Seva Education

Risk Assessment Policy

Date Agreed:	5/6/2024
Agreed By:	The Seva Governing Body
Reviewed and Updated:	5/6/2025
Next Review Date:	5/6/2026

1. Purpose

The purpose of this policy is to ensure the health, safety, and welfare of students, staff, and visitors by identifying and managing risks associated with school activities, facilities, and environments. This policy supports compliance with legal duties under health and safety regulations.

2. Scope

This policy applies to all school staff, students, contractors, volunteers, and visitors involved in school-related activities, both on and off-site.

3. Legal Framework

This policy aligns with the following legislation and guidance:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Department for Education (DfE) guidance on Health and Safety
- Relevant local authority requirements (if applicable)

4. Responsibilities

Headteacher

- Overall accountability for health and safety, including risk assessments.
- Ensures risk assessments are conducted and acted upon.

Health and Safety Coordinator (if applicable)

- Maintains the school's risk assessment records.
- Supports staff in completing risk assessments.

All Staff

- Responsible for conducting specific risk assessments within their area (e.g., classroom, science lab, field trips).
- Report new hazards to the Health and Safety Coordinator or Headteacher.

Governors

- Monitor and review the implementation of the risk assessment policy as part of health and safety oversight.

5. Risk Assessment Procedure

Step 1: Identify Hazards

- Observe activities, review past incidents, and consult staff to identify potential sources of harm.

Step 2: Determine Who Might Be Harmed

- Consider students (including those with special needs), staff, visitors, and contractors.

Step 3: Evaluate the Risks

- Assess the likelihood and severity of harm. Assign a risk rating (e.g., low, medium, high).

Step 4: Implement Control Measures

- Apply the hierarchy of control: eliminate, substitute, engineer, administer, and use personal protective equipment (PPE).

Step 5: Record and Review

- Complete a written risk assessment using the school's standard template.
- Review regularly and after significant changes (e.g., new equipment, incidents, or procedures).

6. Types of Risk Assessments

- **General Premises Risks:** E.g., fire, electrical safety, building maintenance.
- **Curriculum-Related Risks:** Science experiments, PE, design and technology.
- **Activity-Based Risks:** School trips, transport, after-school clubs.
- **Individual Risk Assessments:** For staff or pupils with specific needs (e.g., medical conditions, disabilities).

7. Communication and Training

- All staff will receive training on this policy and how to conduct risk assessments.
- Risk assessments will be shared with relevant staff, and their input will be sought where appropriate.

8. Monitoring and Review

- Risk assessments are reviewed:
    - Annually
    - After an incident
    - When there is a significant change in activities, facilities, or personnel
- The governing body will receive annual reports on risk management.

9. Related Policies

- Health and Safety Policy

- Fire Safety Policy
- Educational Visits Policy
- Safeguarding Policy
- First Aid Policy

10. Policy Approval

This policy will be reviewed and approved by the governing body annually.