



‘Improving the quality of family life’

Risk Assessment Policy

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Introduction; Aims & Objectives

At Snowflake School, we prioritize the safety and well-being of all stakeholders, including staff, parents/carers, and local authorities. This policy aims to provide clarity on the school's procedures and the circumstances in which a risk assessment is necessary. Furthermore, it aims to ensure that Trustees, the Headteacher, and all staff understand their responsibilities regarding risk assessment.

Our school aims to achieve the following objectives:

- Identify all potential risks that could cause injury or harm to staff, pupils, and visitors.
- Implement practical control measures to minimize or eliminate identified risks and ensure the safety of everyone involved.
- Conduct regular and thorough reviews of risk assessments to maintain their effectiveness and relevance.

Scope

Legislation And Statutory Requirements

This policy complies with the Independent School Standards and is based on the following legislation and Department for Education (DfE) guidance:

- Paragraph 16 of part 3 of [The Education \(Independent School Standards\) Regulations 2014](#) which requires proprietors to have a written risk assessment policy
- Regulations 3 and 16 of [The Management of Health and Safety at Work Regulations 1999](#) require employers to assess risks to the health and safety of their employees
- Regulation 4 of [The Control of Asbestos Regulations 2012](#) requires that employers carry out an asbestos risk assessment
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of [The Control of Substances Hazardous to Health Regulations 2002](#)
- Under regulation 2 of [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), employers must assess the health and safety risks that display screen equipment pose to staff
- Regulation 9 of [The Regulatory Reform \(Fire Safety\) Order 2005](#) says that fire risks must be assessed
- Regulation 4 of [The Manual Handling Operations Regulations 1992](#) requires employers to conduct a risk assessment for manual handling operations
- [The Work at Height Regulations 2005](#) say that employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely

- [DfE guidance on first aid in schools](#) says schools must carry out a risk assessment to determine what first aid provision is needed
- [The Revised Prevent Duty Guidance](#) (April 2021) states that schools are expected to assess the risk of pupils being drawn into terrorism
- [The Health and Safety Executive \(HSE\)](#) say schools that manage their own pools must conduct a risk assessment

A table of all the risk assessments schools are required to have in place can be found in appendix 1 of this policy.

Definitions

Risk assessment	A tool used to examine hazards associated with specific activities or situations and determine if adequate precautions have been taken to prevent harm based on likelihood and potential impact.
Hazard	Anything with the potential to cause harm, such as chemicals or working at heights.
Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
Control measure	Action taken to prevent harm to people
Parent	Covers meaning for - parent, guardian, carer or any other person in whom is vested the legal duties and responsibilities of a child's primary caregiver

Roles and Responsibilities

Headteacher	<ul style="list-style-type: none"> • Completing and reviewing all risk assessments. • Ensuring staff understand their responsibilities and are familiar with the Health and Safety and Risk Assessment policies during induction. • Providing staff with updates on relevant risk assessment
Senior Leaders	<ul style="list-style-type: none"> • Supporting the Headteacher and Assistant Head teachers in planning, quality assurance, and monitoring of risk assessments.

	<ul style="list-style-type: none"> • Reviewing risk assessments for curriculum activities.
	<ul style="list-style-type: none"> • Monitoring and reviewing risk assessments for curriculum activities • Monitoring risk assessments for offsite activities
Senior Leadership Team and School Staff will;	<ul style="list-style-type: none"> • Assisting with and participating in risk assessment processes as required. • Familiarizing themselves with risk assessments. • Implementing control measures identified in risk assessments. • Alerting the Headteacher to any identified risks requiring assessment. • Conducting dynamic risk assessments as part of their ongoing work.
Parents & Pupils	<ul style="list-style-type: none"> • Parents are responsible for following the school's advice regarding onsite and off-site risks and reporting any hazards to staff. • The school supports pupils individually to ensure they understand and follow the school's advice on risks.
Contractors, External Providers & External Visitors	<ul style="list-style-type: none"> • Contractors must provide evidence of adequately risk assessing their planned work. • External providers should provide risk assessments when necessary. • External visitors must adhere to the school's risk assessment policy and procedures while on-site.
Trustees;	<ul style="list-style-type: none"> • Monitoring the quality and effectiveness of the Risk Assessment Policy and its implementation within the school.

Main Body of the Policy

Risk assessment process

Health and Safety is everybody's responsibility – all staff at all times must prioritise their own safety and well-being and that of the pupils. Robust and regularly reviewed risk assessments help us

anticipate and minimize potential risks. While it's impossible to eliminate all risks, we empower our staff to take preventative action if they notice any problems. Our risk assessment process follows the steps outlined below:

- **Step 1: Identify hazards** – we will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, pupils and visitors.
- **Step 2: Decide who may be harmed and how** – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with additional special educational needs (SEN), expectant mothers and those with medical conditions. We will then establish how these groups might be harmed.
- **Step 3: Evaluate the risks and decide on control measures** (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm. We would always adopt a policy that if a risk is assessed as too high, then the activity/proposal would not be authorised.
- **Step 4: Record significant findings** – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment. A risk assessment template can be found in appendix 2 of this policy.
- **Step 5: Review the assessment and update, as needed** – we will review our risk assessments, on an annual basis as part of an on-going approach to risk assessment, and the following questions will be asked when doing so:
 - Have there been any significant changes?
 - Are there improvements that still need to be made?
 - Have staff or pupils spotted a problem?
 - Have we learnt anything from accidents or near misses?
- **Step 6: Retaining risk assessments** – risk assessments are retained for the 3 years after the length of time they apply. Risk assessments must be securely disposed of.

Types of Risk Assessment:

Pupils: Some pupils may have personal or academic needs that require a personal risk assessment. The contents of this risk assessment are considered for every activity that the pupil participates in, both in and out of school. All pupils will have a baseline risk assessment carried out on entry using information. pupils may be identified for requiring this need at any time throughout their time at Snowflake School.

Staff: Sometimes it is necessary to risk assess members of staff, this may be, for example, because of a health reason or pregnancy. Risks are assessed for staff members and reviewed regularly with line managers.

Premises and on-site activities: The Headteacher is responsible for undertaking, reviewing and updating risk assessments for all the public areas in the school including the grounds. Teachers are responsible for risk assessing their classrooms, lessons specific to their subjects and any trips or outings they may do. Risk Assessments are living documents, will be reviewed, and updated as required (especially in the light of pupil need).

The Health and Safety Policy details the steps that will be taken to ensure that the premises remain safe at all times.

Educational visits and off-site activities: When planning a visit, the responsible staff member will check and update as necessary any generic risk assessments held by the school (e.g. for minibuses or public transport and for regularly used venues). Venues will be asked for their risk assessments which will be read and any additional hazards given the nature of our pupils considered. The school will undertake a thorough risk assessment for any venue where an overnight stay is proposed or where the planned activity could be hazardous. This is completed by the Educational Visits Lead. A copy of the Risk Assessment template can be found in the Educational Visits and Offsite Visits Policies. Plans and Risk Assessments for all educational visits and off-site activities should be submitted in writing at LEAST 2 weeks prior to allow time for discussion of the risk assessment and to plan accordingly with the named senior leader.

Monitoring

School based risk assessments are written as needed and reviewed by our senior leaders and then reported to the Headteacher.

For all educational visits and off-site activities risk assessments will be monitored by the named SLT lead who will monitor all associated applications.

Links with other policies

This risk assessment policy links to the following policies:

- Health and safety
- First aid and Medical
- Educational Visits
- Behaviour
- Fire Policy

Publishing and Dissemination

The Risk Assessment policy will be published on the school website and stored on the school's drive.

Any person who requires access to the Risk Assessment policy should contact the school and an accessible format will be provided.

Complaints

Snowflake School has a defined complaints policy. We ensure the system is robust and deals effectively with issues raised by parents and carers. Complaints can be made to the Headteacher, in the first instance, either by writing or emailing to the main school address.

Appendices

Appendix 1: Statutory Risk Assessments Checklist

The following table lists the risk assessments that schools are required to have in place.

Statutory or mandatory risk assessment	✓	Completed by	Date of review
Health and safety			
Asbestos			
Substances hazardous to health			
Display screen equipment			
Fire			
First aid			
Manual handling			
Working at height			
Children being drawn into terrorism			
Swimming pools (if applicable)			

Appendix 2: Workplace Risk Assessment

Injury:		Reviewed by:	Review date:
Medical note: Letter from GP		Person at Risk:	Additional information: please see details below
Hazard	Risk	Risk Rating	Control measures
Team Teach Holds (Single elbow, double elbow)	Aggravation of injury to lower back/shin injury, further injury or delaying the healing of current injury. Being unable to maintain the safety of other staff and pupils.		
Team Teach Techniques (turn gather guide/ caring C etc)	Aggravation of injury to lower back/shin injury, further injury or delaying the healing of current injury. Being unable to maintain the safety of other staff and pupils.		
Moving and lifting items within the school and playground	Aggravation of injury to lower back/shin injury, further injury or delaying the healing of current injury.		
1:1 tutoring	Aggravation of injury to lower back/shin injury, further injury or delaying the healing of current injury. Being unable to maintain the safety of other staff and pupils.		
Snack and Play duties -	Further injury to his lower back or delaying the recovery time.		
After School Duties	Further injury to his lower back or delaying the recovery time.	Low	

Injury: Lower back injury		Reviewed by:	Review date:
Medical note: Letter from GP		Person at Risk:	Additional information: please see details below
Hazard	Risk	Risk Rating	Control measures
Team Teach Holds (Single elbow, double elbow)	Aggravation of injury to lower back/shin injury, further injury. Being unable to maintain the safety of other staff and pupils.		
Team Teach Techniques (turn gather guide/ caring C etc)	Aggravation of injury to lower back/shin injury, further injury. Being unable to maintain the safety of other staff and pupils.		
Moving and lifting items within the school and playground	Aggravation of injury to lower back/shin injury, further injury		
1:1 tutoring	Aggravation of injury to lower back/shin injury, further injury. Being unable to maintain the safety of other staff and pupils.		
Snack and Play duties -	Further injury to his lower back.		
After School Duties	Further injury to his lower back.		

Signed:

Appendix 3: Pupil Risk Assessment

Environment	Level of Risk			Behaviours	Other Information
	Low	Medium	High		
Indoor Activities	X				Recommended ratio: 1:1
Transitions					
Delay	X				
1:1 individual work	X				
1:1 group work		X			
With unfamiliar staff	X				

Eating		X		Grabs food	1:2
Toilets	X				
Cloakroom areas	X				
Storage areas	X				
Stairs	X				
Off limit areas	X				

Electronic equipment	X				Recommended ratio: 1:1
High noise levels/ Sensory input	X				
Bright lights	X				
Limited space/ Crowds	X				
Water/ liquids	X				
Inedible substances		X		Puts in mouth.	
Limited/ Shared items	X				
Climbing equipment	X				
Outdoor Activities	X				Recommended ratio: 1:1
Transitions					
Delay	X				
1:1 individual work	X				

1:1 group work	X				
With unfamiliar staff	X				
Eating	X				
Toilets	X				
Steps	X				
Off limit areas	X				
Climbing equipment	X				
Moving vehicles	X				Recommended ratio:
Water e.g. ponds, lakes etc	X				
Temperature	X				
Heights	X				
High noise levels/ Sensory input	X				
Inedible substances	X				

Limited/ Shared items	X				
Limited space/ Crowds	X				
Collected rainwater/ liquids	X				
Weather conditions	X				
Collection/ drop off point	X				Recommended ratio:

Revision

Version Update	November 2025
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Reviewed By	David Beezadhur
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