NEW HEIGHTS SCHOOL
Focus · Learn · Achieve

Risk Assessment Policy

Status	**Non-Statutory**
Responsible Governors' Committee	**Full Governing Body**
Date last approved by GB	**November 2025**
Responsible Person	**Co-Headteachers**
Review Date	**November 2026**
Last Amended Date	**November 2024**

Aim

The school's Governors are committed to promoting the safety and welfare of all members of the school community. Governors' priority lies in ensuring that all operations within the school environment, both educational and support, are delivered in a safe manner that complies fully not just with the law but with best practice. It is recognised that risks are inherent in everyday life and that the need is to identify them and adopt systems for minimising them. It is important for our pupils to be educated to cope safely with risk.

What is a Risk Assessment

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation:

- A hazard is something with the potential to cause harm.
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring.
- A risk assessment is the resulting assessment of the severity of the outcome (for example, loss of life, destruction of property).
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (for example, staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

Risk assessments can be used to identify potential hazards to people (slipping, falling) and property (fire) and strategic hazards (reputation, loss of pupils, impact on development), financial hazards (falling pupil rolls), compliance hazards (Child Protection issues) and environmental hazards (asbestos, legionella).

It is recognised that accidents and injuries can ruin lives, damage reputations and cost money, and it is recognised that preventative measures can often be surprisingly simple and cost effective, for example, the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

Risk assessments are reviewed and updated annually by the Operations Director, Site Manager(s), and trip leaders.

What areas require risk assessments?

There are numerous activities carried out at the school, each of which requires its own separate risk assessment. Areas in which risk assessments are of particular importance are:

- Asbestos Control
- Educational Visits and Trips
- Fire Safety
- Health and Safety

Risk assessments are also needed for many other areas, including:

Educational

- Science
- Design & Technology / Construction
- Hair & Beauty
- Food Technology
- Sport and PE
- Art and Design
- Music (including minimising the risk of hearing loss)
- Drama / dance

The school makes use of model or generic risk assessments for educational activities and visits. We subscribe to the CLEAPSS Advisory Service, and we follow their advice regarding risk assessments for all science and food technology activities.

Pastoral

The focus of our pastoral care is to ensure that each pupil becomes a confident, articulate young adult capable of keeping him / herself safe whether at home or outside the home. Our PSHE / SMSC programmes and assemblies are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the electronic

worlds, and of sensible precautions that should be taken. Our Science lessons encourage pupils to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

Medical and First Aid

The accident book is kept in the Main Office, and it is the injured person, witness or First Aider who is responsible for ensuring that accident reports are passed to the Operations Director, and the relevant senior member(s) of staff.

Child Protection

Our *Safeguarding Policy and Procedure,* and training for all staff form the core of our Child Protection risk management. Safer recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, or who are not allowed to work in the UK. By extending this regime to Governors, volunteers and the adult members of the families of staff who are accommodated on site, and by ensuring that everyone in our community receives regular Child Protection training, we manage this risk to an acceptable level.

Support Areas

Catering and Cleaning

Risk assessments and training cover all significant risks concerning catering and cleaning equipment, manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction training and refresher training cover risk assessments, protective equipment and safety notices.

Caretaking and Security

Risk assessments cover all significant risks. Particular emphasis in training is given to minimising fire risks and security risks by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction training and refresher training include training on risk assessments, protective equipment and safety notices.

Maintenance

Risk assessments and training cover all significant risks including, manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, and the control of substances hazardous to health (COSHH). Induction training and refresher training include training on risk assessments, safe working practices, communication and health and safety notices and protective equipment. External contractors are required to ensure safe working practices including the use of appropriate PPE.

Grounds

Risk assessments and training cover all significant risks including manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction training and refresher training include training on risk assessments, protective equipment and safety notices. External contractors are required to ensure safe working practices including the use of appropriate PPE.

Administrative Staff

Risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

Conducting a Risk Assessment

The school principally uses the model Risk Assessment recommended by the Local Authority.

The school's policy is not to carry out any high risk activity. Activities involving pupils are normally low risk. Some medium risk outward bound type activities are undertaken with pupils, for example on trips i.e. trampolining and Rock and River pursuits. The school uses only specialist / qualified instructors provided by the centres / schemes for these activities. We always employ specialists to run higher-risk tasks. School staff may carry out medium rated activities only if they have been specifically trained for the activity. In the event that external specialists will be working with pupils without school staff present they are required to have appropriate DBS checks.

Pupils are always:

- given a safety briefing before participating in medium/higher risk activities.
- expected to wear personal protective equipment provided and assessed as required for the activity.
- expected to follow instructions.

All members of staff are also expected to wear personal protective equipment for tasks that have been assessed as requiring its use.

Specialist Risk Assessments and High-Risk Activities

We always employ specialists to carry out high risk tasks at the school. The Operations Director arranges for specialists to carry out risk assessments concerning the following:

- Fire
- Asbestos
- Legionella
- Gas
- Electricity

Review of Risk Assessments

- All risk assessments are regularly reviewed.
- Risk assessments are in place for all areas.
- The Premises Management Policy details the school's arrangements in relation to Health and Safety.
- The school maintains a copy of completed risk assessments and these are available for reference.

Responsibilities of All Staff

All members of staff are given an induction into the school's health and safety arrangements including risk assessments, and records are kept of all induction training.

Specialist training is given to those whose work requires it. Staff are, however, responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for co-operating with the Headteacher, the Operations Director and other members of the SLT in order to enable the Governors to comply with their Health and Safety duties. All members of staff are responsible for reporting any risks or defects to the Site Manager or Operations Director.

Accident Reporting

The school first aider is responsible for completing accident / incident reports and HSE notifications which are then referred to the school Operations Director to record. In accordance with the *Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR)*, any notifiable accident that occurs on school premises involving a pupil, member of staff, parent, visitor or contractor must be recorded and reported to HSE. All notifiable accidents and near misses are reviewed by the schools Governing Body, with a view to assessing whether any measures need to be taken to prevent recurrence.

Audit Compliance Statements

The Governors carry out regular reviews of the school's activities and the systems in use. This is for the purpose of planning for the future and assessing major risks to which the School is exposed. Health & Safety is a standard agenda item on the Governors committee meetings.

The Governors are satisfied that systems are in place to mitigate exposure to major risks as summarised below:

- Strategic risks
- Loss of income
- Damage to reputation
- Failure to teach the correct syllabus

- Safeguarding & Child Protection issues
- Gaps in Governor skills
- Conflicts of interest
- Employment disputes
- Major Health and Safety issues
- Possible data loss
- Risks of fire, flood and land slip
- Poor cash flow management
- Fraud
- Loss through inappropriate investments

The measures taken to protect the school against such risks, include:

- Appointment of the Headteacher to be responsible for finance
- Safer recruitment of staff, Governors and volunteers
- Measures to ensure the selection, training and appraisal of appropriately qualified staff and Governors
- Insurance
- Strong financial controls and procedures that are regularly reviewed
- Use of professional advice from lawyers, accountants, architects, as needed
- Formal review of compliance with the school's charitable objectives via annual audit
- RO and annual audit of the school's financial records
- Review and maintenance of the risk register
- Ofsted rating of Good