

STANHOPE PRIMARY SCHOOL

RISK ASSESSMENT POLICY

2026-2028



Date of Approval:	July 2026
Date of Next Review:	July 2028

Stanhope Primary School
Masters Road, Wellesley
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Risk Assessment Policy

“Sensible risk management is about practical steps to managing real risks, not bureaucratic back covering. Address the real risks, not only to pupils, but also to the health and well-being of your staff. And remember, risk assessment is just good planning – keep it fit for purpose and act on it.”

Sir Bill Callaghan, former Chairman, HSC

Stanhope Primary School is fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our children need to be educated into how to cope safely with risk.

This Policy should be read in conjunction with:

- Stanhope Primary School Health and Safety Policy
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- RIDDOR 2013
- Equality Act 2010, where risk assessments relate to disabled pupils, staff or reasonable adjustments
- DfE guidance on health and safety responsibilities in schools
- HSE guidance on sensible and proportionate risk management

WHAT IS A RISK ASSESSMENT?

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

- A **hazard** is something with the potential to cause harm (e.g. fire).
- A **risk** is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- A **risk assessment** is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).
- **Risk Control Measures or Safe Operating Systems** are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Risk Assessments focus on prevention, rather than reaction when things go wrong. In many cases simple measures are very effective and not costly. Risk assessments need reviewing and updating regularly. Training in relation to risk assessments is delivered annually.

WHAT AREAS REQUIRE RISK ASSESSMENTS?

The hazard and risk in all aspects of school life should be reviewed with a separate risk assessment. These include:

- Fire safety and procedures

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- Educational visits and trips
- Site usage e.g. the playground area & communal areas
- Legionella
- Impact of a pandemic / potential school closure (such as Covid-19)
- Some Science activities
- PE and Sport Activities
- Staff, e.g. pregnancy, return under 'fit for work' limitations issued by GP
- Individual children e.g. for behaviour, medical or special educational needs

Depending on the nature of the risk assessment, they may require to be published online.

To help us carry out effective risk assessments, and assess all risks adequately, we make use of model or generic risk assessments, for our educational activities and visits. The school will ensure that a competent person is appointed to support the management of health and safety and risk assessment arrangements.

Child Protection and Pastoral Care

Our Safeguarding Policy outlines the procedures in place to identify children at risk beyond the environs of school.

Medical and First Aid

Our Administering Medicines Policy outlines the procedures for managing children's medication. The Executive Headteacher is responsible for reporting any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

Unsafe areas

We ensure that pupils understand why they do not have access to potentially dangerous areas, such as the plant room, the kitchen, the roof and storage areas.

Where they are not fire escapes, doors to these areas are kept locked at all times when not in use. All flammables and chemicals are kept securely locked. Pupils do not have access to catering, maintenance and cleaning stores of the school.

CONDUCTING A RISK ASSESSMENT

The school will not proceed with any activity where the residual risk remains high after appropriate control measures have been considered. Activities with increased risk must be subject to detailed planning, appropriate supervision and approval before taking place. Activities involving pupils are normally low risk. Children are always spoken to about how to keep safe when undertaking any activity which has been risk assessed.

Procedure:

- State the activity/location
- Identify the hazards
- Identify who may be harmed – pupils, staff, visitors, contractors, volunteers
- Identify existing controls
- Decide risk level before and after controls
- Decide further actions needed

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- Identify named person responsible
- Identify a deadline/action date
- Seek approval/sign-off
- Note the review date

If there are any HIGH risk areas, the activity must not take place. For other risks, identify the safe operating systems you will put in place and send to the Executive Headteacher for review and authorisation. The activity may only take place once it has been authorised.

Educational Visits/Trips:

Educational visits and trips must be planned carefully so that pupils can benefit from wider learning experiences while risks are identified, managed and reduced as far as reasonably practicable.

All educational visits must be subject to an appropriate risk assessment. For routine, local or low-risk visits, an existing generic or model risk assessment may be used, provided it is checked and adapted to reflect the specific pupils, staffing, route, activity, weather, medical needs and any other relevant circumstances. For visits involving higher levels of risk, unfamiliar environments, transport, water, residential stays, adventurous activities or external providers, a visit-specific risk assessment must be completed.

Risk assessments for educational visits should consider:

- the purpose, location and nature of the visit
- travel arrangements, including walking routes, road safety, public transport or coach/minibus use
- staff supervision and deployment
- the needs of individual pupils, including medical needs, SEND, behaviour, mobility, anxiety or safeguarding considerations
- first aid arrangements and medication
- emergency procedures and communication arrangements
- weather conditions and suitable clothing/equipment
- site-specific hazards, including roads, water, animals, crowds, uneven ground, public spaces or restricted areas
- arrangements for toilets, lunch, breaks and transitions
- any external providers, including their own risk assessments, insurance and safeguarding arrangements where relevant

Staffing levels must be determined by the risk assessment rather than by fixed ratios alone. The visit leader must consider the age, needs and behaviour of the pupils, the nature of the activity, the environment, travel arrangements and the experience of the adults attending.

The visit leader is responsible for ensuring that all adults accompanying the visit understand the risk assessment, their role, supervision expectations, emergency procedures and any individual pupil need, they need to know about. Volunteers must be briefed before the visit and must not be left alone with pupils unless this has been agreed as part of the school's safeguarding and risk assessment procedures.

Where external providers are used, the school remains responsible for ensuring that appropriate checks have been carried out and that the activity is suitable for the pupils involved. This may include checking provider risk assessments, insurance, qualifications, safeguarding arrangements and emergency procedures.

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All educational visits must be approved by the Executive Headteacher or delegated senior leader before taking place. Visits involving residential stays, adventurous activities, significant travel or increased risk may require additional approval in line with the school/trust educational visits procedures.

Risk assessments must be reviewed before the visit takes place and updated if circumstances change, including changes to weather, staffing, pupil needs, transport arrangements or activity plans. Dynamic risk assessment should be used during the visit, with staff expected to adapt or stop an activity if risks increase or control measures are no longer effective.

Individual Risk Assessments:

Where necessary, an individual pupil risk assessment may be completed to support the safety, wellbeing and inclusion of a pupil and those around them. Individual risk assessments should be used to help pupils access school life as fully as possible, rather than to restrict access unnecessarily.

An individual pupil risk assessment may be required where a pupil has needs linked to, but not limited to:

- medical needs
- physical disability or mobility needs
- behaviour or SEMH needs
- sensory needs
- intimate care or personal care (In the form of an Individual Health Care Plan)
- moving and handling
- significant allergies
- known safeguarding vulnerabilities
- risk of absconding

Individual pupil risk assessments should identify the specific risk, who may be affected, the situations in which the risk is most likely to occur, existing control measures and any further actions needed. The assessment should also identify the member of staff responsible for agreed actions and the date by which actions should be completed.

Where appropriate, individual risk assessments should be developed in consultation with parents/carers, relevant staff and external professionals. Pupil voice should be included where this is suitable and helpful. Risk assessments should take account of reasonable adjustments and should link to other relevant plans, such as an Individual support plan, behaviour support plan, intimate care plan, moving and handling plan or Educational Health and Care Plan.

Individual pupil risk assessments must be shared only with staff who need the information to keep the pupil and others safe. Staff working with the pupil must understand the agreed control measures and follow them consistently.

Individual pupil risk assessments should be reviewed regularly and whenever circumstances change. This includes following an incident or near miss, a change in the pupil's needs, a change in staffing, a change to the school environment, a new activity or visit, or following advice from parents/carers or external professionals.

When created these must be saved in the safeguarding folder on SharePoint and added to the Weekly Safeguarding Review document.

Specialist Risk Assessments

The Office Manager together with the caretaker arranges for specialists to carry out the following risk assessments or follows the approved Model Risk Assessments:

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- Fire safety
- Legionella
- Gas safety
- Electrical safety
- asbestos management
- COSHH/cleaning chemicals
- manual handling
- slips, trips and falls
- working at height
- lone working
- workplace stress and staff wellbeing
- violence/aggression towards staff
- contractors and visitors
- site security/lockdown
- severe weather – heat, ice, storms
- food preparation/allergies
- technology/equipment use

Reviews

Risk assessments must be reviewed regularly to ensure that control measures remain effective and appropriate. All risk assessments will be reviewed at least annually, or sooner where circumstances change.

A risk assessment must be reviewed and updated when:

- there has been an accident, incident or near miss related to the risk assessment.
- a new hazard has been identified.
- there is a change to the activity, environment, staffing, supervision arrangements or equipment.
- there is a change in the needs of a pupil, member of staff, volunteer or visitor.
- a pupil's medical, SEND, behavioural, emotional or safeguarding needs change.
- major structural work, site changes or temporary building arrangements are planned.
- new guidance, legislation or trust/school procedures are introduced.
- public health, weather or environmental conditions create additional risks.
- concerns are raised by staff, pupils, parents/carers, visitors, contractors or external professionals.
- existing control measures are no longer effective or are not being followed consistently.

The person responsible for the risk assessment must ensure that any updates are recorded, dated and shared with relevant staff. Where changes affect pupils, staff, volunteers or visitors, the updated control measures must be communicated before the activity continues or takes place.

Where a risk assessment identifies that the residual risk remains too high, the activity must not proceed until further control measures have been agreed and authorised by the Headteacher or delegated senior leader.

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A separate policy on the management of health and safety describes the arrangements for regular health and safety audits of the fabric of the school, its plant and equipment, together with its arrangements for catering and cleaning and for water sampling.

Responsibilities of all Staff

- Executive Headteacher: Overall responsibility for health and safety.
- Health and Safety Officer: Day-to-day management of health and safety, including risk assessments.
- Staff: Conducting risk assessments for their areas of responsibility.
- Pupils and Parents: Reporting hazards and following safety procedures

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Executive Headteacher, the area Business Manager and Office Manager in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Executive Headteacher.