



Fairfield House School

Risk Assessment Policy

Risk Assessment Policy

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Applies to: All Staff

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1. Introduction

Fairfield House School aims to ensure that all risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm.

Risk assessments are conducted and reviewed on a regular basis.

2. Legislation and Statutory Requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

- Paragraph 16 of part 3 of [The Education \(Independent School Standards\) Regulations 2014](#), which requires proprietors to have a written risk assessment policy
- Regulations 3 and 16 of [The Management of Health and Safety at Work Regulations 1999](#) require employers to assess risks to the health and safety of their employees, including new and expectant mothers
- Regulation 4 of [The Control of Asbestos Regulations 2012](#) requires that employers carry out an asbestos risk assessment
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of [The Control of Substances Hazardous to Health Regulations 2002](#)
- Under regulation 2 of [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), employers must assess the health and safety risks that display screen equipment pose to staff
- Regulation 9 of [The Regulatory Reform \(Fire Safety\) Order 2005](#) says that fire risks must be assessed
- Regulation 4 of [The Manual Handling Operations Regulations 1992](#) requires employers to conduct a risk assessment for manual handling operations
- [The Work at Height Regulations 2005](#) say employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely
- [DfE guidance on first aid in schools](#) says schools must carry out a risk assessment to determine what first aid provision is needed
- [DfE guidance on the Prevent duty](#) states that schools are expected to assess the risk of pupils being drawn into terrorism
- [The Health and Safety Executive \(HSE\)](#) say schools that manage their own pools must conduct a risk assessment

A table of all the risk assessments that schools are required to have in place can be found in appendix 1 of this policy.

3. Definitions

Risk assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken to prevent harm from them based on their likelihood and their potential to cause harm
Hazard	Something with the potential to cause harm to people, such as chemicals or working from height
Risk	The chance (high or low) that people could be harmed by hazards, together with an individuation of how serious the harm could be
Control measure	Action taken to prevent people being harmed

4. Roles and Responsibilities

4.1 The Governing Board

The Governing Board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Head Teacher.

The Governing Board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Governing Body, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them

4.2 The Head Teacher

The Head Teacher, or in the Head Teacher's absence the Proprietor, is responsible for ensuring that all risk assessments are completed and reviewed.

4.3 School Staff and Volunteers

Fairfield House School staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required
- Familiarising themselves with the risk assessments
- Implementing control measures identified in risk assessments
- Alerting the Head Teacher to any risks they find that need assessing

4.4 Pupils and parents/carers

Pupils and parents/carers are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

4.5 Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

5. Risk Assessment Process

When assessing risks in the school, Fairfield House School will follow the process outlined below. Fairfield House School will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

Step One: Identify hazards.

Fairfield House School will consider activities, processes, and substances within the school and establish what associated hazards could injure or harm the health of staff, pupils and visitors

Step Two: Declare who may be harmed and how

For each hazard, Fairfield House School will establish who might be harmed, naming the individuals who may be at harm. Fairfield House School will bear in mind that some individuals will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. Fairfield House School will establish how these individuals might be harmed.

Step Three: Evaluate the risks and decide on control measures (reviewing existing ones as well)

Fairfield House School will establish the level of risk posed by each hazard and review existing control measures. Fairfield House School will balance the level of risk against the measures needed to control the risks and do everything that is reasonably practicable to protect people from harm.

Step Four: Record significant findings

The findings from steps 1 and 2 will be written up and recorded in order to produce the relevant risk assessment. A pupil risk assessment template can be found in appendix 3 of this policy. A trip risk assessment template can be found in appendix 4 of this policy.

Step Five: Review the Assessment and update, as needed

Fairfield House School will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

Step Six: Retaining risk assessments

Risk assessments are retained by Fairfield House School for 3 years after the length of time they apply. Risk assessments are securely disposed of.

6. Monitoring Arrangements

Risk assessments are written as needed and reviewed by the Head Teacher. This policy will be reviewed by the Head Teacher every year and approved or amended.

For local area visits planned in line with individual pupil curriculums, a medium term risk assessment review cycle will occur every term to ensure risk assessments are up to date and reflect best practice for all involved in the risk assessment pertaining to each pupil.

7. Links with Other Policies

This risk assessment policy links to the following policies at Fairfield House School:

- Health and Safety
- First Aid
- Supporting pupils with medical conditions

Appendices

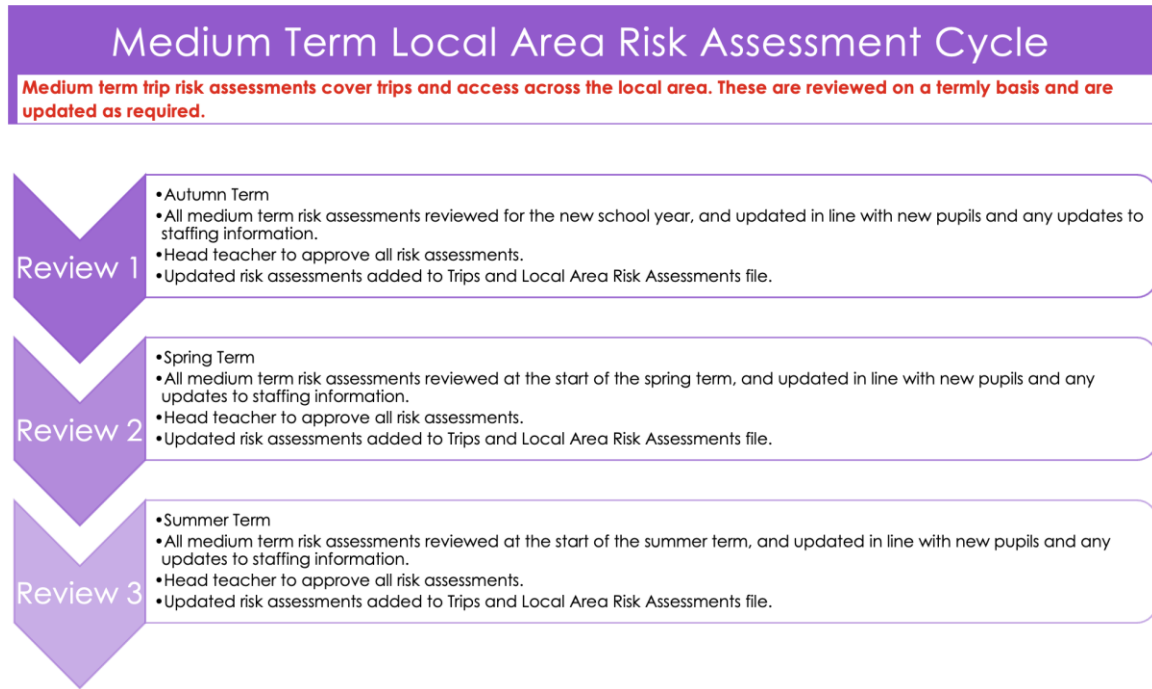
Appendix 1: Statutory Risk Assessments Checklist

The following table lists the risk assessments that schools are required to have in place:

Statutory or mandatory risk assessment	✓	Completed by	Date of review
<u>Asbestos</u>			
<u>Children being drawn into terrorism</u> (Prevent duty)			
<u>Display screen equipment</u>			
<u>Fire</u>			
<u>Lone working</u>			
<u>Manual handling</u>			
<u>Stress</u>			
<u>Substances hazardous to health</u>			
Swimming pools			
<u>Working at height</u>			

Appendix 2: Medium Term Risk Assessment Review cycle

The following document is the medium term local area risk assessment cycle that covers risk assessments pertaining to pupils at Fairfield House School going on local area visits as part of their individual curriculums.



Appendix 3: Individual Pupil Risk Assessment

The following document is the individual pupil risk assessment that must be completed for all pupils at Fairfield House School.

Pupil Working Risk Assessment

Pupil		House	Day student / Residential
School	Fairfield House School	Staff Ratio	
Person Completing Risk Assessment			
Assessment last review			
Next assessment review date			

Type of Risk	Risks and Triggers	Management	Indicate Level of Risk
		.	HIGH recent and frequent occurrence of behaviour MEDIUM recent but infrequent occurrence of behaviour LOW not within last 3 months, and infrequent occurrence of behaviour
Self-Injurious Behaviour Please indicate all type(s) of self-injurious behaviours such as eating disorders, drug/substance/alcohol misuse, cutting, prostitution, attempted suicide.			

Risk to others Please indicate types of risk e.g. physical, sexual, verbal or all			
Risk to staff Indicate all types of risk e.g. physical, sexual, verbal or all.			
Risk to or from the community Indicate whether from drugs, offending, abuse, prostitution, reprisal attacks etc.			
School and Grounds Please indicate risks in relation to security, damage, barricading in, climbing on, outbuildings, roads, etc			
Outings and Activities Indicate risks in relation to absconding, theft, criminal or dangerous associations, obtaining dangerous substances etc.			
Use of Kitchen Equipment Please indicate risks in relation to materials, tools, venue etc			
General Activities Indicate risks in relation to swimming, gym, cooking			

Travelling in a vehicle Indicate risks in relation to travelling in car/bus/train.			
Shopping Indicate risks in relation to absconding, theft, criminal or dangerous associations, obtaining dangerous substances etc.			
Fire Drill			
Using the trampoline			
Please add any other risks that arise whilst you are working with XXX			
Swimming			
Absconding			
Internet access and social media.			

Appendix 4: Trip Risk Assessment Template

The following document is the trip risk assessment that must be completed for all trips including local area visits.



Fairfield House School Enhanced Risk Assessment

Visit and Pupil Information

Pupil Name	
Term	
Activity/ visit	
Lead person	
Staff attending	
Staff ratio	
Emergency Contact Number	
Medical Needs	
Communication Needs	
Review Cycle	



Local



Community



Risk Assessments



Pre-Visit Checklist

Item	Yes / No	Comments
Individual Risk Assessment		
Emergency Contact Details available		
Mobile phone taken		
First Aid Bag taken		
Medication taken (if required)		
Vehicle checks completed (if applicable)		

Risk Assessment

Hazard	Who may be harmed	Risk	Control measures	Further action required	Residual risk

Personalised Strategies and Adjustments

Communication strategies specific to the pupil	
Regulation strategies specific to the pupil	
Medical considerations	
Additional staffing/ support requirements	



Local



Community



Risk Assessments



Sign off

Completed by	
Lead person signature	
Head teacher approval	
Date	