

# **Risk Assessment Policy**



**GLEBE HOUSE**  
**SCHOOL & NURSERY**  
HUNSTANTON

*This policy was updated in September 2025.*

*Review is due for the beginning of January 2026.*

*All changes from previous documents and sections have been highlighted yellow.*

# Risk Assessment Policy

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*This policy initiated* - ASI  
*Policy written by* - ABS  
*Policy to be updated on an annual basis.*

## Change Log – for 2025/2026

Not Applicable - new policy for 2025

# Risk Assessment Policy

## Policy statement

The Proprietor and Governors of Glebe House School and Nursery (“the School”) are committed to providing a safe and healthy environment for pupils, staff, visitors and contractors. The School recognises its duty under the Education (Independent School Standards) Regulations 2014 (the “ISSRs”—in particular Part 3, paragraph 16—which requires that:

*“the welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and appropriate action is taken to reduce risks that are identified.”*

Additionally, the School acknowledges its legal obligations under health and safety legislation (such as the Health and Safety at Work etc. Act 1974) and associated regulations (such as the Management of Health and Safety at Work Regulations) to identify, assess and control risks.

This policy provides a framework for systematic risk assessment, management and review across all school activities (including on-site, off-site, trips, boarding if applicable, and early years provision).

## Scope and application

This policy applies to:

- All pupils, irrespective of age (including EYFS and Nursery children.)
- All employees (teaching, support, contractors, volunteers)
- All visitors and other users of the School premises
- All activities under the control of the School (on and off site), including educational visits, extra-curricular and boarding (if relevant)

It covers all categories of risk: welfare, safeguarding, health & safety, premises, educational activities, behavioural risks, transport, contractors and others.

## Roles and responsibilities

### Proprietor / Governors

- Retain overall accountability for risk management and compliance with ISSRs and health & safety law.
- Receive reports on the effectiveness of risk assessments, review the policy annually, and ensure adequate resources are in place.

### Headteacher / Senior Leadership Team

- Day-to-day responsibility for implementing this policy, ensuring risk assessments are carried out, controls are in place, and monitoring occurs.
- Ensure that staff are aware of risk assessments, control measures and their responsibilities.

### Health & Safety Co-ordinator / Designated Person

- Oversee the co-ordination of risk assessments (premises, curriculum, trips, boarding, contracts).
- Keep the risk assessment register, monitor review dates, ensure actions are tracked and completed.
- Provide training and guidance to staff.

### All Staff

- Participate in risk assessments where required (e.g., for lessons, trips, specialised activities)
- Comply with control measures identified in assessments, report new hazards or concerns promptly.

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- Take reasonable care for their own health & safety and for others affected by their actions, in line with duty under HSWA 1974. National Education Union+1

### Risk assessment process

The School adopts a systematic risk assessment process, in line with HSE guidance:

- **Step 1: Identify hazards**
  - Consider what might cause harm, including pupil welfare risks (e.g., bullying, mental health, supervision), health & safety (e.g., slips, trips, fire, manual handling), off-site activities, specialist curriculum (e.g., science labs, DT), premises issues, contractors, vehicle movements, external hazards, safeguarding risks.
- **Step 2: Identify who might be harmed and how**
  - This includes pupils (different age ranges, vulnerabilities), staff, visitors, contractors. Think of groups who may be at higher risk (e.g., children with SEND, employees new to role).
- **Step 3: Evaluate the risks and decide on control measures**
  - Assess the likelihood and potential severity of harm. Determine whether existing controls are sufficient; if not, identify additional controls, using the hierarchy of control (eliminate hazard, substitute, engineering controls, administrative controls, PPE). Ensure risk is reduced so far as is reasonably practicable.
- **Step 4: Record significant findings**
  - Record the hazards, the groups at risk, the control measures in place and any further actions needed. The School retains a Risk Assessment Register documenting significant assessments. GOV.UK+1
- **Step 5: Implement and monitor**
  - Ensure staff understand and implement the control measures. Monitor effectiveness of the controls, supervise activities, check equipment and conditions.
- **Step 6: Review and revise**
  - Risk assessments must be reviewed:
    - when there is reason to suspect they are no longer valid (e.g., after an incident, change of activity, new equipment, change of legislation)
    - at least annually (or more frequently for higher-risk areas).

### The School will ensure risk assessments cover, among other things:

- Premises (including environmental hazards, fire safety, structural, asbestos, utilities)
- Curriculum activities (science, DT, PE, outdoor education, off-site visits)
- Educational visits and trips (including boarding or residential if relevant) – ensuring proper supervision, transport, lodging, risk of routes, off-site hazards
- Supervision of pupils during all times (including before/after school, break times)
- Safeguarding and welfare risks (including harmful behaviour, child-on-child abuse, mental health, radicalisation) – recognising that some risks to pupil wellbeing may be less obvious and require deep listening and robust mechanisms. iaps.uk+1
- Staff, visitors and contractors (ensuring their safety and welfare, induction, training, monitoring)
- External hire or lettings of school premises
- Transport and vehicle movement on site
- Specialist hazards: manual handling, working at height, hazardous substances, display screen equipment, catering, cleaning, maintenance
- Public health incidents (e.g., infection control, pandemics) – treating risk assessments as 'living documents'. GOV.UK

### Documentation and record-keeping

- A central Risk Assessment Register will be maintained by the Health & Safety Co-ordinator.
- Individual assessments will be stored in a defined location (electronic and/or paper) and accessible to relevant staff.

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- Each assessment will include date completed, reviewer, next review date, actions required, person responsible, date of completion of action.
- The School will record training given to staff on risk assessment, health & safety and related matters.
- Minutes of Governors / Committee meetings will include a standing item on risk management.

### Monitoring, auditing and review

- Senior Leadership Team will undertake periodic audits of risk assessment implementation, control-measure effectiveness, and ensure that actions arising from assessments are completed.
- Governors will receive a termly report on health & safety/risk assessment matters including: key findings, high-level risks, incidents, trends, assurance that controls are in place.
- The policy will be reviewed annually (or sooner if legislative or organisational change dictates) and approved by the full Governing Board.
- Incidents, near misses and hazards must be reported, investigated and actions taken to feed back into risk assessment and review.

### Training and competence

- All staff will receive induction training on this policy, their responsibilities under it, and how to carry out or follow risk assessments.
- Additional training will be given to those required to conduct risk assessments (e.g., subject leaders, site staff, trip leaders) to ensure competence in identifying hazards and implementing controls.
- Training records will be maintained and reviewed for renewal as appropriate.

### Communication

- This policy will be made available to all staff, governors and contractors.
- Key risk controls and relevant assessments will be communicated to those affected (staff, pupils, visitors) in a clear and accessible way.
- The School's risk prevention culture will emphasise that all members of the community are responsible for identifying hazards and raising concerns promptly.

### Links with other policies

This policy should be read alongside and support the implementation of the following (non-exhaustive) school policies:

- Safeguarding & Child Protection Policy
- Health & Safety Policy
- Educational Visits (Trips) Policy
- Behaviour Policy / Anti-Bullying Policy
- Emergency & Critical Incident Plan
- First Aid Policy
- Accessibility and SEND policies (including equality of access)
- Contractor / Lettings policy
- Fire Safety Policy
- Infection Control / Public Health Policy

## Risk Assessment Policy

### Appendix A – Risk Assessment Template

(hazard, who is at risk, existing controls, further action, person responsible, review date)

#### Guidance for staff on how to carry out a risk assessment

##### Step 1 – Identify the hazard

- Ask: What could go wrong? Observe the activity, environment, and materials. Consider both physical and welfare-related risks.

##### Step 2 – Decide who might be harmed and how

- Include pupils (consider age, SEND, behaviour), staff, contractors, and visitors.

##### Step 3 – Evaluate risk and identify control measures

- Remove the hazard if possible.
- Substitute safer methods or equipment.
- Introduce barriers, supervision, or training.
- Provide PPE if needed (as a last resort).
- Rate the residual risk as Low / Medium / High.

##### Step 4 – Record findings

- Use the School's approved process (see below). Only record significant hazards and how risks are controlled.

##### Step 5 – Implement, communicate, and monitor

- Ensure everyone affected knows the control measures.
- Monitor implementation and behaviour in practice.
- Supervisors must verify that controls remain effective.

##### Step 6 – Review and update

- At least annually or sooner if:
- An incident occurs or near miss happen
- A change in staff, procedure, or equipment
- Updated guidance or legislation

Remember: risk assessment is a living process—not a one-off document.

#### Process

- Open this link to [Risk Assessment Master](#)
- Copy the master sheet in a new tab as per the naming convention - Section,Activity,Date (eg. Prep Beach Walk 01/09/2025)
- Fill out the form - please note that there will always be the urgent medical conditions - do not delete these, just put NA in the comment box to blank them out.
- Refer to the master sheet.
  - Filter the Activity area column to what you require
  - If the details you need are not there - add them to this sheet for the future
  - Copy all the columns and paste them into your sheet.
- Complete the details of the activity/section or trip
- Download as a PDF and print
- Get it signed off with Head or SLT
- Scan copy into the [Risk Assessment Folder](#)
- Keep the paper copy with you
- ENSURE THAT ALL ADULTS ON THE TRIP GET A COPY OF THIS RA AND UNDERSTAND THEIR DUTIES WITHIN THE ASSESSMENT**
- ENSURE THAT THE PUPILS HAVE THE RA READ TO THEM AND UNDERSTAND THEIR DUTIES WITHIN THE ASSESSMENT**

Any support with the process can be gained from ASi, School Office or ABS

## Risk Assessment Policy

### Appendix B – Risk Assessment Register format

Activity / Area | Hazard Identified | L | S | Who Might Be Harmed | Existing Controls | Risk Rating (L × S) | Actions Required

Activity / Area	Hazard Identified	L	S	Who Might Be Harmed	Existing Controls	Risk Rating (L × S)	Actions Required / Status
Classrooms	Trips over bags/cables, falling furniture	3	2	Pupils, staff	Clear walkways, secure shelving, regular checks	6	Remind pupils about storage; add furniture checks to termly inspection
Music Rooms	Excessive noise, instrument cases, cables	2	3	Pupils, staff	Volume limits, cable management, supervision	6	Provide cable tidies; review hearing protection
Playground	Falls from equipment, collisions, surface hazards	3	3	Pupils	Soft surfacing, supervision ratios, daily inspections	9	Replace worn surfacing near climbing frame
Sports Hall	Slips, collisions, equipment failure	3	3	Pupils, staff	Floor cleaning regime, trained staff, inspection of apparatus	9	Check floor markings; inspect goal posts quarterly
School Hall	Slipping during assembly, falling stacked chairs	2	3	Pupils, staff	Stack chairs safely, supervision, wet floor signage	6	Introduce new chair trolley
Stage	Falls from edge, lighting rig hazards	2	4	Pupils, staff	Barriers, trained staff, PAT testing	8	Fit temporary edge rail before productions
Crossing the Car Park	Vehicle–pedestrian collision	2	5	Pupils, parents, staff	Staff supervision, zebra crossing, signage	10	Refresh paint markings; review pick-up plan
Dining Hall	Food spills, allergies	2	4	Pupils, catering team	Cleaning routine, allergen list, supervision	8	Renew allergen training annually
Science Laboratories	Chemical exposure, burns	2	4	Pupils, staff	COSHH, PPE	8	Update COSHH inventory; refresher training

## Risk Assessment Policy

Activity / Area	Hazard Identified	L	S	Who Might Be Harmed	Existing Controls	Risk Rating (L × S)	Actions Required / Status
DT Room	Tool or machinery injury	2	4	Pupils, staff	Staff supervision, guards, PPE	8	Replace worn goggles
Kitchen	Burns, slips, knife injuries	2	4	Catering team	PPE, training, cleaning schedules	8	Review cleaning chemicals usage
Car Park (General)	Reversing vehicles, congestion	3	4	Pupils, staff, parents	Drop-off plan, cones, 5 mph speed limit	12	Add second marshal at peak times
Fire Safety (Whole Site)	Fire, smoke inhalation	1	5	All site users	Fire alarms, drills, extinguishers	5	Review PEEP plans for SEND pupils
Educational Visits	Transport accident, lost pupil	2	5	Pupils, staff	EVC approval, supervision ratios, trip forms	10	Reinforce staff trip briefings
Infection Control	Flu/COVID spread	2	4	All	Cleaning, ventilation, hygiene promotion	8	Annual policy update
Mental Health / Wellbeing	Stress, anxiety	3	3	Pupils, staff	Pastoral support, EAP, PSHE curriculum	9	Termly wellbeing survey

## Appendix C – Checklist of common school hazards

Activity / Area | Hazard Identified | L | S | Who Might Be Harmed | Existing Controls | Risk Rating (L × S) | Actions Required

Activity / Area	Hazard Identified	L	S	Who Might Be Harmed	Existing Controls	Risk Rating (L × S)	Actions Required
Classrooms	Trips over bags/cables, falling furniture	3	2	Pupils, staff	Clear walkways, secure shelving, regular checks	6	Remind pupils about storage; add furniture checks to termly inspection
Music Rooms	Excessive noise, instrument cases, cables	2	3	Pupils, staff	Volume limits, cable management, supervision	6	Provide cable tidies; review hearing protection
Playground	Falls from equipment, collisions, surface hazards	3	3	Pupils	Soft surfacing, supervision ratios, daily inspections	9	Replace worn surfacing near climbing frame
Sports Hall	Slips, collisions, equipment failure	3	3	Pupils, staff	Floor cleaning regime, trained staff, inspection of apparatus	9	Check floor markings; inspect goal posts quarterly
School Hall	Slipping during assembly, falling stacked chairs	2	3	Pupils, staff	Stack chairs safely, supervision, wet floor signage	6	Introduce new chair trolley
Stage	Falls from edge, lighting rig hazards	2	4	Pupils, staff	Barriers, trained staff, PAT testing	8	Fit temporary edge rail before productions
Crossing the Car Park	Vehicle–pedestrian collision	2	5	Pupils, parents, staff	Staff supervision, zebra crossing, signage	10	Refresh paint markings; review pick-up plan
Car Park (General)	Reversing vehicles, congestion	3	4	Pupils, staff, parents	Drop-off plan, cones, 5 mph limit	12	Add second marshal at peak times

## Risk Assessment Policy

Activity / Area	Hazard Identified	L	S	Who Might Be Harmed	Existing Controls	Risk Rating (L × S)	Actions Required
Dining Hall	Food spills, allergies	2	4	Pupils, catering team	Cleaning routine, allergen list, supervision	8	Renew allergen training annually
Science Laboratories	Chemical exposure, burns	2	4	Pupils, staff	COSHH, PPE, locked chemical storage cabinet	8	Update COSHH inventory; refresher training
DT Room	Tool or machinery injury	2	4	Pupils, staff	Staff supervision, guards, PPE	8	Replace worn goggles
Kitchen	Burns, slips, knife injuries	2	4	Catering team	PPE, training, cleaning schedules	8	Review cleaning chemicals usage
Corridors & Stairs	Congestion, running, collisions	3	2	Pupils	Supervision, "keep left" signage	6	Add mirrors at blind corners
Toilets / Washrooms	Wet floors, infection risk	2	3	Pupils, cleaning staff	Cleaning schedules, soap dispensers	6	Add slip-resistant mats
Electrical Equipment (School-wide)	Electric shock, trailing cables	2	4	Staff, pupils	PAT testing, restricted access	8	Replace damaged cables
Heating / Ventilation Systems	Overheating, poor air quality	2	2	Pupils, staff	Maintenance contract, sensors	4	Install CO <sub>2</sub> monitor
Gates / Boundaries	Unauthorised exit or intruder entry	2	4	Pupils	Secure locks, supervision	8	Inspect latches daily
Gym Equipment	Entrapment, poor maintenance	2	4	Pupils	Inspection logs	8	Add "supervision only" signage
Lighting / Sound Rigs	Electrical shock, falls	2	4	Staff	PAT testing, ladder training	8	Annual rig inspection

## Risk Assessment Policy

Activity / Area	Hazard Identified	L	S	Who Might Be Harmed	Existing Controls	Risk Rating (L × S)	Actions Required
Vehicle Movements on Site	Reversing accidents	3	4	Drivers, pedestrians	Speed limit 5 mph, mirrors	12	Add convex mirror at blind spot
Fire Safety (Whole Site)	Fire, smoke inhalation	1	5	All site users	Fire alarms, drills, extinguishers	5	Review PEEP plans for SEND pupils
Educational Visits	Transport accident, lost pupil	2	5	Pupils, staff	EVC approval, supervision ratios, trip forms	10	Reinforce staff trip briefings
Infection Control	Flu/COVID spread	2	4	All	Cleaning, ventilation, hygiene promotion	8	Annual policy update
Mental Health / Wellbeing	Stress, anxiety	3	3	Pupils, staff	Pastoral support, EAP, PSHE curriculum	9	Termly wellbeing survey
General Premises	Slips/trips, poor lighting, blocked exits	3	2	Pupils, staff, visitors	Housekeeping, inspections, emergency lighting	6	Reinforce clear-walkway rule
Classrooms (Electrical)	Overloaded sockets	2	4	Staff, pupils	PAT testing, fixed sockets only	8	Review extension lead usage
Music Rooms (Storage)	Trips, falling instruments	2	3	Pupils	Shelving, labelled racks	6	Termly audit
Playground (Boundaries)	Escaping pupils	2	4	Pupils	Locked gates, supervision	8	Add spring-loaded closers
Sports Hall (Floors)	Slippery surface	3	3	Pupils, staff	Regular cleaning, inspection	9	Improve grip coating
Stage (Lighting Rig)	Electrical fault or collapse	2	4	Staff	PAT test, secure rigging	8	Annual inspection

## Risk Assessment Policy

Activity / Area	Hazard Identified	L	S	Who Might Be Harmed	Existing Controls	Risk Rating (L × S)	Actions Required
Dining Hall (Hot Food)	Burns, spills	2	4	Pupils, catering staff	Serving procedures, PPE	8	Add splash guards
Science Labs (Gas Supply)	Gas leak, explosion	1	5	Pupils, staff	Shut-off valves, training	5	Annual engineer inspection
DT Room (Dust/Fumes)	Respiratory irritation	2	3	Pupils, staff	Extraction fans	6	Service extraction annually
ICT Suite	Poor posture, electrical faults	2	3	Pupils, staff	Furniture layout, PAT testing	6	DSE refresher training
Cleaning / Maintenance	Chemical exposure	2	4	Cleaners	COSHH training, labelled bottles	8	Re-label bottles; update COSHH file
Working at Height	Falls from ladders	2	4	Site staff	Ladder checks, training	8	Annual inspection
Off-Site Trips	Road accident, pupil lost	2	5	Pupils, staff	EVC approval, ratios, head counts	10	Review driver qualification
Safeguarding / Welfare	Bullying, peer-on-peer abuse	2	5	Pupils	DSL oversight, reporting routes	10	Annual training refreshers
Medical Needs	Allergy, medication error	2	5	Pupils	Care plans, locked storage	10	Termly review of care plans
Fire & Emergencies	Failure to evacuate	1	5	All	Fire drills, evacuation maps	5	Record drill outcomes
Environmental / Weather	Flooding, storm debris	2	4	All	Maintenance checks, tree surveys	8	Review annually

## Risk Assessment Policy

### Appendix E – Summary of high-level risks for the school

(e.g., site access/vehicle movement, pupil behaviour/welfare, off-site visits, ageing premises)

Activity / Area | Hazard Identified | L | S | Who Might Be Harmed | Existing Controls | Risk Rating (L × S) | Actions Required

Activity / Area	Hazard Identified	L	S	Who Might Be Harmed	Existing Controls	Risk Rating (L × S)	Actions Required
Safeguarding / Welfare	Inadequate supervision; failure to report concerns; child-on-child abuse	2	5	Pupils	DSL oversight; staff safeguarding training; clear reporting lines; Safer Recruitment; supervision ratios	<b>10 (Med)</b>	Continue termly safeguarding audits; maintain training records; review supervision plans annually
Fire Safety	Fire outbreak or smoke inhalation	1	5	All site users	Fire alarms; extinguishers; termly drills; evacuation maps; fire-warden training	<b>5 (Low)</b>	Review evacuation procedures termly; record drill outcomes; ensure maintenance certificates up to date
Premises & Maintenance	Structural failure; trip hazards; unsafe equipment	2	4	Pupils, staff, visitors	Planned maintenance; daily site checks; reporting system for defects	<b>8 (Med)</b>	Annual external premises inspection; track defect-repair completion
Educational Visits / Trips	Transport accident; lost pupil; inadequate supervision	2	5	Pupils, staff	EVC approval; pre-trip RA; qualified drivers; emergency contact system	<b>10 (Med)</b>	Refresh EVC and staff trip-leader training; review risk templates
Vehicles / Drop-off Zone	Vehicle-pedestrian collision	2	5	Pupils, parents, staff	Staff supervision at gates; cones and barriers; timed access	<b>10 (Med)</b>	Review signage and parent communications; repaint road markings
Science / DT Labs	Burns; chemical exposure; tool misuse	2	4	Pupils, staff	COSHH records; PPE; teacher demonstration	<b>8 (Med)</b>	Renew PPE stock; update COSHH file annually
Sport & PE	Collision; fall; heat exhaustion	3	3	Pupils	Qualified staff; equipment checks; warm-up routines; first aid kits	<b>9 (Med)</b>	Review supervision ratios; replace damaged equipment
Medical Needs / Allergies	Anaphylaxis; incorrect medication	1	5	Pupils	Individual care plans; trained first aiders; EpiPens available	<b>5 (Low)</b>	Update care plans termly; monitor expiry dates

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Activity / Area	Hazard Identified	L	S	Who Might Be Harmed	Existing Controls	Risk Rating (L × S)	Actions Required
Infection Control	Flu or outbreak spread	2	4	Pupils, staff	Cleaning regime; hand-washing; exclusion policy	<b>8 (Med)</b>	Review contingency plan; update cleaning log templates
Mental Health & Wellbeing	Stress; anxiety; burnout	3	3	Pupils, staff	Pastoral support; counsellor access; wellbeing programme	<b>9 (Med)</b>	Annual wellbeing survey; promote EAP and mental-health training
ICT / Cyber Safety	Online safeguarding breach; data loss	2	4	Pupils, staff	Filtering; monitoring software; GDPR training	<b>8 (Med)</b>	Annual review of filtering system; refresher e-safety training
Contractors / Visitors	Unauthorised access; unsafe work	2	4	Pupils, staff, contractors	DBS and ID checks; site induction; supervision; permits to work	<b>8 (Med)</b>	Refresh contractor induction form; annual audit
Catering / Food Safety	Allergic reaction; food contamination	2	4	Pupils, staff	Allergen register; kitchen hygiene training; temperature checks	<b>8 (Med)</b>	Renew Level 2 food-safety certificates; audit allergen control
Severe Weather / Utilities	Flood; snow; power outage	2	4	Pupils, staff	Emergency plan; generator access; communication cascade	<b>8 (Med)</b>	Review emergency contact tree each term
Data Protection	Data breach or loss of personal data	2	4	Pupils, staff, parents	Password policies; secure drives; DPO oversight	<b>8 (Med)</b>	Annual GDPR refresher; check encryption protocols