



REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL

RISK ASSESSMENT POLICY

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Aims

The school's SLT and Governors are committed to promoting the safety and welfare of all members of the school community. Priority lies in ensuring that all operations within the school environment, both educational and support, are delivered in a safe manner that complies fully not just with the law but with best practice.

It is recognised that risks are inherent in everyday life and that the need is to identify them and adopt systems for minimising them. It is important for our pupils to be educated to cope safely with risk.

Legislation and Statutory Requirements

This policy 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, including new and expectant mothers
- 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 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
- [DfE guidance on the Prevent duty](#) 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 I of this policy.

Definitions

A *risk assessment* is a tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken to prevent harm from them based on their likelihood and their potential to cause harm.

A *hazard* is something with the potential to cause harm to people.

A *risk* is an evaluation of the probability (or likelihood) of the hazard occurring with an indication of how serious the harm could be.

Risk control measures are the measures and procedures that are put in place to minimise the consequences of unfettered risk (for example, staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

Risk assessments can be used to identify potential hazards to people (slipping, falling) and property (fire) and strategic hazards (reputation, loss of pupils, impact on development), financial hazards

(falling pupil rolls), compliance hazards (Child Protection issues) and environmental hazards (asbestos, legionella).

It is recognised that accidents and injuries can ruin lives, damage reputations and cost money, and it is recognised that preventative measures can often be surprisingly simple and cost effective, for example, the application of hazard warning tape to a trip hazard or ensuring that chemicals are properly stored in locked containers.

Risk assessments are reviewed and updated as appropriate by all staff and overseen by the Operations Manager.

Roles and Responsibilities

Governors

- The governing board has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the Headteacher and Operations Manager.
- The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

Headteacher/Operations Manager

- Assess the risks to staff and others affected by school activities to identify and introduce the health and safety measures necessary to manage the risks.
- Inform staff about risks and the measures in place to manage them,
- Ensure that all risk assessments are completed and reviewed.
- Record and report to the HSE, in accordance with the *Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR)*, any notifiable accident that occurs on school premises involving a pupil, member of staff, parent, visitor or contractor. All notifiable accidents and near misses are reviewed by the school's Health and Safety Committee, with a view to assessing whether any measures need to be taken to prevent recurrence.

Staff and Visiting Staff

All members of staff are given an induction into the school's health and safety arrangements for risk assessments and Health and Safety, and records are kept of all induction training. Specialist training is given to those whose work requires it. Staff are, however, responsible for taking reasonable care of their own safety, together with that of pupils and visitors.

They are responsible for cooperating with the Head, the Operations Manager and other members of the SLT in order to enable the Governors to comply with their Health and Safety duties. All members of staff are responsible for reporting any risks or defects to the Operations Manager.

- Assisting with and participating in risk assessment processes, as required
- Familiarising themselves with risk assessments
- Implementing control measures identified in risk assessments
- Alerting the Operations Manager to any risks they find that need assessing

Contractors

- Contractors are expected to provide evidence that they have adequately assessed all their planned work.

Risk Assessment Process

The school's policy is not to carry out any high risk activity. Activities involving pupils are normally low risk. We undertake some medium risk activities with older pupils, for example climbing activities; but use only specialist/qualified instructors. Pupils are always given a safety briefing before participating in these activities, and pupils are expected to wear protective equipment and follow instructions.

We always employ specialists to high-risk tasks. Support staff may carry out medium rated activities

only if they have been specially trained and work in pairs. All members of staff and all pupils are expected to wear personal protective equipment for tasks that have been assessed as requiring its use.

- *Step 1: Identify hazards* – activities, processes and substances are considered within the school and any associated hazards which could injure or harm the health of staff, pupils and visitors.
- *Step 2: Decide who may be harmed and how* – for each hazard it is established who might be harmed, listing groups rather than individuals recognising that some people will have special requirements, for instance pupils with SEN needs or expectant mothers. It is then determined how these groups might be harmed.
- *Step 3: Evaluate the risks and decide on control measures (reviewing existing ones as well)* – the level of risk posed by each hazard is determined and existing control measures are reviewed. It is essential to balance the level of risk against the measures needed to control the risks and do everything that is reasonably practicable to protect people from harm.
- *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* – the risk assessments will be reviewed as needed and the following will be considered 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 3 years after the length of time they apply. They are then securely disposed of.

Review

All risk assessments are regularly reviewed, and the EYFS Statutory Framework requires schools which provide for this group to review and update their risk assessments annually. It also specifically requires providers to have risk assessments in place covering their indoor and outdoor spaces, furniture, equipment and toys and to keep records of these checks. The school's arrangements for the management of Health and Safety describe the arrangements for regular Health and Safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for auditing the catering and cleaning functions and for water sampling.

The school maintains a copy of completed risk assessments and these are available for reference by staff in the teachers and ops manager network drive. At the Start of each Autumn Term the Operations Manager makes a presentation to the whole school staff on Health and Safety Matters which includes Risk Assessment.

Risk assessments are written as needed by staff and reviewed by the Operations Manager. This policy will be reviewed by the Operations Manager annually.

Appendix I

What areas require risk assessments?

There are numerous activities carried out at the school, each of which requires its own separate risk assessment. Areas in which risk assessments are of particular importance are:

Maintenance of the buildings and site including Fire
Teaching the Curriculum
Educational Visits

Pastoral

The focus of our pastoral care is to ensure that each pupil becomes a confident, articulate young adult capable of keeping him/herself safe whether at home or outside the home. Our PSHE programmes and 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 of sensible precautions that should be taken. Our Science lessons encourage pupils to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

Medical and First Aid

The School has written procedures for Health Care and First Aid. The accident forms are maintained by the admin team, and it is the injured person, witness or First Aider who is responsible for ensuring that accident reports are passed to the Operations Manager and the relevant senior member(s) of staff.

Safeguarding of Children

Our *Child Protection Policies* and training for all staff form the core of our Child Protection risk management. Safe recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children or who are disqualified by association, or who are not allowed to work in the UK. By extending this regime to Governors volunteers and by ensuring that everyone in our community receives regular Child Protection training, we manage this risk to an acceptable level.

Support Areas

Catering and Cleaning

The catering is contracted out to Chartwells and cleaning is done in house managed by RGS. Chartwells and RGS are responsible for the risk assessments and training to cover all significant risks concerning catering and cleaning such as : equipment, manual handling, slips and trips and the control of substances hazardous to health (COSHH) induction training and refresher training cover risk assessments, protective equipment and safety notices.

Security

Risk assessments cover all significant risks. Particular emphasis in training is given to minimising fire risks and security risks by adhering to good practice.

Maintenance

Risk assessments and training cover all significant risks including, 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 training and refresher training include training on risk assessments, safe working practices, communication and health and safety notices and protective equipment.

Grounds

The grounds works are contracted to Banning Landscapes. They are responsible for the risk assessments and training to cover all significant risks including manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction training and refresher training.

Administrative 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.

Specialist Risk Assessments and High-Risk Activities

We always employ specialists to carry out high risk tasks at the school. The Operations Manager arranges for specialists to carry out risk assessments and maintenance concerning the following:

Fire

Asbestos

Legionella

Gas

Electricity

Tree Management

All risk assessments are kept on the Operations Manager and Teachers Drive

Appendix 2



REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL

Risk Assessment – Enter purpose here

Location / Site	
Activity / Procedure	
Assessment date	
Review date	

Identify people at risk	
Staff	
Pupils	

Identify hazard	Name of hazard with a short explanation		
Existing level of risk	Highlight the risk before control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE
Control measures			
<ul style="list-style-type: none"> List control measures needed for the hazard 			
Remaining level of risk	Highlight risk after control measures		
HIGH	MEDIUM	LOW	NEGLIGIBLE