



Risk Assessment Policy

“All children have a right to be protected from harm”

Article 19 United Nations Rights of the Child

The aim of this policy is to ensure that all risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm. The policy is in place to ensure that risk assessments are conducted and reviewed on a regular basis.

This policy should be read in conjunction with the following policies:

- Health and Safety
- Safeguarding
- School Security
- First Aid
- Administration of Medicines Policy

A table of all the risk assessments that Trinity School has in place can be found in appendix 1 of this policy.

Definitions

Risk Assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm
Hazard	Something with potential to cause harm to people, such as chemicals or working from height
Risk	The change (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
Control measure	Action taken to prevent people being harmed

Roles and Responsibilities

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.

School Staff

School staff are responsible for:

- Assisting with and participating in, risk assessment processes, as required
- Familiarising themselves with risk assessments
- Implementing control measures identified in risk assessments

- Alerting the headteacher to any risks they find that need assessing

Pupils and Parents/Carers

Pupils and Parents/Carers 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.

Risk Assessment Process

When assessing risks in 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, pupils and visitors.

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 pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

Step 3: Evaluate the risks and decide on control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measure. We will balance the level of risk against the measures needed to control the risks and do everything that is reasonably practicable to protect people from harm.

Step 4: Record significant findings – the findings from steps 1 to 3 will be written up and recorded in order to produce the risk assessment. A risk assessment template for school trips/visits can be found in appendix 2 of this policy.

School Visits/Trips - Risk Assessments must be completed and submitted to the Headteacher at least week before the trip. The Headteacher will sign to give consent for the trip and then the Risk Assessment is returned to the class teacher.

Step 5: Review the assessment and update, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

Step 6: Retaining risk assessments – risk assessments are retained for 3 years after the length of time they apply. Risk assessments are securely disposed of.

Monitoring Arrangements

Risk assessments are written as needed and reviewed by the Headteacher or Deputy Headteacher. The policy will be reviewed by the School Business Manager annually.

Appendix 1: Risk Assessment Checklist

Title of Risk Assessment	Completed by
COSHH	SLT
Display Screen Equipment	SLT
Early Years Outside Area	SLT
Finger Entrapment	SLT
Fire	SLT
Front Entrance to School	SLT
Lone Working	SLT
Manual Handling	SLT
Office Machinery and Portable Electrical Equipment	SLT
On Island Visits (to be completed for every school trip/visit)	Class Teacher
On Island Residential	Residential Trip Leader
Playframes and Play Equipment	SLT
Site Security	SLT
Storm/High Winds	SLT
Traffic Management & Control Measures	SLT
Working at Height	SLT
Workplace	SLT

Completed by HR – Mar 2025