St. Helen's College

Risk Assessment Policy

This is a whole school policy which includes the Early Years Foundation Stage
See also Health & Safety Policy section 32

1. Policy statement

The school has a duty under the Health and Safety at Work Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare at work of its employees. The school also has a duty to ensure that persons not in its employment who may be affected are not exposed to risks to their health or safety (e.g. pupils, visitors, contractors etc.).

This policy will deal with the requirements under the Management of Health and Safety at Work Regulations 1999 for the school to make a suitable and sufficient assessment of:

- risks to the health and safety of employees whilst they are at work and
- risks to the health and safety of persons not in its employment arising out of or in connection with the conduct of its undertaking (i.e. pupils, visitors, contractors etc.).

The law does not expect us to eliminate all risk, but we are required to protect people as far as 'reasonably practicable'.

The welfare, health and safety of staff, pupils and visitors is our highest priority and is safeguarded and promoted by a range of school policies and procedures, including the drawing up and effective implementation of a written risk assessment, and by appropriate action being taken to reduce risks that are identified.

Risk assessments are conducted on a regular basis and cover all identified risks to our pupils, staff, visitors, buildings and facilities.

2. Conducting and checking of risk assessments

Risk assessments are conducted by the Head, Deputy Heads, Head of Pre-Prep, or are delegated to other competent persons as follows.

- Safeguarding and Wellbeing
- Supervision of pupils – designated teachers.
- Pupil:staff ratios – Educational Visits Coordinator (EVC).
- Educational visits – EVC or group leaders.
- Medical and welfare – Welfare Officer.

- Activities and events – designated teachers.
- Buildings, fixtures and fittings - Premises Manager.
- Grounds and maintenance - Premises Manager.
- Equipment – Premises Manager.
- Curriculum – Subject Leaders.
- EYFS – EYFS coordinator and teachers.
- Health & Safety – Business Manager.
- Recruitment related risks - Business Manager.
- COVID-19 related risks - Covid Officer.

Specialist contractors also undertake annual or biennial risk assessments in areas such as Health & Safety, control of legionella and fire safety.

Risk assessment is not delegated to staff who are uncomfortable about carrying out the task and training is provided where necessary.

Educational visit risk assessments are checked by the EVC before each visit takes place. Where necessary, other risk assessments are checked by members of the Senior Leadership Team.

The Proprietor/Chair of Governors ratifies the Risk Assessment policy as it is updated. A report from the Health and Safety Officer is also presented to the Governing Body twice a year.

3. Nature of risk assessments

Assessments identify significant risks, such as hazards, defects or deficiencies, and prescribe remedial action, i.e. risk control measures. Thorough risk assessment involves answers to such questions as the following:

- What hazards are we faced with? (see note below)
- Who might be affected?
- How can the risks be reduced to an acceptable level?
- Can effective measures be implemented now?
- If not, what contingency plans will serve us best for the time being?

Note: where an area, activity, event, or educational visit involves children (i.e. those under 16), then staff should identify this as a specific hazard on the risk assessment where necessary (i.e. due to their lack of knowledge, experience, emotional/physical maturity, and risk perception and the likelihood of horseplay), and provide details of existing risk control measures and any further risk control measures required. Example risk control measures may include provision of an area-specific health and safety induction, supervision, one-to-one supervision for certain tasks, ongoing training, code of conduct, and/or any prohibitions necessary.

Each assessment is written up on a standard proforma (see attached).

It is important to ensure that the control measures stipulated in the risk assessment are realistic, and that they reflect the practices in place in school (i.e. that the control measures are fully implemented).

Risk assessors must ensure that any further actions identified during the process are followed up on and monitored to completion.

4. Pupil Welfare

Risk assessments relating to pupil welfare are carried out by the Welfare Officer and cover:

- Asthma & allergies
- Diabetes
- Injuries
- Medicine/injections
- Stress

For further information please see Risk Assessments\Welfare RAs

DSLs work with the Director of Co-curriculum in relation to pupil well being and safety and all activities are risk assessed appropriately.

Please also see: Co-curriculum Policy, Educational Visits Policy & Procedure and Physical Activity Policy

5. Staff training in risk assessment

Training in risk assessment is provided for all staff biennially. In addition to generic training, the EVC trains and supervises new educational visit group leaders in risk assessment before their first educational visit, and briefs staff periodically on safety procedures to be followed when walking along and crossing roads.

6. Frequency of risk assessments

Assessments are normally conducted annually, but more frequent checks may be required in some risk areas.

In addition to this requirement, risk assessments must be reviewed if:

- an accident, incident, or near miss has occurred;
- there have been any significant changes (e.g. new legislation/ACOP/guidance, new machinery/equipment, changes to the environment, or changes to the way in which work is carried out) and/or
- there is any reason to suspect that the risk assessment is no longer valid.

Risk assessments are conducted ahead of all educational visits. Templates are provided in the Educational Visits documentation to assist group leaders, and the EVC signs off RAs ahead of each visit.

7. Reporting procedures for newly-identified hazards

All staff are made aware at induction on first joining the school, and are reminded annually at Health & Safety training sessions, of risk assessments and their responsibility to report new hazards as soon as they are identified. All staff in turn are notified immediately any major new hazard is reported (by email or through staff briefings), and are provided with the relevant risk assessment.

8. Display of risk assessments

Whenever a major new hazard is identified, it is highlighted on the corresponding assessment form and copied to staff via school email.

All risk assessments are available in the relevant folder (e.g. Educational Visits, Health & Safety) on Google Drive.

Person Responsible	SEC
Date	September 2025
Review Frequency	2 years
Next review	September 2027

Risk Assessment Proforma

Activity/area:	

Department/Risk Area	
Responsible Person:	
Workplace:	Lower/Upper School
Employer:	St. Helen's College

Hazards in this Risk Area	**Estimated Risk Level**			**Controls in this Risk Area**	**Action Dated**
	High	**Med.**	**Low**		

Additional Control Measures Required	**Action Dated**

People at risk (X):	**Pupils**		**Staff**		**Parents**		**Parent helpers**		**Visitors**		**Contractors**	

Employees informed of risk assessment via the following means:		A copy of this RA is filed in the master file on Google Drive.	
Date:		Signed:	

St. Helen's College

EYFS Daily Checklist
2025-2026

Week beginning:

	Mon	Tue	Wed	Thu	Fri
Fire Safety					
Fire escapes and exits are clear					
Fire extinguishers in place/in date/unobstructed					
Trips, Slips and Falls Prevention					
Passageways, hall and corridor/floor areas are clear of obstructions					
Chairs are stacked safely					
Rugs and mats clear of curling corners					
Floors are dry and clean					
Equipment/resources stored safely in labelled units					
Electrical Safety					
No trailing wires from and electrical appliances					
Heating temperature regulated					
Air conditioning units, hand dryers in good working order					
Secure Storage of Equipment, Chemicals and Medications					
Knives, tools and/or adult scissors are stored securely					
Chemicals are stored safely, in a locked cupboard or out of reach.					
Staff medications are stored in a locked cupboard and any children's medication is stored with the school welfare assistant					
Hygiene					
Toilets and hand basins are clean and in working order					
Adequate toilet roll is in place					
Soap and hand towels are available					
Water temperature checked					

First Aid					
Fully stocked first aid bags are in place					
First aid supplies are within date					

	Mon	Tue	Wed	Thu	Fri
Food Handling					
Adequate supply of antibacterial spray for cleaning tables before eating or cookery activities					
Adequate supply of antibacterial gel, for use before food handling					
Adequate supply of disposable gloves					
Equipment					
Toys and equipment are clean and in good working order					
Outdoor Environment					
Play equipment, outdoor toys and games are in good repair and clean					
No animal faeces, broken glass, or other potentially dangerous debris in outdoor areas (including any wooded/bark/garden areas)					
Play surface, exterior fencing and gates in good repair and secure					
No poisonous, thorny plants in reach of children					
Any maintenance equipment is locked away					
Visual inspection of external areas for evidence of water pooling completed					

Enhanced Cleaning (tabletop resources, construction toys, small equipment) weekly						
Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7

Enhanced Cleaning (outdoor resources, large equipment) half termly	

Further Action Required

Any issues identified to be dated, added to the maintenance log and/or reported to JM/SEC as required.