



Lawrence House School

Risk Assessment Policy

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Approved Headteacher	Philip Davies
Approved Chair of Governors	Tony Nolan

1. Aims

The school aims to ensure that:

- All risks that may cause injury or harm to staff, students and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- Risk assessments are conducted and reviewed on a regular basis
- Safeguarding is embedded in all aspects of school life and risk assessment processes support our duty to keep children safe

2. Legislation and Statutory Requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

- Paragraph 16 of part 3 of The Education (Independent School Standards) Regulations 2014, which requires proprietors to have a written risk assessment policy
- Keeping Children Safe in Education (KCSIE) 2025, which sets out schools' statutory safeguarding duties and requires that risk assessments are carried out and managed effectively
- Working Together to Safeguard Children, which describes the wider safeguarding system for children
- Regulations 3 and 16 of The Management of Health and Safety at Work Regulations 1999, which require employers to assess risks to the health and safety of their employees, including new and expectant mothers
- Regulation 4 of The Control of Asbestos Regulations 2012, which requires that employers carry out an asbestos risk assessment
- The Control of Substances Hazardous to Health Regulations 2002, under which employers must assess the risk to workers from substances hazardous to health (regulation 6)
- The Health and Safety (Display Screen Equipment) Regulations 1992, under which employers must assess the health and safety risks that display screen equipment pose to staff (regulation 2)
- The Regulatory Reform (Fire Safety) Order 2005, which says that fire risks must be assessed (regulation 9)
- The Manual Handling Operations Regulations 1992, which require employers to conduct a risk assessment for manual handling operations (regulation 4)
- The Work at Height Regulations 2005, which say that employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely
- DfE guidance on first aid in schools, which says schools must carry out a risk assessment to determine what first aid provision is needed
- DfE guidance on the prevent duty, which states that schools are expected to assess the risk of students being drawn into terrorism, including through online radicalisation
- The Health and Safety Executive (HSE) guidance, which says schools that manage their own pools must conduct a risk assessment
- DfE filtering and monitoring standards, which require schools to have appropriate filtering and monitoring systems in place, informed by risk assessment.

3. 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

- **A risk assessment** is the resulting assessment of the severity of the outcome (for example, 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 (for example, staff training, clear work procedures, preliminary visits, warning signs and insurance)

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

It is recognised that accidents and injuries can ruin lives, damage reputations and cost money, and it is recognised that preventative measures can often be surprisingly simple and cost effective, for example, the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored behind locked doors.

4. Roles and Responsibilities

The Governing Board

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher.

The governing board has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing board, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them
- Monitor the effectiveness of risk assessment procedures through regular reports from the Headteacher
- Ensure risk assessments support the school's safeguarding duties and that safeguarding is embedded in all aspects of school life

The Headteacher

The Headteacher, or in the Headteacher's absence the Deputy Headteacher, is responsible for:

- Ensuring that all risk assessments are completed and reviewed in accordance with this policy
- Ensuring that staff receive appropriate training in risk assessment procedures
- Maintaining oversight of all risk assessments and ensuring they are stored securely and accessible to relevant staff
- Reporting to the governing board on the effectiveness of risk assessment procedures
- Ensuring that risk assessments support the school's safeguarding culture and duties
- Ensuring that individual student risk assessments are in place where needed and are reviewed regularly

School Staff and Volunteers

School staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required
- Familiarising themselves with risk assessments relevant to their role and activities
- Implementing control measures identified in risk assessments
- Alerting the Headteacher to any risks they find which need assessing
- Understanding their safeguarding responsibilities and how risk assessments support keeping children safe
- Maintaining an attitude of 'it could happen here' in relation to safeguarding risks

Students and Parents

Students and parents are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work before commencing any activities on school premises.

5. Staff Training

All staff will receive training in risk assessment procedures as part of their induction process. This training will include:

- Understanding what a risk assessment is and why it is important
- How to identify hazards and assess risks
- How to implement control measures
- When and how to report concerns
- How risk assessments support safeguarding duties
- The school's procedures for conducting and reviewing risk assessments

Staff will receive refresher training on risk assessment procedures at least annually, or more frequently if required by changes in legislation, guidance, or school circumstances.

Specific training will be provided to staff who are responsible for conducting risk assessments in specialist areas (e.g., science, PE, educational visits).

All staff will receive regular safeguarding training, which includes understanding how to identify and assess safeguarding risks to children.

6. What Areas Require Risk Assessments?

There are numerous activities carried out at the school, each of which requires its own separate risk assessment. The school maintains risk assessments for the following areas:

General Risk Assessments

- Premises and site security
- Classrooms and learning spaces
- Outdoor areas and playgrounds
- Fire safety
- Asbestos management
- Legionella and water safety
- Manual handling
- Display screen equipment
- Hazardous substances (COSHH)

- Work at height
- First aid provision

Activity-Specific Risk Assessments

- Educational visits and trips
- Outdoor education activities
- PE and sports activities
- Science experiments and practical work
- Swimming (if applicable)
- Before and after-school clubs
- Special events and performances

Safeguarding Risk Assessments

- **Online safety:** The school carries out an annual review of its approach to online safety, supported by an annual risk assessment that considers and reflects the risks our children face. This includes assessment of filtering and monitoring systems to meet DfE standards
- **Prevent duty:** The school assesses the risk of students being drawn into terrorism, including through online radicalisation
- **Individual student risk assessments:** For students who may be vulnerable or at risk of harm, including students with SEND, looked-after children, and those known to children's social care
- **Child-on-child abuse:** Risk assessments to identify and manage risks of peer-on-peer abuse, including bullying, sexual violence and harassment
- **Site security and visitor management:** To ensure appropriate safeguarding measures are in place
- **Alternative provision:** Where students attend alternative provision, risk assessments ensure the provision is suitable and safe

Individual Student Risk Assessments

The school maintains individual risk assessments for students who:

- Have specific medical needs or health conditions (including allergies requiring EpiPens or other adrenaline auto-injectors)
- Have special educational needs or disabilities that may present additional risks
- May be vulnerable to specific safeguarding concerns
- Require specific behaviour support plans
- Are at risk of going missing from education
- Have mobility aids or require moving and handling support
- Have challenging behaviour that may require physical intervention
- Are unable to recognise everyday hazards or communicate distress

Storage and Access: Individual student risk assessments are stored on IRIS ADAPT and attached to the student's profile. This ensures all relevant staff have access to the information they need to keep students safe. Paper copies are accessible to relevant staff members on a need-to-know basis, in line with data protection requirements.

These individual risk assessments are completed in consultation with parents/carers, relevant staff (including the SENCO and Designated Safeguarding Lead where appropriate), and external professionals as needed. They are reviewed at least termly and updated immediately when circumstances change.

Staff are made aware of individual student risk assessments through:

- INSET training days
- Staff briefings
- Access to IRIS profiles
- Handover meetings
- Individual staff inductions when working with specific students⁷.

7. Pastoral Care and Safeguarding

The focus of our pastoral care is to ensure that each student becomes a confident, articulate young adult capable of keeping him/herself safe whether at home or outside the home. Our curriculum is directed towards promoting an increasing understanding as the student develops, of the risks that exist in both the real and the electronic worlds, and of sensible precautions that should be taken.

Risk assessments support our safeguarding duties by:

- Identifying potential safeguarding risks to children
- Ensuring appropriate control measures are in place to keep children safe
- Supporting staff to maintain an attitude of 'it could happen here'
- Informing decisions about individual children's needs and vulnerabilities
- Ensuring children are taught about how to keep themselves safe, including online

Medicines and First Aid

There are written procedures for First Aid and Administering Medicines. The school ensures there are sufficient people trained to a 'First Aid at Work' or equivalent qualification. Risk assessments inform the level of first aid provision required.

Safeguarding

Our Safeguarding & Child Protection Policies as well as the training received by staff form the core of our safeguarding risk management. Safe recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, or who are not allowed to work in the UK. All Governors and Volunteers have enhanced DBS checks. All teaching and support staff receive regular Child Protection training. The combination of these measures, supported by effective risk assessment, helps us manage safeguarding risks and keep children safe.

8. Conducting a Risk Assessment

When assessing risks in the school, we will follow the process outlined below.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

Step 1: Identify Hazards

We will consider activities, processes and substances within the school and establish what associated hazards could injure or harm the health of staff, students and visitors. This includes considering safeguarding risks to children.

Step 2: Decide Who May Be Harmed and How

For each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance

students with special educational needs and disabilities (SEND), expectant mothers, young or inexperienced staff, and visitors. We will then establish how these groups might be harmed.

Step 3: Evaluate the Risks and Decide on Control Measures

We will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

When evaluating risks, we will consider:

- The likelihood of harm occurring
- The severity of potential harm
- The number of people who might be affected
- Existing control measures and their effectiveness
- Whether additional control measures are needed

Step 4: Record Significant Findings

The findings from steps 1-3 will be written up and recorded in order to produce the risk assessment. Risk assessments will include:

- The hazards identified
- Who might be harmed and how
- Existing control measures
- The level of risk (high, medium, or low)
- Any additional control measures required
- Who is responsible for implementing control measures
- The date of the assessment and when it should be reviewed
- The name and signature of the person conducting the assessment

Step 5: Review the Assessment and Update as Needed

We will review our risk assessments at least annually, and more frequently if:

- There have been any significant changes to activities, premises, or equipment
- There have been any accidents, near misses, or incidents
- New hazards have been identified
- Staff or students have raised concerns
- There have been changes to legislation or guidance
- Individual circumstances have changed (e.g., a student's needs or vulnerabilities)

The following questions will be asked when reviewing risk assessments:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or students spotted a problem?
- Have we learnt anything from accidents or near misses?
- Are the control measures still effective?
- Do any control measures need updating or strengthening?

Step 6: Retaining Risk Assessments

Risk assessments are retained for a minimum of 3 years after they cease to be current. This ensures we maintain appropriate records for audit and learning purposes.

Risk assessments are stored securely in the schools' shared drive and are accessible to relevant staff members. Individual student risk assessments are stored confidentially in line with data protection requirements.

When risk assessments are no longer required, they are securely disposed of in accordance with the school's data protection and retention policies.

9. Risk Rating and Action

The school's policy is not to carry out any high-risk activity without specialist support and additional control measures. Activities involving students are normally low risk. We undertake some medium risk activities but use only specialist/qualified instructors.

Risk Rating System

Risks are rated as follows:

- Low risk: Unlikely to cause harm; existing control measures are adequate
- Medium risk: Could cause harm; additional control measures may be needed; activities require supervision by trained staff
- High risk: Likely to cause serious harm; specialist support required; activity should not proceed without robust control measures in place

Actions Based on Risk Rating

- Low risk activities: May proceed with existing control measures in place; staff and students briefed on safety procedures
- Medium risk activities: Require specific safety briefing; students expected to wear protective equipment where appropriate and follow instructions; staff must be appropriately trained
- High risk activities: Require specialist/qualified instructors; comprehensive safety briefing mandatory; enhanced supervision; additional control measures implemented; activity may be postponed or cancelled if risks cannot be adequately controlled

Students are always given a safety briefing before participating in any activities that present a risk, and students are expected to wear protective equipment where appropriate and follow instructions.

All members of staff and all students are expected to wear personal protective equipment for tasks that have been assessed as requiring its use.

10. Links to Other Policies

This Risk Assessment Policy should be read in conjunction with the following school policies:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- Behaviour Policy
- Educational Visits Policy
- First Aid Policy
- Administering Medicines Policy
- Online Safety Policy
- Fire Safety Policy
- SEND Policy
- Accessibility Plan

11. Monitoring and Review

The Headteacher will report to the governing board at least annually on:

- The effectiveness of risk assessment procedures

- Any significant risks identified and actions taken
- Any accidents, incidents, or near misses and lessons learned
- Staff training in risk assessment

Compliance with this policy

The governing board will monitor the implementation of this policy through:

- Regular reports from the Headteacher
- Review of risk assessment documentation during governor visits
- Consideration of any accidents, incidents, or concerns raised

Annual review of this policy

This policy will be reviewed annually, or sooner if there are changes to legislation, guidance, or school circumstances.