**RISK ASSESSMENT POLICY**

**September 2026**

## 1. Aims

The School aims 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.
- Risk assessments are conducted and reviewed on a regular basis.
- Ensure that risk assessments take account of the School's co-educational context, including gender-specific and gender-sensitive risks relating to safeguarding, privacy, dignity, supervision, and the prevention of child-on-child abuse.

## 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.
- Regulations 3 and 16 of The Management of Health and Safety at Work Regulations 1999 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 requires that employers carry out an asbestos risk assessment.
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of The Control of Substances Hazardous to Health Regulations 2002.
- Under regulation 2 of The Health and Safety (Display Screen Equipment) Regulations 1992, employers must assess the health and safety risks that display screen equipment pose to staff.
- Regulation 9 of The Regulatory Reform (Fire Safety) Order 2005 says that fire risks must be assessed.
- Regulation 4 of The Manual Handling Operations Regulations 1992 requires employers to conduct a risk assessment for manual handling operations.
- The Work at Height Regulations 2005 say 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 says schools must carry out a risk assessment to determine what first aid provision is needed.
- DfE guidance on the Prevent duty states that schools are expected to assess the risk of pupils being drawn into terrorism.

## 3. 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 the potential to cause harm to people, (such as chemicals or working from height). |
| Risk | The chance (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. |

## 4. Roles and Responsibilities

### 4.1. 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 Chief Operating Officer (COO).

The Governing Board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to health and safety risks. 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.

### 4.2. Chief Operating Officer (COO)

The COO is responsible for ensuring that all risk assessments are completed and reviewed.

### 4.3. Health and Safety Committee

The Health and Safety Committee monitors the implementation of this policy on behalf of the Governing Body. Governors receive reports from the Committee as a standing item on its agenda.

The Health and Safety Committee will report upon the following aspects of risk assessment:

- Risks relating to the environment, premises, accommodation, and facilities of the school.
- The effectiveness of site security.
- The conclusions and recommendations of reports by expert external consultants to inform the school’s approach to the management of risk

- Training provided for staff to improve their understanding of risk assessment and risk management.
- Trips and visits organised for pupils.
- Special events, when many visitors attend the school, such as open days, sports day, and music and drama productions.
- The use of school transport and traffic management onsite.
- The regular use of externally provided transport, e.g. for away fixtures.
- Incidents including accidents and injuries both onsite and offsite relating to school activities.
- Departures from recommendation protocols for the health and safety and the welfare of pupils and staff.
- Reports from science, physical education, games, and design technology and the EYFS, where there are specific risks to pupils and to children.
- First aid precautions including the need for paediatric first aiders in EYFS.
- Risks arising from the School's co-educational status, including gender-specific risks, supervision arrangements, and the use of changing and toilet facilities.

### 4.4. School Staff and Volunteers

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 COO to any risks they find that need assessing.

### 4.5. 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.

### 4.6. Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

## 5. Risk Assessment Process

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, 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 also consider gender-specific risks, particularly where pupils of different genders share facilities, activities, or spaces, and where this may increase safeguarding or welfare risks, including child-on-child abuse.
- 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 use a scoring system (documented within Appendix 1) to establish the degree of risk:

- the likelihood of the hazard being realised
- the consequence of the hazard being realized
- the degree of risk: is identified by multiplying the Likelihood x Consequence
- The residual risk is level of risk that remains after suitable control measures are introduced.

- We will use Table A in Appendix B to determine if the risk should be categorized as High (shown as red on the matrix), Medium (shown as amber on the matrix), or Low (shown as green on the matrix)
- We will use Table B in Appendix B to determine what action should be undertaken e.g. if the activity has to be stopped or if additional controls need to be implemented.

***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 can be found in appendix 2 of this policy.

***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.

## 6. Safeguarding

Risk assessments will explicitly consider safeguarding risks, including the risk of child-on-child abuse. Where risks relate to pupil behaviour, supervision, privacy, or shared spaces, risk assessments will be completed in consultation with the Designated Safeguarding Lead and aligned with the School's Safeguarding and Child Protection Policy and Behaviour Management Policy.

## 7. Monitoring Arrangements

Risk assessments are written as required and reviewed by Subject Leaders / Senior Leaders / COO. This policy will be reviewed by the COO every three years.

**Appendix 1: Statutory Risk Assessments**

| **Risk Assessment** | **Person Responsible** |
|---|---|
| Asbestos | External suitably competent person |
| Children being drawn into terrorism (Prevent Duty) | Designated Safeguarding Lead |
| Display screen equipment | Chief Operating Officer |
| Fire | External suitably competent person |
| Lone working | Chief Operating Officer |
| Manual handling | Chief Operating Officer |
| Stress | Chief Operating Officer |
| Substances hazardous to health | Chief Operating Officer |
| Working at height | Chief Operating Officer |
| Safeguarding (including child-on-child abuse) | Designated Safeguarding Lead |

**Appendix 2 Risk Assessment Template**

Refer to the next page

**RISK ASSESSMENT (insert title)**

| | |
|---|---|
| ACTIVITY ASSESSED: | LOCATIONS COVERED: |
| ASSESSMENT UNDERTAKEN BY: | ASSESSMENT DATE: |
| ASSESSMENT CHECKED BY: | REVIEW DATE |

| HAZARD OR ACTIVITY | PERSON(S) AT RISK e.g. pupils by age, gender, SEND, staff, visitors | WHAT MIGHT HAPPEN | RISK CONTROL MEASURES IN PLACE | LEVEL OF RISK | | | FURTHER ACTION REQUIRED | RESIDUAL RISK | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | L | C | DR | | L | C | DR |
| | | | • | | | | • | | | |
| | | | • | | | | • | | | |

**Definitions:**

| | |
|---|---|
| **Hazard** | Something that has the potential to cause harm e.g. electricity, manual handling, slips & trips, strong acids etc. |
| **Risk Likelihood** | Measure of the hazard's potential to be realised. |
| **Risk Consequence** | Measure of the outcome should the potential be realised. |
| **Residual Risk** | Level of risk that remains after suitable control measures are introduced. |

**Degree of Risk (DR)** = Likelihood x Consequence

| **Score** | **1** | **2** | **3** | **4** | **5** |
|---|---|---|---|---|---|
| Risk Likelihood | Very Unlikely | Unlikely | Fairly Likely | Likely | Very Likely |
| Risk Consequence | Insignificant<br>e.g. very minor injury | Minor<br>e.g. first aid treatment | Moderate<br>e.g. RIDDOR over 7 days | Major<br>e.g. serious injury, permanent disability | Catastrophic<br>e.g. death |

**Table A** should be used to identify the level of risk e.g. high, medium or low. Where the score indicated in the Likelihood (L) column and the score in the Consequence (C) meet identifies the level of risk.

| TABLE A | | | | | |
|---|---|---|---|---|---|
| Likelihood Score | Consequence Score | | | | |
| | 1 | 2 | 3 | 4 | 5 |
| 5 | 5 | 10 | 15 | 20 | 25 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |

**Table B** identifies what action (if any) is required.

| TABLE B | |
|---|---|
| | **Action Required** |
| **Risk Level** | **Level Of Risk** |
| **HIGH** | Level of risk is not satisfactory.<br>Activity must be STOPPED until suitable and sufficient risk control measures are in place. The Risk Assessment must be updated as soon as it is reasonably practical. |
| **MEDIUM** | Level of risk is manageable.<br>Activity can proceed if management has agreed the appropriateness of the control measures and the residual risk level. |
| **LOW** | Level of risk is satisfactory with continued monitoring and reviewing for continuous improvement.<br>Activity can proceed (in line with the documented risk control measures) |

## POLICY CONTROL - RISK ASSESSMENT POLICY

### Status & Review

| | |
|---|---|
| **Statutory policy or document** | Yes |
| **Publish on school website** | Yes |
| **Review frequency** | Every 3 years |
| **Approval date** | September 2026 |
| **Review date** | September 2029 |

### Version Control

| Author | Creation / Revision Date | Version | Status |
|---|---|---|---|
| COO (MAD) | November 2025 | 1.0 | Final approved version for publication.<br><br>Complete re-write of previous policy.<br><br>Introduction of version control |
| COO (MAD) | September 2026 | 1.0 | Undertook a full review of the Risk Assessment Policy to confirm compliance with the **Education (Independent School Standards) Regulations 2014 (Part 3)** and relevant health and safety legislation.<br><br>Updated the policy to reflect the **change of school name to *The Newcastle School***.<br><br>Confirmed suitability for **co-educational provision**, explicitly requiring risk assessments to consider **gender-specific and safeguarding-related risks**, including privacy, supervision and the prevention of child-on-child abuse |