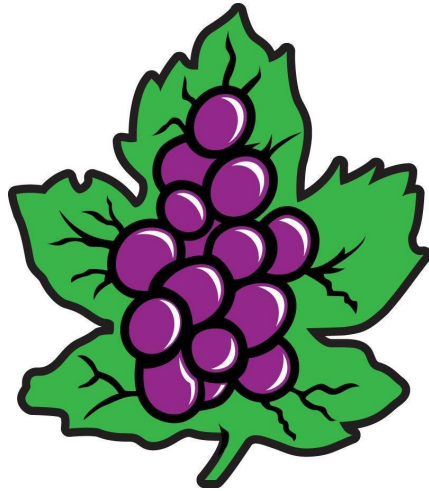




RISK ASSESSMENT PROCEDURE

Kerem School

Approved by:

**Finance and Premises
Committee / Mark Gould**

Written: November 2019

Last reviewed on:

August 2026

Next review due: August 2027



KEREM SCHOOL

(This policy also applies to the Early Years Foundation Stage)

Risk Assessment Policy

1. Statement of Intent

Kerem School recognises its duty under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 to ensure, so far as is reasonably practicable, the health, safety and welfare of all pupils, staff, visitors and contractors.

Risk assessment is a central part of the school's approach to health and safety. It is used to identify hazards, evaluate risks and implement appropriate control measures to eliminate or reduce risks to the lowest reasonably practicable level.

The school is committed to embedding a proactive culture of risk management, ensuring that health and safety considerations are integral to all aspects of school life, including teaching, learning, pastoral care, religious observance, trips, events and the use of premises.

2. Scope of the Policy

This policy applies to:

- all staff, pupils and volunteers;
- all school activities, including curriculum activities, extracurricular activities, religious and cultural events, and educational visits;
- all areas of the school premises, including the Early Years Unit;
- off-site activities and trips;
- contractors and visitors working on site.

3. Legal and Regulatory Framework

This policy is informed by, but not limited to, the following legislation and guidance:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Education (Independent School Standards) Regulations 2014
- EYFS Statutory Framework (2025)
- HSE guidance on risk assessment
- Keeping Children Safe in Education (KCSIE)
- Local Authority and safeguarding partner guidance

4. Principles of Risk Assessment

Kerem School adopts the following principles:

- hazards will be identified systematically;
- risks will be evaluated in terms of likelihood and severity;
- control measures will follow the hierarchy of control:
 - elimination,
 - substitution,
 - engineering controls,
 - administrative controls,
 - personal protective equipment (PPE);
- assessments will be proportionate, practical and child-centred;
- particular consideration will be given to vulnerable groups, including:
 - children in the EYFS,
 - pupils with SEND,
 - pupils with medical needs,
 - new or visiting pupils.

5. Responsibilities

5.1 Governing Body

The Governing Body is responsible for:

- ensuring that the school has an effective risk assessment framework;
- monitoring compliance with statutory requirements;
- reviewing health and safety arrangements annually.

5.2 Head Teacher

The Head Teacher is ultimately responsible for:

- ensuring that risk assessments are carried out and implemented;
- delegating responsibilities to competent persons where appropriate;
- ensuring that staff receive appropriate training;
- ensuring that risk assessment is integrated with safeguarding arrangements.

5.3 Health and Safety Manager

The Health and Safety Manager is responsible for:

- coordinating the school's risk assessment programme;
- producing and reviewing risk assessments;
- advising staff on control measures;
- maintaining central records of risk assessments;
- liaising with contractors regarding risk assessments and method statements.

5.4 Staff

All staff are responsible for:

- identifying hazards in their areas of responsibility;
- implementing control measures;
- following risk assessment guidance;
- reporting hazards, incidents and near misses;
- contributing to risk assessments through consultation.

5.5 Pupils

Pupils are encouraged, in an age-appropriate way, to:

- follow safety instructions;
- act responsibly;
- report concerns to staff.

6. Risk Assessment Process

Risk assessments at Kerem School follow a structured process:

1. Identify hazards
2. Identify who may be harmed and how
3. Evaluate risks and existing control measures
4. Implement additional control measures where necessary
5. Record findings
6. Review and update assessments

Risk assessments are documented using the school's standard templates and stored centrally.

7. Areas Covered by Risk Assessment

Risk assessments are undertaken for, but not limited to:

7.1 Premises and Environment

- classrooms and corridors
- playgrounds and outdoor spaces
- Early Years provision
- dining areas
- specialist rooms
- security and site access
- fire safety

7.2 Curriculum and Activities

- classroom activities
- practical subjects
- use of equipment
- ICT and online safety
- sports and physical education

7.3 EYFS Specific Risk Assessment

In the Early Years Unit, risk assessment takes account of:

- developmental needs and vulnerability of younger children;
- supervision ratios and staff deployment;
- safe use of resources and equipment;
- toileting and intimate care arrangements;
- outdoor play and physical development;
- safeguarding and child protection considerations.

Risk assessments in the EYFS are reviewed regularly and adapted to reflect children's changing needs.

7.4 Educational Visits and Trips

All trips and visits are subject to written risk assessments, which include:

- transport arrangements;
- supervision and staffing ratios;
- medical needs and medication;
- safeguarding considerations;
- emergency procedures;
- venue risk assessments where available.

8. Review and Monitoring

Risk assessments are reviewed:

- annually as a minimum;
- following an incident or near miss;
- when there are significant changes to activities, premises or staffing;
- when new hazards are identified.

The Health and Safety Manager reports regularly to the Senior Leadership Team and Governing Body.

9. Training and Awareness

The school recognises that effective risk assessment depends on staff understanding and engagement.

9.1 Staff Training

Risk assessment training is provided:

- annually during whole-school INSET;
- as part of induction for new staff;
- through targeted training where required.
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Training includes, but is not limited to:

- classroom risk assessment;
- playground safety;
- safe manual handling and use of equipment;
- writing risk assessments for trips and workshops;
- EYFS specific risk management.

9.2 Communication

Risk assessments are communicated to relevant staff and, where appropriate, to pupils and parents.

10. Recording and Documentation

The school maintains:

- a central register of risk assessments;
- records of reviews and updates;
- records of training and briefings;
- incident and near-miss reports.

These documents are used to inform continuous improvement.

11. Integration with Safeguarding

Risk assessment is closely linked with safeguarding practice.

The school ensures that:

- risks to children's welfare are considered alongside health and safety risks;
- safeguarding concerns are escalated in line with the Safeguarding Policy;
- vulnerable pupils are given additional protection through tailored risk assessments.

12. Policy Review

This policy is reviewed annually or sooner if required by changes in legislation, guidance or school practice.