



Risk Assessment Policy

Risk Assessment Policy (Including EYFS)

Policy Review Date: August 2025

Reviewed By: A Evans, SLT & Board of Governors

Next Review: August 2026 (or following incident, legislation or interim guidance)

September 2025 Reviewed & ratified by:

Headteacher: Mrs J Callaway

Chair of Governors: Dr Catherine Kidd :

This policy is available on the school website and upon request.

Updates and Amendments to Policy

Date	Section Heading	Update Details	Page N°
Jan 18	Section 6 Monitoring and Review	Inclusion of monitoring and review section	8
Jan 19		Reviewed	
Jan 20		Reviewed	
Feb 21	Section 1 Policy Statement	Updated Policy Statement, the purpose of the policy – highlighted	4
	Section 2 Risk Assessment	Updated Risk Assessment, the purpose of risk assessments – highlighted	4
	Section 4 Completing the Risk Assessment Form	Updated How to complete the risk assessment – highlighted Risk Assessment template	6
	Section 8 COVID- 19 Whole School Risk Assessment	New section added	8
	Section 9 Reviewer and Governing Body Sign-Off	Section re-numbered to take into account new Section 8	9
	Appendix A Risk Assessment Form	Update Risk Assessment template.	10
May 22	Reviewed		
Aug 2025	Appendix A	Updated Risk Assessment template	9
		Updated in BLUE	
	Section 8 COVID- 19	Removed section	

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Section 1

Policy Statement

This policy should be read in conjunction with Avalon School's Health & Safety Policy.

This policy is designed to assist the school in fulfilling their legal duties in assessing risks. Risk Management is the consideration of the risks that arise in the workplace and then putting in place sensible health and safety measures to control them.

In accordance with our duties under the Management of Health and Safety at Work Regulations 1999, the school is required to undertake regular risk assessments and take any necessary action arising from these according to provisions set out in the Health and Safety policy and elsewhere.

The purpose of this policy is to enable Avalon School to meet its duty of care to children, staff and others by creating a culture of undertaking risk assessments to reduce the risks of all school activities as far as reasonably practical. The aim is to protect the health, safety and wellbeing of children, staff, visitors and others affected by the school operations.

Section 2

Risk Assessments

The purpose of a risk assessment is to focus on prevention, as opposed to reacting when things go wrong, it is therefore possible to prevent accidents and injuries that could damage lives, reputations and cost money. Once a risk assessments are completed the significant risks must be communicated to staff and others, as appropriate, to enable co-operation and informed decision making.

The Headteacher and School Business Manager are responsible for making sure that risk assessments are completed, logged and effectively monitored. Reviews are conducted when there is any change to equipment or resources, any change to the school's premises, or when particular needs of a child or other visitor necessitate this.

The Headteacher and School Business Manager are responsible for conducting any necessary reviews or making changes to the school's policies or procedures in the light of any potential risks that they or other members of staff discover.

A visual inspection of both the equipment and the entire premises – both indoor and outdoor – will be carried out daily. This will, ordinarily, be carried out by a designated member of staff (Site Manager) on arrival at the school and will be completed before any children arrive.

During the school day, staff will be vigilant and continuously aware of any potential risks to health and safety arising from:

- the School's environment, both indoors and outdoors;
- all surfaces, both indoors and outdoors;
- all equipment used by children or staff.

On discovering a hazard, staff will take all steps necessary to making themselves and any other people potentially affected safe. They will then notify the Headteacher and ensure that a record is made. The Headteacher is then responsible for ensuring that any necessary action is taken.

As already stated, the Management of Health and Safety at Work Regulations 1999 require that suitable and sufficient assessments of the risk arising out of work are carried out.

It is the responsibility of Headteacher, department managers and teachers to ensure that risk assessments are undertaken for their area/department/activities.

Section 3 Process of Risk Assessments

3.1 What is a Risk Assessment & What Can be Assessed?

The Health and Safety Executive (HSE) defines a risk assessment as “a careful examination of what in your work could cause harm to people so that you can weigh up whether or not you have taken enough precautions or should do more to prevent harm”.

The assessment will help to identify the likelihood of harm and whether the risk can be reduced to a reasonable level, through the introduction of control measures.

A risk assessment can be undertaken on an object or substance, a process, a location, an activity, or a person. It is a five step process:

- Step 1: Identify the hazards
- Step 2: Decide who might be harmed and how
- Step 3: Evaluate the risks and decide on precautions
- Step 4: Record your findings and implement them
- Step 5: Review your assessment and update if necessary

3.2 What is a Hazard?

A hazard is anything that may cause harm such as chemicals, electricity, working from ladders, an open drawer, etc.

3.3 What is a Risk?

Risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

3.4 Evaluating the Risk

3.4.1 Who Might be Harmed

Each hazard needs to clearly identify who might be harmed. Identify the groups of people – such as staff, pupil or members of the public. Identify how they might be harmed i.e. what type of injury or ill health might occur.

3.4.2 Evaluate the Risk and Control Measures

Consider how likely it is that each hazard will occur and what control measures are already in place. Have the control measures in place got rid of the hazard altogether or reduced the risk so that harm is unlikely, if the task has not been adequately controlled what further actions are required.

If any further actions are required the name of the person responsible for undertaking the task should be recorded along with the projected completion date.

3.4.3 Record Findings & Implementing Control Measures

Risk Assessment findings should be recorded on the Avalon School Risk Assessment RA1 form. Risk Assessments should be shared with relevant staff and all staff should ensure control measures are put in place and understood.

3.5 Review of Risk Assessments

Risk assessments need to be reviewed and if necessary updated annually (during the Health & Safety Week). However a review will be required sooner if an incident or accident occurs, or there are significant changes to the premises, staff or procedures.

Section 4

Complete the Risk Assessment Form

- To complete the form (see template below and in Appendix A) you need to consider the **significant** hazards that might occur including location, activities and equipment. These can be assessed according to their severity, likelihood and risk (see below High, Medium & Low Risk rating).
- List all people who might be harmed (there may be more than just students and staff). The type of injury that might occur.
- Finally what control measures can you put in place to reduce the risks identified. It may be that you cannot eliminate all risks!
- Ensure that you sign and date the completed risk assessment.
- All completed risk assessments should be forwarded to the Headteacher and School Business Manager.



AVALON SCHOOL RISK ASSESSMENT FORM

Location		Activity		Age Group	
Date of RA				Adult/Child Ratio	
RA By				Staff Attending	
Checked By					

Risk Rating			Likelihood of Occurrence			Review Date	Reviewed By	Signed
Likely Impact			Probable	Possible	Remote			
MAJOR	Causes major physical injury, harm or ill health		High (H)	High (H)	Medium (M)			
SEVERE	Causes physical injury or illness requiring first aid		High (H)	Medium (M)	Low (L)			
MINOR	Causes physical or emotional discomfort		Medium (M)	Low (L)	Low (L)			

Pupil Medical Information & Requirements		
Designed First Aider(s):		
YEAR GROUP	YEAR GROUP	YEAR GROUP

Hazard (Describe the hazard and explain how it might cause harm)	Risk Rating (H M L)	Who might be harmed	Control measures to reduce risk

Assessing the risk

- Assess the severity of a particular hazard (ie. how bad the injury would be).
- Then consider the likelihood of it happening.
- To calculate the risk, cross reference the severity by the likelihood to give the risk factor of High, Medium or Low.

Risk Rating			Likelihood of Occurrence		
			Probable	Possible	Remote
Likely impact	MAJOR	Causes major physical injury, harm or ill health	High (H)	High (H)	Medium (M)
	SEVERE	Causes physical injury or illness requiring first aid	High (H)	Medium (M)	Low (L)
	MINOR	Causes physical or emotional discomfort	Medium (M)	Low (L)	Low (L)

Section 5 Types of Risk Assessments

There are three different types of risk assessments. These are generic, specific and dynamic.

Generic activities are those which although they are carried out at different times and locations, the hazards and risks are largely the same and do not change. For this type of activity generic risk assessments can be produced as a model for guidance only.

A **specific** risk assessment may be applicable where the hazards and risks are only applicable to a certain activity and also where there is a requirement in legislation to undertake a specific assessment eg: particular science lesson, new and expectant mothers, etc.

A **dynamic** risk assessment is a continuous process of identifying the hazards that occur in for example an emergency situation, assessing the risks and taking immediate action to eliminate or reduce these to an acceptable level.

5.1 Generic Risk Assessments

The school holds a number of generic risk assessments which have been produced to assist with the risk assessment process and should form a good foundation for identifying hazards, assessing risk and implementing controls. However attention must also be paid to the changing school environment.

The generic risk assessments have been completed using the HSE “Five Steps to Risk Assessment”; see section 3.1 of this policy. The templates list the hazards identified and their associated risks together with a range of control measures that should be in place to eliminate or reduce the risks.

The generic risk assessments can be adapted by staff having considered the generic hazards, risks and control measures listed on the form and adding any specific items identified.

5.2 How to Adapt a Generic Risk Assessment

1. The person carrying out the assessment identifies which template is applicable to their particular activity. They would take the following steps:
2. Review the list of hazards within the “Hazards” box and decide if these are applicable to the task/activity.
3. Review the list of people and the consequences of the identified hazards in the “Who might be harmed” box and amend to suit individual school circumstances.
4. Review the list of control measures in place in the “Control Measures to Reduce Risk” box and amend the list to reflect those procedures, safe working practices that have been implemented within the school.

5. A decision should then be made to determine whether the task/activity is adequately controlled. If additional control measures are identified these should be listed in the "Control Measure to Reduce Risk" box.
6. If any additional control measures are identified, the name of the person assigned responsibility for ensuring that the control is put in place should be inserted next to the control measure together with an anticipated completion date / actual completion date.
7. The adapted risk assessment must be forwarded to the Headteacher and School Business Manager, then shared and discussed with relevant staff.

Section 6 Monitoring and Review

The Headteacher is responsible for ensuring risk assessments are completed and reviewed regularly in accordance with this Policy. Risk Assessments are reviewed during the Health & Safety Week by the staff responsible for the particular area or activity and prior to the commencement of an activity or trip previously undertaken.

Staff training needs may be identified when completing the risk assessment process.

All staff must complete risk assessments prior to commencing a hazardous activity or when using specific equipment for curriculum purposes. All trips and off-site activities must be covered by a risk assessment prior to commencement.

Staff are given the appropriate training on undertaking and completing a risk assessment on induction and during staff meetings, Health & Safety Committee meetings or INSET training days.

Section 7 Further Guidance

For further assistance with completing and adapting risk assessments contact the Headteacher or School Business Manager.

Section 8 Review

This policy is reviewed as and when required by legislation or the requirements of the school.

**Appendix A
Risk Assessment Template**



**AVALON SCHOOL
RISK ASSESSMENT FORM**

Location		Activity		Age Group	
Date of RA			Adult/Child Ratio		
RA By			Staff Attending		
Checked By					

Risk Rating			Likelihood of Occurrence		
			Probable	Possible	Remote
Likely Impact	MAJOR	Causes major physical injury, harm or ill health	High (H)	High (H)	Medium (M)
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	MINOR	Causes physical or emotional discomfort	Medium (M)	Low (L)	Low (L)

Review Date	Reviewed By	Signed

Pupil Medical Information & Requirements		
Designed First Aider(s):		
YEAR GROUP	YEAR GROUP	YEAR GROUP

Hazard (Describe the hazard and explain how it might cause harm)	Risk Rating (H M L)	Who might be harmed	Control measures to reduce risk