate young person capable of keeping themself safe. The PSHE programme and school assemblies are directed towards promoting an increasing understanding, as the pupil develops, of the risks that exist in both the real and the electronic worlds and on sensible precautions that should be taken.

Science lessons encourage pupils to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials, all supervised by the teacher.

3 Medical and First Aid
Risk assessments are in place for first aid and other treatments and procedures, including the administration of medicines and control of infectious disease.

Matron is responsible for reporting any notifiable accidents that occur on the school premises to staff, pupils, parents and visitors or contractors, in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR).

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), places a legal duty on employers to report work-related deaths, major injuries or over-three-day injuries, work

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*related diseases, and dangerous occurrences (near miss accidents). The easiest way to do this is by calling the Incident Contact Centre (ICC) on **0845 300 99 23** (local rate). You will be sent a copy of the information recorded and you will be able to correct any errors or omissions.*

4 Unsupervised Access by Pupils
The school ensures that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the Science laboratory cupboard/office and the Engineering & Design room. Doors to these areas are kept locked when not in use. All flammable materials are kept securely locked. Pupils do not have access to Grounds, Maintenance, Catering and Caretaking areas of the school.

5 Safeguarding and Child Protection
The school has a comprehensive Safeguarding and Child Protection Policy in place. Training is provided to all staff, including Prevent, Anti-Bullying, Whistleblowing, Online Safety, Code of Conduct for Staff and procedures relating to Child-on-Child Abuse and Allegations. Safer recruitment policies and procedures ensure that the school minimises the risk of employing persons who are barred from working with children and/or who are not allowed to work in the UK. This is extended to Governors and volunteers.

- *Please refer to separate document: Safeguarding and Child Protection Policy*

6 Visitors
Visitors are required to report to the office upon arrival and will be required to sign in and asked to produce appropriate identification. Visitors will be supervised at all times. The visitor will be required to wear a 'Visitors' badge at all times while on the school premises. The visitor will be given a copy of the school's Visitor information leaflet which summarises important information (signing in/out, safeguarding and child protection and prevent, fire evacuation procedures, mobile phones, bullying and incidents, first aid, whistleblowing, health and safety) for their perusal. The 'Visitors' badge includes brief guidance too for immediate referral.

All visitors/visiting speakers will be vetted accordingly before attending the school. Staff are responsible for completing a Visitor/Visiting Speakers Risk Assessment, for the Head's approval, prior to the speaker visiting the school. Visitors/Visiting speakers will also be required to complete a Visitor/Visiting Speakers Agreement.

Support Areas

1. **Catering and cleaning:** risk assessments are in place for the use of equipment, manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.
2. **Caretaking and security:** risk assessments are in place for all areas of the school. Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at height and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.

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3. **Maintenance:** risk assessments are in place for storerooms for the for tools/equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.
4. **Grounds:** risk assessments are in place for store rooms and appropriate training is provided, where required, for certain tools/pieces of machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction and refresher training covers risk assessment, protective equipment and safety notices.
5. **Science/Art/E&D:** The school subscribes to the CLEAPSS Advisory Service that provides model risk assessments for lessons in Science, Art and Engineering & Design, as well as providing professional training courses for teachers who work in these areas.

CONDUCTING A RISK ASSSESSMENT
The school uses the model recommended by the Health and Safety Executive 'Steps needed to manage risk'.

The school's policy is not to carry out any high-risk activity. Activities involving pupils are normally low risk. Some activities are medium-risk with older children, for example, skiing and then only using qualified instructors. Pupils are always given a safety briefing before participating in these activities. When engaged in the activity, pupils will be expected to wear protective equipment, which is appropriate for the activity and will be expected to follow all instructions given to them by the adult in charge of the activity.

The school will employ specialists for the evaluation of high-risk activities.

Risk assessments will be generated and monitored by the Health & Safety Officer. All Risk assessments will be approved by the Head and/or Proprietorial Body before implementation.

All members of staff and pupils are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

RISK ASSESSMENTS FOR TRIPS AND VISITS
Prior to an activity being undertaken, the Educational Visit Coordinator (EVC), with the help of the Group Leader, must review the Educational Visits and Trips Risk Assessment File and the current risk assessment for that particular activity and update/approve the risk assessment, if required. If a new activity is being undertaken, the EVC must check and approve new risk assessment (further information can be found in Policy on *Educational Visits*). The school makes use of generic or model risk assessments for educational activities and visits.

All Group Leaders are trained in conducting risk assessments on the potential hazards involved in a visit, trip or activity that they are planning. Group Leaders should refer to the HSE guidance 'School Trips and Outdoor Learning Activities' (June 2011) as well as school's Policy on *Educational Visits*:

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- Identifying the potential hazards of the place being visited.
- Listing the groups of people that are especially at risk from the significant hazards.
- Listing existing controls or notifying where the information may be found.
- Considering how he/she would cope with the hazards that are not currently identified or fully controlled.
- Carrying out continual monitoring of hazards throughout the visit.

The per DfE advice about Health and Safety on Educational Visits 2018 distinguishes every-day, routine trips from more major trips which will require risk assessment and extra planning. Procedures for educational visits should be covered in health and safety documentation.

- *Please refer to separate documents: Policy on Educational Visits for EYFS Children, Policy on Educational Visits for Non EYFS*

RISK ASSESSMENTS OF LICENSED ACTIVITY CENTRES AND TOUR OPERATORS
Professionally operated licensed activity centres and tour operators specialising in school visits will conduct their own risk assessments. EVC/Group Leader will ask for copies at the planning stage to ensure that the requirements of the school are met. Risk assessments carried out by the school for previous visits should be reviewed and updated, as appropriate, for future trips.

SPECIALIST RISK ASSESSMENTS

The Site and H&S Manager arranges for specialists to carry out the following risk assessments:

- Fire safety.
- Asbestos.
- Legionella.
- Electrical safety.
- Structural safety.

RISKY AREAS
Pupils do not have access to any 'risky areas' of the school buildings and grounds. Please refer to Smartlog

Younger children are always supervised by staff in school and therefore would not be able to access any 'risky areas' of the school buildings and grounds.

- *Please refer to the separate document: Health and Safety Policy.*
- *Please refer to the separate document: Risky Areas Policy.*

REVIEWS
All risk assessments are reviewed regularly in accordance with the guidance from the most recent version of the The Education (Independent Schools Standards) (England) Regulations 2003.

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The Head and the Site and H&S Manager will review each risk assessment which is drawn up for each new activity to ensure that risks have been adequately assessed and are reduced.

AUDIT COMPLIANCE STATEMENTS

The Directors have assessed the major risks to which the company is exposed, including those relating to the operations and finance of the School and are satisfied that systems are in place to manage the school's exposure to risk.

The Risk Assessment Policy has been reviewed in September 2025 and will be reviewed in or before September 2026.