



RISK ASSESSMENT POLICY



Author	Joe Masterson	Headmaster
Approved by	Joe Masterson	Headmaster
	Jo Storey	Group Lead Education, Compliance & Safeguarding
	John Forsyth	Chairman of the Forfar Education Group Governance Board for Harrogate Preparatory School Ltd, trading as Brackenfield School
Next review	August 2026	

Risk Assessment Policy

Scope of document

This document outlines how we will manage risk both indoors and outside.

Best working practices

- Staffing levels and staff training
- Policy and procedures
- Space and resources

Daily Considerations

- Wear and tear; space and resources
- Organisation, setting up and storage
- Effects of changes to provision/routines/staffing
- Agreed procedures for adults and pupils
- Clear policy regarding first aid/emergency
- Agreed response to weather conditions

What is a hazard?

- A hazard is something that has the potential to cause harm. For example, water, steps, surfaces, cluttered walkways, weather, electrical items, sharp tools, broken resources.

What is a risk?

- Risk is the potential of the hazard to cause harm. (The level of risk is dependent on the circumstances).

Why do we manage risk?

- Is it a legal requirement
- We have a duty of care and due diligence
- It enables pupils to access opportunities

How do we manage risk?

- Identify the hazard
- Determine the level of risk
- Manage the risk by eliminating the hazard or putting controls in place
- Monitoring the controls
- Review the process regularly.

What will we do to manage risk?

- All staff will be involved in assessing risk and will collaborate to develop risk assessments for key areas within the school.
- Risk assessment will be reviewed annually or when change of circumstances eg. new equipment.
- All staff will be involved in and responsible for managing and controlling risk whilst indoors and outdoors. (E.g. if you see a hazard either remove it or make the area safe again).

- Environments and activities will be consistently reviewed to always ensure safety.
- All staff will remind pupils and demonstrate how to use tools and equipment safely.
- All staff will remind pupils not to put things in mouths, ears and up noses.
- All staff will remind pupils and demonstrate how to use the water play safely.
- All staff will ensure that extreme weather clothing, footwear, hats and suncream is available when necessary.
- All staff will remind pupils and demonstrate how to move around the school safely.

We will have the following Risk assessments in place:

1. Clubs/Activities
2. Trips/Visits to school
3. All school areas
4. Kitchen
5. Whole School risk assessment
6. COSHH
7. Health & Safety
8. Fire
9. All subjects
10. Playground
11. Minibus
12. Swimming
13. Lone working
14. Maintenance
15. EYFS
16. GDPR/Privacy
17. Third party providers
18. Dangers from traffic when large numbers of pupils leave school when the school building is immediately adjacent to the school (NYCC provide the crossing person)

These are stored electronically and shared with staff.

Responsibilities

The Compliance Manager is responsible for the annual review of this policy and all members of staff are responsible for the implementation of this policy.

- The Headmaster and Senior Leadership Team are responsible for the management and arrangements for the risk assessment process at Brackenfield School
- All staff can carry out or arrange general risk assessments for their class and or event/trip, with support and advice provided as necessary by the Compliance Manager, who in turn is guided by Watson & Watson (Health & Safety Advisors)
- The Compliance Manager should ensure that risk assessors carry out suitable and sufficient risk assessments by ensuring that they:
 - are competent to do so through suitable instruction and training
 - involve other workers in the process or activity being assessed
 - understand when specialist help and advice might be needed.

- Staff must promptly communicate to the Compliance Manager situations where current control measures, procedures or work instructions are inadequate, supported by recommendations for remedial actions and improvements
- Compliance Manager/Headmaster should review findings and recommendations of risk assessments and develop action plans to implement necessary controls. Required actions, responsibilities and target completion dates are recorded on the risk assessment and updated when actions are completed to clearly identify the status of actions.

Risk assessments must be carried out by competent and responsible persons in consultation with applicable staff and the Compliance Manager for advice and guidance.

To support the risk assessment process and their duty to take reasonable care of their own safety, together with that of visitors, all members of staff are responsible for reporting any hazards, risks or defects to their Line Manager/Compliance Manager as soon as they are noted. All extended leadership have completed a short course on Risk Assessment in Education.

Monitoring and Review

It is the responsibility of the staff to follow this policy. The Senior Leadership Team will carry out monitoring as part of the whole school monitoring system and H&S is both a weekly staff meeting and SLT agenda item.

The Compliance Manager is the key contact for all Risk Assessments and for all queries regarding the management of Risk. The Headmaster has overall responsibility for Risk Assessment.

Safe Practice in Physical Education and School Sports' BAALPE /afPE

<http://www.afpe.org.uk/>

Safe Practice in School Swimming

[Swimming and Water Safety in Schools | Swim England](#)

Offsite trips

DfE Health & Safety for School Visits

[Health and safety on educational visits - GOV.UK](#)

Name of policy Risk Assessment Policy	Policy reviewed/amended date September 2021 (V2) October 2022 (V3) October 2023 (V4) September 2024 (V5) August 2025 (V6) April 2027 (V7) weblinks updated
Original policy date September 2020	Current version V7
Date of new review August 2026	