



Risk Assessment Policy

To Include Early Years Foundation Stage (EYFS)

Academic Year: 2026 / 2027

Date of review: August 2026

Date of publication: September 2026

Date of next review: August 2027

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PARK SCHOOL

Aim of policy:

Park School is committed to providing a safe and healthy environment for all pupils, staff, visitors and contractors. The School recognises that effective risk assessment is essential in identifying hazards, reducing risks, and safeguarding the wellbeing of children and adults.

This policy sets out the School's approach to risk assessment and establishes procedures that ensure risks are identified, assessed, controlled and reviewed.

Related Guidance and School Policies

This policy outlines the schools approach to risk assessment but is not exhaustive in its scope and should be used in conjunction with the following policies, statutory guidance and advice:

Policies:

- *Safeguarding and Child Protection Policy*
- *Filtering & Monitoring Policy*
- *Early Years Framework*
- *Health & Safety Policy*
- *First Aid Policy*
- *Infection Control & Illness Policy*
- *Educational Visits & Offsite Activities Policy*
- *SEND Policy*
- *Accessibility Plan*
- *Whistleblowing Policy*
- *Supervision of Pupils Policy*
- *Transport Policy*
- *Visitors, Contractors & Site Security Policy*

Statutory & Regulatory Guidance:

- *Health and Safety at Work Act 1974*
- *Management of Health and Safety at Work Regulations 1999*
- *The Education (Independent School Standards) Regulations 2014*
- *The Independent School Standards: Guidance for Independent Schools — April 2026*
- *Health and Safety: Responsibilities and Duties for Schools — April 2022*
- *Keeping Children Safe in Education 2026*
- *Working Together to Safeguard Children 2026*
- *First Aid in Schools, Early Years and Further Education — February 2022*
- *Early Years Foundation Stage (EYFS) Statutory Framework — effective September 2026*
- *Health and Safety Executive: Managing Risks and Risk Assessment at Work*
- *Health and Safety Executive: Sensible Health and Safety Management in Schools*
- *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013*

- *Control of Substances Hazardous to Health Regulations 2002 (COSHH)*
- *Manual Handling Operations Regulations 1992 and the Regulatory Reform (Fire Safety) Order 2005*
- *Provision and Use of Work Equipment Regulations 1998 (PUWER)*

Scope of the Policy

This policy applies to all members of the School community and to all activities undertaken by or on behalf of the School.

The policy applies to:

- All pupils, including those in EYFS, the Preparatory School and the Upper School.
- All pupils
- All employees, volunteers, contractors and visitors.
- All activities taking place:
 - o On School premises.
 - o During educational visits and off-site activities.
 - o During extracurricular and enrichment activities.

Risk assessment responsibilities extend to all areas of School operation and form part of the School's wider arrangements for safeguarding, health and safety and pupil welfare.

Definition of Risk Assessment

A risk assessment is a structured examination of potential hazards and the evaluation of the likelihood and severity of harm arising from those hazards. It involves identifying appropriate control measures to reduce risks to an acceptable and manageable level.

Risk assessment is not intended to eliminate all risk. Rather, it enables informed decisions to be made that balance safety with the educational, developmental and wellbeing benefits of activities and experiences.

The School recognises that risk assessment is a continuous process and should be embedded within daily practice, decision-making and operational planning.

Principles of Risk Assessment

Park School follows the Health and Safety Executive's recognised five-step approach to risk assessment.

The process involves:

- Identifying hazards.
- Deciding who may be harmed and how.

- Evaluating risks and determining appropriate precautions.
- Recording findings and implementing controls.
- Reviewing assessments regularly and when circumstances change.

Risk assessment is viewed as an ongoing and dynamic process rather than a one-off administrative exercise. Staff are expected to remain vigilant to emerging risks and to adapt control measures where necessary.

What is a Hazard?

A hazard is anything that has the potential to cause harm. Hazards may arise from physical environments, equipment, activities, behaviours, substances or circumstances.

Examples include:

- Slippery surfaces.
- Uneven steps.
- Adverse weather conditions.
- Electrical equipment.
- Sharp tools.
- Machinery.
- Cluttered walkways.
- Defective resources.
- Water-based activities.

What is a Risk?

A risk is the likelihood that a hazard will cause harm, together with the severity of the potential consequences. The level of risk will depend upon the specific circumstances, the individuals involved and the effectiveness of existing control measures.

Why Risk is Managed

The School manages risk because it is both a legal obligation and an essential aspect of safeguarding and educational provision.

Effective risk management:

- Supports compliance with statutory requirements.
- Demonstrates duty of care and due diligence.
- Protects the welfare of pupils, staff and visitors.

- Enables pupils to access valuable opportunities safely.
- Supports informed and proportionate decision-making.
- Promotes a positive culture of safety and responsibility.

How Risk is Managed

The School manages risk through a systematic and proportionate approach. Risks are identified, assessed and controlled through appropriate planning, supervision, training and monitoring.

This process includes:

- Identifying hazards.
- Assessing levels of risk.
- Eliminating hazards where reasonably practicable.
- Implementing control measures where hazards cannot be removed.
- Monitoring the effectiveness of controls.
- Reviewing arrangements regularly and following change or incident.

The School seeks to manage risks without unnecessarily limiting educational opportunities or experiences.

Risk Management in Practice

Risk management is everyone's responsibility. Staff are expected to adopt a proactive approach and to respond appropriately when hazards are identified.

The School's approach includes:

- Involving staff in the identification and assessment of risks.
- Developing risk assessments for significant activities and environments.
- Reviewing assessments annually and following significant change.
- Maintaining safe indoor and outdoor learning environments.
- Promoting safe behaviour among pupils.
- Providing instruction and supervision regarding the safe use of equipment and resources.
- Ensuring suitable clothing, footwear and protective measures are available during adverse weather conditions.
- Encouraging pupils to move safely around the School site.
- Monitoring activities and environments continually to identify emerging risks.

Staff are expected to take appropriate action when hazards are identified, either by removing the hazard where safe to do so or by making the area safe and reporting concerns promptly.

Responsibilities

Governing Body

The Governing Body has overall strategic oversight of risk management and health and safety arrangements.

The Governing Body will:

- Ensure appropriate risk assessment systems are established.
- Monitor compliance with statutory requirements.
- Review significant risks and areas of concern.
- Seek assurance regarding the effectiveness of risk management arrangements.

Headteacher and Senior Leadership Team

The Headteacher and Senior Leadership Team are responsible for ensuring effective implementation of the School's risk assessment arrangements.

They will:

- Promote a positive safety culture.
- Ensure risk assessments are completed where required.
- Allocate responsibilities appropriately.
- Monitor implementation of control measures.
- Act promptly where significant risks are identified.

Designated Person(s)

The designated person, is responsible for overseeing the School's risk assessment framework and coordinating policy review. The designated person provides advice and support to staff undertaking risk assessments and ensures that assessments are completed by competent individuals.

The designated person will:

- Support staff undertaking risk assessments.
- Ensure risk assessors receive appropriate training.
- Review findings and recommendations.
- Develop action plans where additional controls are required.
- Monitor completion of identified actions.

- Maintain oversight of significant risks.

Risk assessments must be completed by competent and responsible individuals in consultation with relevant staff and stakeholders where appropriate.

Staff

All staff have a responsibility to take reasonable care for their own health and safety and that of others who may be affected by their actions.

Staff will:

- Follow control measures identified in risk assessments.
- Undertake dynamic risk assessment where circumstances require.
- Report hazards, defects and concerns promptly.
- Participate in relevant training.
- Cooperate with risk management procedures.
- Contribute to the development and review of risk assessments where appropriate.

Any concerns regarding inadequate controls or emerging risks must be brought to the attention of line managers or the designated person without delay.

Areas Covered by Risk Assessments

The School conducts risk assessments across a wide range of operations and activities.

These include, but are not limited to:

- Teaching and learning activities.
- Curriculum subjects.
- EYFS provision.
- Educational visits and residential trips.
- Fire safety.
- Sports and physical activities.
- Science, technology and practical subjects.
- Forest School and outdoor learning.
- Use of equipment and machinery.
- Manual handling activities.
- Lone working.
- Catering, food safety and hygiene.

- Contractors and visitors.
- Medical and first aid arrangements.
- Safeguarding and pupil welfare.
- Online safety and digital technologies.
- Premises and site management.

Risk Assessment in EYFS

In accordance with the EYFS Statutory Framework, the School undertakes regular risk assessments to ensure that children are protected while continuing to enjoy opportunities for exploration, discovery and challenge.

The School ensures that:

- Indoor and outdoor environments are assessed regularly.
- Activities provide appropriate challenge while maintaining safety.
- Staff-to-child ratios are maintained.
- Supervision arrangements are effective.
- Risks are reviewed whenever circumstances change.

The School recognises that managed risk is an important part of early childhood development and learning.

Pupils with Additional Needs

Risk assessments take account of individual pupil needs and vulnerabilities.

Particular consideration is given to pupils with:

- Special Educational Needs and Disabilities (SEND).
- Medical conditions.
- Physical disabilities.
- Emotional or behavioural needs.
- Safeguarding vulnerabilities.

Individual risk assessments may be developed where required, and reasonable adjustments will be implemented in accordance with the Equality Act 2010.

Recording and Documentation

Significant findings from risk assessments are recorded and retained appropriately. Documentation helps ensure that risks are communicated effectively and that responsibilities are clearly understood.

Risk assessment records may include:

- Identified hazards.
- Individuals who may be affected.
- Existing controls.
- Risk ratings.
- Additional actions required.
- Named responsible persons.
- Completion and review dates.

Risk assessments are stored centrally and made available to relevant staff as required.

Review of Risk Assessments

Risk assessments are reviewed regularly to ensure that they remain accurate and effective.

Reviews will take place:

- Annually.
- Following accidents, incidents or near misses.
- Following significant changes to premises.
- Following changes to activities or procedures.
- Following staffing changes.
- Following changes in pupil needs.
- Whenever monitoring identifies new risks or concerns.

The School recognises that timely review is essential to maintaining effective risk controls.

Training and Awareness

The School provides training and guidance to ensure that staff understand their responsibilities in relation to risk management.

Training may include:

- Health and safety awareness.
- Risk assessment procedures.

- Educational visit risk assessment.
- Safeguarding-related risk management.
- Manual handling.
- Fire safety.

New staff receive information regarding risk assessment responsibilities as part of the induction process.

Reporting Accidents and Incidents

All accidents, incidents and near misses must be reported in accordance with School procedures. Prompt reporting enables the School to investigate causes, identify lessons learned and prevent recurrence.

Where incidents highlight weaknesses in existing controls, risk assessments will be reviewed and amended accordingly.

Monitoring and Compliance

The School monitors compliance with this policy through routine management oversight, audits, inspections, reviews and incident analysis.

Monitoring activities may include:

- Health and safety inspections.
- Review of risk assessment records.
- Educational visit monitoring.
- Incident trend analysis.
- Review of action plans and control measures.

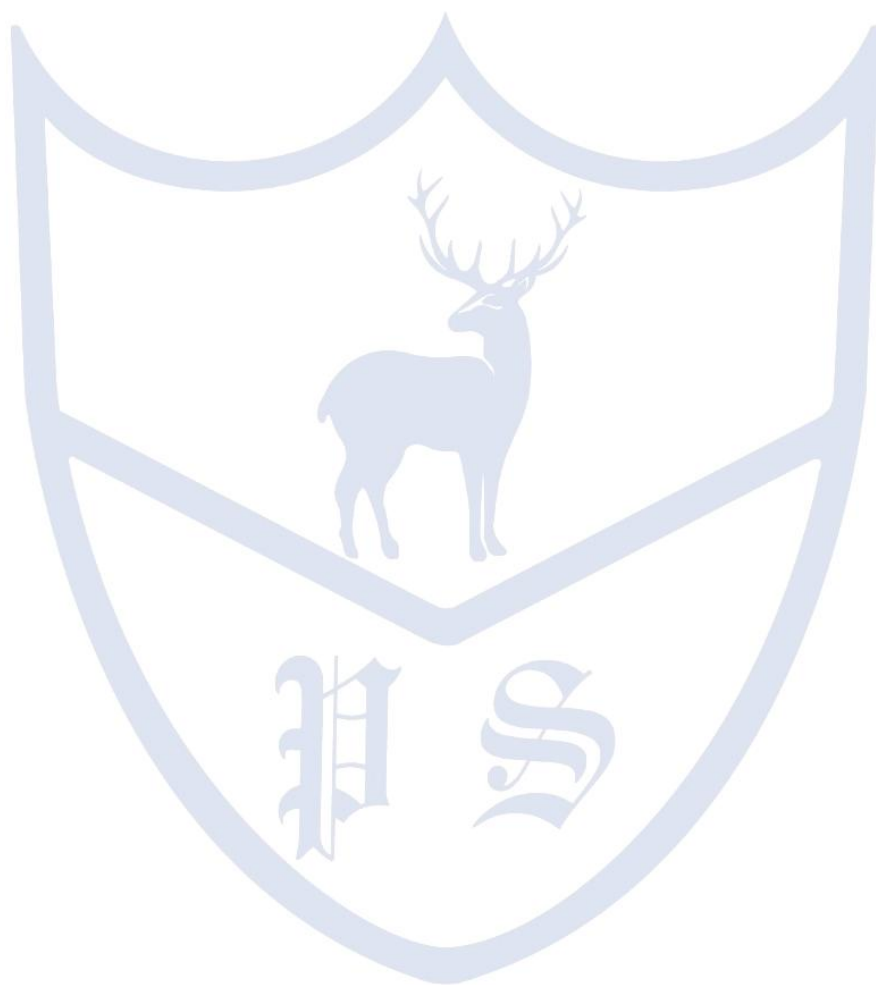
Findings are used to improve practice, enhance training and strengthen the School's overall risk management arrangements.

Policy Review

This policy will be reviewed:

- Annually.
- Following changes to legislation or guidance.
- Following inspection recommendations.
- Following significant incidents or near misses.
- Where monitoring identifies the need for revision.

Through effective risk assessment and risk management, **Park School** seeks to create a safe, supportive and positive environment in which pupils and staff can learn, work and thrive while benefiting from a broad and enriching educational experience.



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