



1. Statutory Policies	Part 3. Welfare, Health and Safety of Pupils
ISI	16A – Risks Assessment
NMS	6.3
Author Led	Headmaster
Date of Review	March 2026
Next Review	February 2027
Comment	Annual Review
Website	Yes

1. Introduction

The purpose of risk assessments is to identify hazards and evaluate any associated risks to health and safety arising from our school activities, enabling informed decisions to be taken to eliminate or minimise any risk of harm to those who may be affected.

We do not want our risk assessments to be complicated; the level of detail contained in them should be relevant to the level of the risks involved with the activity. In many cases a risk assessment will lead to the clarification and documenting of Standard Operating Procedures (SOPs) that are already in place. The analytical process involved with risk assessment and control can also result in efficiencies in existing processes being identified.

Risk assessments can also assist in the identification of requirements for, and levels of, instruction, information, training and supervision that may be required for the activity.

2. Areas of Risk

As with any building or facility, and by the nature of its existence, a school and its activities entail risk. No activity is entirely risk-free.

At the same time, it is not prudent to be excessively risk averse. The purpose of this policy is to take an active approach to managing risk and so reduce the risk that pupils and staff will be harmed through negligence and lack of proper planning.

Some areas of risk in the school are:

- The playground
- The sports fields and facilities
- The swimming pool
- The science laboratories
- The theatre
- The school buses (including their movement on school premises)
- The cafeteria (including kitchen)

3. School visits and excursions

This is, of course, not an exhaustive list. School leadership is responsible for continually identifying new risks and taking action to mitigate them.

In general, it will be obvious who is responsible for a particular area, with regard to Risk Management. For example, the Heads of School will be responsible for the communal areas (e.g. playgrounds); the Director of Sport is responsible for the Sports Fields and the Swimming Pool etc.

4. Hazard Identification and Risk Management

For the purpose of this policy the following definitions apply:

- **Hazard:** Something with the potential to cause harm.
- **Hazardous Outcome:** A description of how someone could be hurt or damage could occur as a result of interacting with the hazard.

- **Risk Rating:** The overall judgement of the level of risk which may arise from the hazard, based upon the likelihood of the event occurring and the potential severity of the consequence.
- **Control Measures:** Method used to reduce or control risks arising from identified hazards.
- **Residual Risk:** The level of risk remaining once control measures have been applied to reduce risks so far as is reasonably practicable.

Those responsible for an activity in an area (for example, Heads of Section, Director of Sport or Head of Science) should make themselves aware of all routine and non-routine work activities (including any foreseeable emergencies) undertaken in their areas of responsibility. Once this exercise is complete, those responsible will be able to describe activities in a meaningful way for the purposes of risk assessment.

Whenever possible, members of staff responsible for an activity should adopt a team approach to risk assessment and involve employees who have practical experience of the activity being assessed, as they often have the best awareness and understanding of the hazards involved with the activity and know how the activity is actually carried out.

All hazards associated with each activity and all groups of persons which may be exposed to those hazards must be identified. Hazards can arise from the use of materials, substances, equipment and the location that the activity is carried out in (see above).

5. Risk Evaluation and control measures

The BISC generic Risk Assessment Form requires staff to:

- Identify potential risk or hazards.
- Identify those who could potentially be at risk
- Identify potential Control Measures to Eliminate / Minimise the Risk
- Identify any further on-going action required

The school does not use the **Risk = Likelihood × Impact (1-5)** method as this is not an effective method to ensure the safety of our students. The key is to ensure that the necessary control measures are in place to ensure the safety of students and staff.

6. Risk Control

The School will identify and implement enough risk control measures to ensure that all risks are appropriately controlled and meet legal requirements as a minimum. Risk control measures are methods used which reduce/control risks arising from the hazard.

7. Hierarchy of risk control

This section of the policy identifies how it is possible to help reduce the risk when undertaking activities:

- **Eliminate the risk.** Avoid the risk altogether by removing the hazard or no longer undertaking the activity.

- **Substitute the risk.** Reduce the risk by replacing the hazard or activity with one which entails lower risk.
- **Control the risk (Physical).** Control the risk by physical isolation or separation of people from the hazard.
- **Control the risk (Procedural).** Control the risk by procedural methods which are understood and effectively implemented; safe systems of work, information, training, instruction, supervision, Standard Operating Procedures etc.
- **Protect the individual.** Protect the individual by the provision of personal protective equipment. When considering additional control measures, the school will ensure that they will not introduce any new hazards.

8. Communication of Risk Management

Relevant information identified in the Risk Assessment regarding the hazards, their associated risks to health and safety and the appropriate risk control measures will be effectively communicated, and be readily accessible to, employees and others as appropriate.

Those responsible for activities need to ensure that the findings of the Risk Assessments and the precautions to be taken are effectively communicated to, understood and implemented by those persons covered in the assessment.

9. Monitoring and Review

The Risk Assessment and control process is not a one-off activity but part of the process for continuous improvement. It should be reviewed and revised as appropriate.

Risk assessments will be reviewed:

- If there has been a significant change in the matters to which they relate
- If there is reason to suspect that they are no longer valid
- At least annually