



Ysgol Bethania

RISK ASSESSEMENT POLICY

Signed by:

Headteacher

Date:

L. Medei

Director /Proprietor

26/05/2026

Date: _____

A.Higham

Director/Proprietor

26/05/2026

Date: _____

Date Policy Last Review: 24/01/2026

Next Review Date: 23/01/2029

This policy supplements the Health and Safety Policy Statements, which set out the activities to be assessed and responsibilities for assessments.

Scope

This guidance applies to all within Shining Stars School and Collage Ltd who are responsible for developing/implementing the risk management strategy and undertaking risk assessments for activities under their control. This includes the requirements of the Independent Schools Standards Regulations (ISS).

Objectives

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
- To meet the ISS requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips.
- That identified control measures are implemented to control risk so far as reasonably practicable.
- That those affected by school activities have received suitable information on what to do.
- That the risk management strategy and risk assessments are recorded and reviewed when appropriate or at least annually.
- To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

Guidance

The Headteacher and Education Director will be responsible for the school's overarching risk management policy. In practice, day-to-day responsibility for ensuring risk management best practice is delegated to the Headteacher and his direct education team. The Education Director and the Headteacher will jointly sign off on all risk assessments. The overall strategy will be formally reviewed annually.

Key risks identified & needing to be managed include:

- a) student supervision (including safeguarding and welfare requirements). This will include the implementation of a Designated Safeguarding Person trained along NSPCC standards, but will also cover a range of responsibilities outside of safeguarding.
- b) school excursions.
- c) management of visitors on school premises.
- d) fire and emergencies.
- e) management of hazardous substances.
- f) use of hazardous equipment e.g., in Design Technology or Art
- g) the suitability of staff to undertake designated roles and checks to ensure that they are suitable, including staff not employed by the school who work with pupils on another site.
- h) risk areas which are not directly related to health and safety, including but not limited to:
 - financial
 - recruitment procedures, including governing body oversight.
 - reputational
 - terrorism, including the prevention of fundamentalism and extremism.
 - pupil self-harming
 - security in general

This policy was written with consideration for articles 19 and 28 of the United Nations Conventions on the Rights of the Child;

- Article 19 – A child has the right to be protected from all forms of physical or mental violence, abuse, neglect, and exploitation by any caregiver or authority.
- Article 28 - Children and young people have the right to education no matter who they are: regardless of race, gender, or disability.

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.

- A hazard is something with the potential to cause harm.
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring & the estimated severity.
- A risk assessment is the resulting assessment of the probability and severity of the outcome (e.g., loss of life, destruction of property)
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g., staff training, clear work procedures, preliminary visits, warning signs, barriers, and insurance and liability).

Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of students, impact on development), financial (falling pupil rolls), compliance (child protection issues), and environmental (asbestos, Legionella).

What should a Risk Assessment contain?

The risk assessment process will consist of the process or activity owner considering the following 6 steps:

1. what could go wrong?
2. who might be harmed?
3. how likely is it to go wrong?
4. how serious would it be if it did?
5. what are you going to do to prevent/lessen/mitigate it?
6. how are you going to check that your plans are working?

Risk Assessment templates are created by Shining Stars School and College Ltd and are accessible to all staff in an electronic folder. Paper copies can be placed in separate risk assessment folders if needed.

Risk Assessments need to be reviewed:

- when a new risk is identified
- when there are changes to the activity
- after a near miss or accident

- when there are changes to the type of people involved in the activity
- when there are changes in good practice
- when there are legislative changes
- annually if for no other reason as standard minimal practise

Who is responsible for Risk Assessments?

The risk management strategy will include assigning roles to competent persons (internal or external), and associated training will be provided.

This guidance is applicable to general risk assessment. Where specialist skills are required, e.g., asbestos, fire, water quality, and hazardous substances, separate policy guidance is in place. Teaching area risk assessment checklists are also in place for guidance.

The Headteacher, in cooperation with the Education Director, is responsible for the overall implementation of the risk assessment policy as well as for the day-to-day monitoring & oversight. All staff are the key process owners responsible for their subject-area risk assessments and sign-off. The Headteacher has full responsibility for educational excursions, and none will take place without all involved parties signing off on the risk assessment.

All staff are responsible for taking reasonable care of their own safety, as well as that of students and visitors. They are responsible for cooperating with the Headteacher/Education Director, the Health & Safety Officer, and other members of the SLT in order to enable the Proprietor to comply with health and safety duties.

Finally, all members of staff are responsible for reporting any risks or defects to the Health & Safety Officer.

Competent advisors have been appointed to provide training and expertise to all staff in risk assessments, and the Health & Safety officer is also available to assist on a day-to-day level. Specialist training is given to those whose work requires it.

The Health & Safety Officer will be responsible for maintaining risk assessment records, including a register containing all risk assessments, the responsible person, and the last review date.

The Health & Safety Officer shall also conduct spot checks as part of a rolling quality assurance programme to ensure wider organisational compliance.

This policy should be reviewed annually by the Headteacher/ Education Director and Health & Safety Officer before being signed off.

Accident Reporting

The Headteacher is responsible for reporting and recording any notifiable accident that occurs on school premises to a student, member of staff, parent, visitor, or contractor to the HSO in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). All notifiable accidents and near misses are reviewed to assess whether any measures are needed to prevent recurrence. A weekly overview of the school is discussed at the Governance Board Level.

References:

- *Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3*
(<http://www.isi.net/>)
- *Health & Safety Executive, Five steps to risk assessment*
(<http://www.hse.gov.uk/risk/controlling-risks.htm>)
- *Home Office guidance on duties under the Counter Terrorism Act 2015*
(www.gov.uk/government/publications/prevent-duty-guidance)
- *Charities and Risk Management (CC26), 2010*

Appendix 1

WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out in the school, each of which requires its own separate risk assessment. The most important of these covers:

- Fire safety, procedures and risk assessments. Records are kept in the school's H&S folder.
- Educational visits and trips. Records are kept in the school's Educational Trip folder.

Separate model documents cover both areas mentioned above. However, risk assessments are also needed for many other areas, including Educational.

- Science experiments
- Design and Technology
- Food Technology
- Sport and PE activity
- Art
- Music
- General classroom
- School trips
- Drama & theatre
- IT

Within the school, we make use of model or generic risk assessments for our educational activities and visits. All teaching staff receive regular induction and refresher training in risk assessments tailored to their specific areas.

The school maintains a culture of robust risk assessment in direct cooperation with the leadership team in the areas of

- catering and cleaning
- caretaking and security
- maintenance of the school building
- grounds/traffic management (including parking)
- office management, including safe use of IT equipment.

- site visitors who will be monitored at all times and identified.
- fire & emergencies.

Appendix 2

Consent form for school trips and other off-site activities

Please sign and date the form below if you are happy for your child, *<name of the child>*:

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity

Please note the following important information before signing this form:

The trips and activities covered by this consent include.

- all visits which take place during the school term time
- adventure activities at any time
- off-site sporting fixtures outside the school day
- all off-site activities

The school will send you information about each trip or activity before it takes place.

You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental/carer consent will not be requested from you for the majority of off-site activities offered by the school – for example, visits to local amenities – as such activities are part of the school's curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

Medical information

Details of any medical condition that my child *<name of child>* suffers from and any medication my child should take during off-site visits:

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Signed.....

Date.....