



MALTMAN'S GREEN
SCHOOL

Risk Assessment Policy

This policy also applies to the EYFS

Related Policy: Health and Safety Policy
Medical Policy
Safeguarding and Child Protection Policy

Updated	Reviewed By	Review Date	Version
November 2024	J Walker	September 2025	2024.02

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1 Introduction

It is not only a legal requirement, but also Maltman's Green School's belief that risks to health and safety should be controlled wherever possible through suitable and sufficient risk assessments.

Our policy reflects the DfE guidance, in particular 'Health and safety: responsibilities and duties for schools' (DfE, 2018), 'Keeping Children Safe in Education' (DfE, 2024), Independent School Standards Regulations (ISSRs), and the Statutory Framework for the Early Years Foundation Stage (November 2024).

These assessments are conducted in the school on a regular basis and cover all identified risks to our pupils, staff, buildings, and grounds, in our daily routines and at all School events and on educational visits.

The school's highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a systematic and safe manner that complies fully, not just with the law, but with best practice. Risks are inherent in everyday life; therefore, we need to identify risks and to adopt systems for avoiding and/or mitigating them. It is also important that our students are educated in how to cope safely with risk.

2 Responsibility

The Headmistress with the support of the Senior Leadership Team is responsible for ensuring that all risk assessments are update and reviewed.

Responsibility for management of risk assessments has been delegated to Senior Staff.

Area of responsibility	Role	Name
Safeguarding / Child Protection	Deputy Head Pastoral DSL	Mrs R Gaynor
Protection from Radicalisation and Extremism	Deputy Head Pastoral DSL	Mrs R Gaynor
Employment of Staff/Recruitment	Head of HR	Mrs L Hart
Anti-bullying	Deputy Head Pastoral DSL	Mrs R Gaynor
Behaviour	Deputy Head Pastoral DSL	Mrs R Gaynor

Site, Health and Safety, Security, Fire	Facilities Manager	Mrs H Graves
First Aid	School Matron	Mrs H Armstrong
Administration of medicines / Supporting pupils at school with medical conditions	School Matron	Mrs H Armstrong
Supervision of Pupils	Head of Pre-Prep	Ms E Button
Educational Trips	Assistant Head Educational Visits Coordinator (EVC)	Mrs E Ullstein
Extra-Curricular Clubs	Assistant Head Educational Visits Coordinator (EVC)	Mrs E Ullstein

3 Objectives

This policy defines and outlines the process for conducting risk assessments at our school to identify and assess potential hazards, as well as to develop and implement control measures as far as is reasonably practicable to manage and minimize such risks to our pupils, staff, and visitors.

The school will ensure that,

- All staff are aware of, and adhere to, the schools' policies and procedures on pupil health, safety, and welfare.
- That suitable and sufficient risk assessments are conducted, recorded, and reviewed.
- That key staff have clearly established roles and responsibilities and that all staff are appropriately trained to deal with all health, safety, and pupil welfare issues.

4 Guidance

This guidance is applicable to general risk assessment.

All staff receive guidance on risk assessment as part of their induction and ongoing training needs.

Risk assessment training is provided on specific areas where the need is identified by the Headmistress, Bursar, Facilities Manager or Head of Department.

In addition, child protection and safeguarding training for all staff forms the core of our child protection risk management.

The DSL, with input from the wider Safeguarding Team, will complete a separate risk assessment for any pupil who requires Early Help, or has met Buckinghamshire's referral threshold and requires statutory/specialist support requiring professional and/or lawful involvement.

Safer recruitment policies and procedures ensure that the school is not exposed to risk of employing staff who are barred from working with children. We extend this to Governors and volunteers, and we manage this risk at an acceptable level, ensuring that everyone in our community receives regular child protection training, at least on an annual basis.

All staff and volunteers receive information on Health and Safety, Fire Safety and Evacuation, Acceptable Use of IT and Cyber-Security and a full induction regarding such risks when commencing work at the school, with at least 2 yearly training on these areas thereafter.

5 Risk Assessment Process

To protect the safety of our staff, pupils, and visitors from harm,

- We identify what could cause injury or illness in the school (hazards)
- Decide how likely it is that someone could be harmed and how seriously (the risk)
- Take action to eliminate the hazard or if this isn't possible, control the risk.

Risk management is a step-by step process for controlling health and safety risk caused by hazards in the workplace. We adopt the HSE 5 steps to manage risk:

- **Identify Hazards:** Hazards can be identified through regular inspections of the school grounds, facilities, and equipment, as well as through reports from staff, students, and visitors.
- **Assess Risks:** Risks associated with identified hazards are assessed by evaluating the likelihood and potential consequences of an incident occurring.
- **Control the Risks:** Control measures are developed to manage and minimize identified risks. The most effective control measures are those that eliminate the hazard, but when this is not possible, alternative control measures are developed including redesigning the activity, replacing the process, organising work to reduce exposure, safe systems of work and providing PPE equipment.
- **Record our findings:** All findings are recorded including hazards, who might be harmed and how, alongside what we do to control the risk.
- **Review the controls:** Risk assessments are reviewed and updated to ensure control measures are working and remain effective.

Risk assessments will be reviewed:

- 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.

6 Areas Risk Assessments cover

The school completes its own specific risk assessments with regards to major on and off-site activities, and specialist areas. The most important of these cover

- Educational visits and trips
- Early Years Foundation Stage
- Personal Circumstances (such as pregnancy, mental health, illness, or injury)
- Fire safety and procedures.
- Site and premises: including risky areas (including specific areas such as swimming pools, science laboratories and STEAM lab) and security.
- Pupil wellbeing and welfare
- Health and Safety (including COSHH)
- Science
- PE activities
- Art
- Drama
- Extra-Curricular Clubs

7 Premises Risk Assessments

Maintenance

Risk assessments and training are given to minimise risks. Manual handling, working at height, asbestos, contractors on site and substances hazardous to health (COSHH).

Caretaking and security

Risk assessments cover the main rooms in the school. Training is given to minimise the risk of fire and security by adhering to good practice.

Catering and Cleaning

Risk assessments and training are given in these departments by the external providers. The Catering is overseen by Thomas Franks and the cleaning is provided by Ridgecrest. COSHH control of substances is maintained in these areas.

Grounds

The outdoor spaces maintained by the Groundsman. The caretaker oversees the premises, and regular safety checks of play equipment are carried out.

8 Pupil Welfare

As well as considering risks associated with the school's physical environment, the school ensures other risks are considered that may impact pupil wellbeing and welfare. This includes (but is not limited to) risks associated with:

Safeguarding (including Prevent, Child-on-child / peer-on-peer abuse and Safer Recruitment)

Mental Health (such as self-harm, eating disorders and suicidal ideation)

Bullying

Behaviour and Pastoral issues

Bereavement

Medical Needs

The school will create risk assessments relating to these issues as and when required.

9 Reporting Procedures

Risk assessments are available to be viewed by the Health and Safety Committee, who ensure that the school's approach to risk, including risk assessments is robust. Risk assessments are also spot checked during the annual Governors Health and Safety Audit, and the external Health & Safety Audit, which takes place every two years.

Medical risk assessments for first aid and other treatments and procedures form part of our Medical Policy. The School Matron is responsible for ensuring accident reports are passed to the Facilities Manager where appropriate.

The Facilities Manager is responsible for the maintenance of risk assessment records.

10 Policy Review

This policy will be reviewed on a 2 yearly basis, or more frequently if required, following discussion with the Headmistress, Governors, Bursar, Facilities Manager, and other members of staff.