**POLICY FOR RISK ASSESSMENTS**
**September 2026**

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| **Date of adoption of this policy** | 1st September 2026 |
| **Date of last review of this policy** | 1st September 2026 |
| **Date for next review of this policy** | 1st September 2027 |
| **Policy owner (SLT)** | Headteacher |
| **Authorised by** | Headteacher and Proprietor |

**Introduction**
The aim of this policy is to set out the systematic approach for suitable and sufficient risk management throughout the school to ensure it has arrangements in place at all levels to meet the requirements of the Independent Schools Standards Regulations (ISSRs) 2014, Early Years Foundations Stage and the Management of Health and safety at Work regulations 1999.

LPEBL recognises that a failure to take reasonable safety precautions in relation to identified hazards would represent a serious risk to staff, pupils, visitors and contractors. This policy has particular regard for ensuring the welfare of pupils, staff and visitors at the school is safeguarded and promoted at all times and appropriate action is taken to reduce risks and potential risks that are identified.

**Managing Risk**
Risk to the school and its pupils is managed by ensuring risk assessments are in place. The purpose of risk assessments is to identify hazards and evaluate any associated risk and identify controls that could be put in place to reduce such risk. Whilst risks can be managed, they can never be completely eliminated. Areas of risk to be considered should include (but are not limited to):
- Safeguarding
- Health & Safety
- Fire safety
- Security

**Definitions**

The HSE guidance leaflet "Five steps to risk assessment" offers the following definitions in terms of risk assessments:

- A hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer, etc.
- The risk is the chance, high or low, that somebody could be harmed by these and other hazards and how serious the harm could be.
- Control measures are physical measures or procedures put in place to mitigate the risk.

The 'risk rating' will depend upon:

a. the likelihood of that harm occurring;
b. the severity of that harm;
c. the population which might be affected i.e. the number of people.

**Carrying out Risk Assessments**

Where possible risk assessments do need to be data driven as opposed to opinion driven. Effective risk management requires evidence that all significant hazards have been identified, risks adequately assessed and that the controls have been determined, implemented and are effective. Risk assessors, having identified the tasks involved, must:

- identify the significant hazards which arise from those tasks (i.e. what could go wrong); assess who might be harmed;
- assess the likelihood of those hazards occurring;
- evaluate the level of risk that arises and determine control measures;
- Record findings and implement them
- Review the adequacy of existing controls; and
- identify the need for any further action.

Risk assessments should be carried out for all activities in key areas, to include:

- premises
- school trips
- managing hazardous chemicals eg in science
- sport
- catering
- lettings

In addition some topic specific risk assessments are required by legislation, for example those concerning fire safety, school trips, managing hazardous substances, asbestos and security, risk of radicalisation. Some risk assessments are completed with the help and advice of external bodies (eg fire risk assessment and PREVENT risk assessment).

**Responsibilities**

The Headteacher and Proprietor are responsible for the overarching risk management policy of the school, to include setting up a framework for decision making and corporate strategies which incorporate risk assessment principles. Employees are required to undertake risk assessments,

identifying and implementing control measures and effectively communicating the outcomes to employees and others, as appropriate, for those activities and areas where they are responsible.

**Recording and reviewing of Risk Assessments**

All general risk assessments must be recorded on a **Risk Assessment Form** (see Appendix 1) and all significant findings of the risk assessment must be noted. Once completed the risk assessment must be reviewed by the Headteacher and all actions drawn to the attention of the Headteacher. Risk assessments should be reviewed:

a) when there are changes to the activity
b) after a near miss or accident
c) when there are changes to the type of people involved in the activity
d) when there are changes in good practice
e) when there are legislative changes
f) annually if for no other reason

The completed risk assessments will form the basis of the School's safety policy and procedures and therefore adequate records must be kept.

**Appendix 1**
**Risk Assessment Template**

**MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999 - GENERAL RISK ASSESSMENT (GRA)**

## Activity/ Task/ Area assessed:

## Assessment carried out by:

## Date assessment was carried out:

## Date of next review:

| What are the hazards? | Who might be harmed and how? | Risk rating L/ M/ H | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | Done |
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