

RISK ASSESSMENT POLICY

Author/reviewer responsible:	AY	Last amended:	New
Reviewed by:	SLT	Date of authorization:	Nov 2025
Authorisation by resolution of:	Governors	Date of next review:	Nov 2026

PART 1: INTRODUCTION

Aims of this policy

- To state the College's risk assessment policy.
- To provide appropriate risk assessments for particular school activities, including staff training.

Requirements of this policy

This policy complies with Part 3, paragraph 11 of the [Education \(Independent Schools Standards\) Regulations](#) 2014: 'The standard in this paragraph is met if the proprietor ensures that relevant health and safety laws are complied with by the drawing up and effective implementation of a written health and safety policy.'

Guidance on health and safety

This policy draws on the DfE guidance [Health and safety advice on legal duties and powers for local authorities, school leaders, school staff and governing bodies](#) (February 2014). It draws on guidance from the [Health and Safety Executive](#). It adheres to the requirements of the Independent School Inspectorate (ISI) regulatory handbook. The policy has followed the HSE guidance [Health and safety checklist for classrooms](#).

Other relevant School policies

Other School policies relevant to health and safety should be read in conjunction with this policy:

- Safeguarding and child protection policy;
- Pupil behaviour policy;
- Anti-bullying policy;
- Fire safety policy;
- First aid policy;
- Supervision policy;
- Educational visits policy.
- Health and Safety policy

PART 2: RESPONSIBILITY FOR RISKS

Specific roles and responsibilities

Please see Health and Safety Policy with regards to this.

Risk assessment policy

Risk assessment is managed by the Vice Principal.

Risk assessments are drawn up for the following:

- normal on-site and off-site (e.g. Games) activities;
- school trips, on an individual basis;
- any activity that involves an unusual risk (e.g. adventure play, kayaking etc.).

Risk assessments are written or reviewed and renewed on an annual basis and whenever circumstances change in a way that impacts on risk. The Vice Principal works with staff (through the health and safety committee) and pupils (e.g. through School Parliament) to ensure awareness of risks and hazards.

Risk assessments for all standard school activities are written by the relevant staff. For trips, the risk assessment should be completed by the Group Leader, approved by the Vice Principal and included in the documentation taken by all accompanying staff. This is then uploaded to a specific TEAMS page.

All risk assessments must be submitted to the Vice Principal well in advance of the activity, to be checked and signed off. This submission time will vary depending on the nature of the activity. Staff planning trips should consult the risk assessment section of the school's educational visits policy.