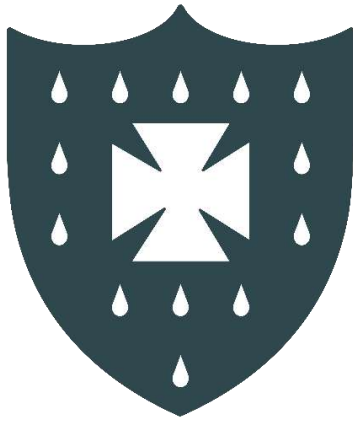




S. Anselm's Prep School Peak District

Policy Title: Risk Assessment Policy

Policy Category: Health and Safety

Policy Number: HS10

Policy Owner / Author:	Richard Newton
Approved by:	Head
Date Approved:	V1.1 July 2026; V1.0 approved March 2025
Effective Date:	1 September 2027, coinciding with the extension of the school's registered age range to 0–16
Next Review Date:	March 2028 (or earlier, following confirmation of the material change decision by the DfE)
Version:	1.1
Related Policies:	Boarding Policy; Health & Safety Policy; Legionella Written Scheme; Guidelines for Educational Visits Policy; Critical Response Policy; Dangerous Animal and Intruder Lockdown Policy; Recruitment Policy; Admissions Policy; Supervision Policy; Visitor Policy; Curriculum Policy; PSHE Policy; Key Stage 4 Curriculum Policy; Careers Policy; Early Years (EYFS) Policy; Work Experience Policy; Staff Handbook
Confidentiality Label:	☒ Internal Use Only ☐ Parent Web Page ☐ Public Document
Contact for Queries:	

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1. Purpose and scope

1.1 This policy sets out S. Anselm's School's approach to identifying, assessing and managing risk across all areas of School life.

The School currently educates children from Little Puddings through to Year 8. The School has applied to the Department for Education to extend its registered age range to 16 and intends, subject to approval, to introduce Year 9 from September 2027, followed progressively by Years 10 and 11.

This policy therefore reflects both the School's current provision and, where specifically identified, the arrangements being developed in preparation for the proposed extension of the School to Year 11.

1.2 S. Anselm's aims to provide an environment in which pupils, staff, parents, visitors, volunteers and contractors are able to learn, work and participate safely. Risk management should be **sensible, proportionate and enabling**: its purpose is not to eliminate all risk, but to identify foreseeable hazards and take reasonable steps to prevent harm while allowing pupils to benefit from appropriate challenge, independence, play, exploration and adventure.

This reflects DfE guidance that risk management should be proportionate and should enable children to participate in activities, including play, sport and educational visits.

1.3 This policy applies to activities and areas for which the School has responsibility, including:

- teaching and learning;
- premises and grounds;
- supervision and pastoral care;
- boarding;
- Early Years provision;
- sport, swimming and outdoor learning;
- educational visits and residential activities;
- practical and specialist curriculum activities;
- events and activities outside the normal School day;
- visitors, contractors and volunteers;
- work-related activities undertaken by employees; and
- where relevant, activities undertaken by pupils away from the School but organised or arranged by the School.

1.4 This policy provides the framework for general risk assessment. Specialist areas including fire safety, asbestos, legionella and water quality, hazardous substances, machinery and equipment, food safety and other technical areas are additionally governed by specific policies, procedures, statutory requirements and competent professional advice.

2. Responsibilities

2.1 The Trustees/Proprietor have overall responsibility for ensuring that the School complies with its health and safety obligations and that suitable arrangements are in place for identifying and managing risk.

2.2 The Head is responsible for the implementation of this policy and for ensuring that effective systems are in place for risk assessment, monitoring, review and escalation.

2.3 The Chief Business Development and Operations Officer / responsible operational lead oversees the School's operational risk-management systems, including premises, facilities, contractors and relevant statutory compliance, working with the Head and appropriately qualified advisers.

2.4 Heads of Department, phase leaders, activity leaders, trip leaders, the Head of Boarding and other designated staff are responsible for ensuring that appropriate risk assessments are completed and implemented for activities within their area of responsibility.

2.5 All staff have a responsibility to:

- take reasonable care of their own health and safety and that of others;
- follow the control measures identified in relevant risk assessments;
- undertake dynamic risk assessment where circumstances change;
- report hazards, defects, accidents, incidents and near misses promptly;
- stop or modify an activity where they reasonably believe there is an immediate and significant risk of harm; and
- contribute to the review of risk assessments where appropriate.

3. Competence and training

3.1 Risk assessments must be undertaken by a person who is competent to assess the particular activity or hazard.

Competence will depend upon the nature and complexity of the risk and may require appropriate knowledge, training, experience or specialist professional advice.

3.2 Staff who are routinely responsible for completing or approving risk assessments will receive appropriate training. Training will be refreshed according to role, need and changes in legislation or guidance.

3.3 Where specialist competence is required, the School will obtain advice or assessment from an appropriately qualified person.

4. The risk-assessment process

4.1 Risk assessments should be proportionate to the nature and complexity of the activity. They should be practical working documents rather than unnecessarily bureaucratic exercises.

4.2 The School follows five broad steps:

- **Identify the hazards** — what could cause harm?
- **Identify who may be harmed and how** — including pupils, staff, visitors, contractors or others, and any individuals or groups who may be particularly vulnerable.
- **Evaluate the risk** — consider both the likelihood of harm and the potential severity of its consequences, taking account of existing controls.
- **Identify and implement further controls** — determine what reasonably practicable action is required to eliminate or reduce the risk.
- **Record, communicate, monitor and review** — ensure that relevant people understand the controls and that their effectiveness is reviewed.
- The significant findings of risk assessments and the measures required to control risk will be recorded.

4.3 The School may use a risk-rating matrix to support professional judgement. A numerical or colour rating does not replace consideration of the actual hazard, the people involved and the effectiveness of the controls.

4.4 Where appropriate, controls should follow the principle of eliminating a hazard where reasonably practicable before relying upon procedural controls, supervision or personal protective equipment.

5. Review of risk assessments

5.1 Risk assessments are living documents and will be reviewed at appropriate intervals. Routine assessments will normally be reviewed at least annually and sooner where circumstances require it.

5.2 A risk assessment must also be reviewed where:

- there is reason to believe that it is no longer valid;
- the activity, environment or equipment changes significantly;
- the age, needs or characteristics of the people involved change materially;
- an accident, incident or significant near miss occurs;
- a new hazard is identified;
- control measures appear ineffective;
- relevant legislation, statutory guidance or recognised good practice changes;
- the School introduces a new activity or provision; or
- another significant change affects the nature or level of risk.

- This is more accurate than saying every risk assessment simply “will be reviewed annually”; DfE guidance requires review where an assessment may no longer be valid or circumstances significantly change.

6. Premises, grounds and site security

6.1 Premises and site risk assessments are overseen by the Facilities team and reviewed at least annually, supported by regular inspections, statutory testing and maintenance.

6.2 Defects and hazards identified by staff must be reported promptly. The School will assess the level of risk and take proportionate action, which may include immediate isolation of an area or item pending repair.

6.3 Security risks form part of the School’s risk-management arrangements. These include:

- control of access to the site;
- visitors and contractors;
- perimeter security;
- pupil arrival and collection;
- vehicle and pedestrian movement;
- unauthorised access and trespass;
- lockdown, evacuation and other emergency procedures; and
- supervision of pupils across the School estate.
- The DfE's July 2026 security guidance specifically expects schools to assess internal and external security risks and put preventative measures in place.

7. Pupil supervision and safeguarding

7.1 Risk assessment relating to pupils must take account of their age, maturity, individual needs and the nature of the activity.

7.2 Risk assessment does not replace safeguarding procedures. Where a risk concerns the safety or welfare of a child, staff must also consider whether it constitutes a safeguarding concern and follow the School's Safeguarding and Child Protection Policy.

Where appropriate, individual risk assessments may be required for a pupil because of:

- medical needs or allergies;
- SEND or disability;
- behaviour presenting a foreseeable risk of harm;
- mental-health or emotional needs;
- vulnerability to exploitation or absconding;
- participation in a particular activity; or
- another individual circumstance.

- Individual assessments should be developed with relevant professionals, the pupil and parents where appropriate, and must not unnecessarily restrict a pupil's access to education.

8. Early Years

8.1 Risk management for children within Little Puddings, Pre-School and Reception must additionally comply with the current statutory Early Years Foundation Stage framework.

The EYFS framework in force from 1 September 2026 includes strengthened requirements and guidance relating particularly to safeguarding and safer sleep.

8.2 Risk assessment and risk management within Early Years will have particular regard to:

- statutory staff:child ratios and effective supervision;
- the age, mobility and developmental stage of individual children;
- non-mobile and pre-verbal children;
- safer sleep arrangements and required sleep checks;
- feeding, weaning and choking risks;
- nappy changing and intimate care;
- allergies, dietary requirements and medical needs;
- furniture, equipment and the physical environment;
- outdoor play and access to the wider School site;
- collection and handover arrangements;
- use of screens and digital technology;
- animals and other potential hazards; and
- safeguarding and welfare requirements specific to babies and very young children.
- Safer-sleep requirements are now explicitly within the September 2026 EYFS framework.

9. Boarding

9.1 Boarding risk assessments apply to all pupils participating in boarding and must be consistent with the National Minimum Standards for Boarding Schools and the School's Boarding Policy.

9.2 These include:

- annual risk assessment of dormitories and boarding communal areas;
- regular visual checks of boarding accommodation;
- fire and evacuation arrangements, including at night;
- supervision and staffing;
- pupil privacy and security;
- medical, allergy, dietary and SEND information;
- boarding activities and evening clubs;
- external and residential activities;
- special events; and

- appropriate arrangements for boarders' increasing independence as they become older.

9.3 The Head of Boarding is responsible for ensuring that relevant assessments are current, communicated to boarding staff and reviewed following incidents or significant changes.

10. Educational visits, sport and outdoor learning

10.1 Educational visits and off-site activities must comply with the School's Educational Visits Policy.

10.2 Risk management should enable rather than unnecessarily restrict appropriate outdoor learning, sport, play and adventure.

10.3 Staff leading activities must consider:

- the nature and location of the activity;
- the competence and experience of staff;
- pupil age, maturity and individual needs;
- supervision;
- weather and environmental conditions;
- transport;
- first aid and emergency arrangements;
- medical needs and allergies;
- safeguarding;
- communication; and
- contingency arrangements.

10.4 Staff are expected to undertake dynamic risk assessment where conditions change.

11. Curriculum and specialist activities

11.1 Appropriate risk assessments and control measures must be in place for higher-risk curriculum areas including:

- Science;
- Design & Technology;
- Art;
- PE and Games;
- swimming;
- Outdoor Learning;
- food preparation;
- drama and performance;
- computing/electrical equipment; and
- any activity involving hazardous substances, tools, machinery, heat, chemicals or specialist equipment.

11.2 Subject-specific guidance, including CLEAPSS or other recognised professional guidance where applicable, should be followed.

12. Proposed Years 9–11 provision

12.1 Subject to DfE approval of the School's material-change application, risk management will develop progressively as Years 9–11 are introduced.

12.2 Planning will have particular regard to:

- GCSE-level practical work in Science, Design & Technology, Art and other practical subjects;
- specialist equipment, materials and facilities;
- increased independence appropriate to pupils' age and maturity;
- careers visits and external provision;
- work experience;
- examinations and controlled/practical assessments;
- off-site activities;
- supervised independent study and any future study-leave arrangements;
- boarding arrangements for older pupils; and
- any additional risks arising from the curriculum, timetable or organisation of senior provision.

12.3 Appropriate risk assessments, policies, staffing, facilities and control measures will be in place **before** the relevant provision is introduced.

13. Work experience

13.1 When work experience is introduced as part of the Senior School provision, arrangements will comply with the School's Careers and Work Experience policies and relevant health, safety and safeguarding requirements.

13.2 The School will take proportionate steps to satisfy itself that placements are suitable, including consideration of:

- the nature of the workplace and activities;
- the pupil's age, maturity and individual needs;
- supervision;
- safeguarding;
- employer health and safety arrangements;
- insurance;
- travel arrangements; and
- emergency and reporting procedures.

14. Visitors, contractors and third parties

14.1 Risks associated with visitors, contractors, volunteers and external providers will be managed through the School's visitor, safeguarding, procurement and contractor-management procedures.

14.2 Appropriate checks, supervision and controls will depend upon the nature of the activity and the individual's access to pupils.

15. Accidents, incidents and near misses

15.1 Accidents, significant incidents and near misses must be recorded and reported through the School's agreed systems.

15.2 Significant incidents will be reviewed to determine:

- what happened;
- whether existing controls were followed;
- whether the risk assessment remains suitable;
- whether further control measures are required; and
- whether reporting to an external body, including under RIDDOR where applicable, is required.

16. Records

- **16.1** Risk assessments and associated records will be stored securely and retained in accordance with the School's records-retention arrangements.
- **16.2** Current assessments must be readily accessible to staff who are required to implement them.
- **16.3** Relevant control measures must be communicated to those affected. It is not sufficient for a risk assessment simply to exist on file if the people responsible for implementing its controls are unaware of them.

17. Related policies and guidance

- This policy should be read alongside, as applicable:
- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Supervision Policy
- Educational Visits Policy
- Boarding Policy and Boarding Handbook
- Fire Safety Policy and Fire Risk Assessment
- Critical Incident / Emergency Response Policy
- Lockdown and Security Policy

- Visitor Policy
- Recruitment Policy
- First Aid and Medical Policy
- Supporting Pupils with Medical Conditions / Individual Healthcare Plans
- Allergy Policy
- Behaviour Policy
- Restrictive Interventions / Reasonable Force arrangements
- EYFS Policy
- Curriculum Policy
- Key Stage 4 Curriculum planning documentation
- Careers Policy
- Work Experience Policy
- SEND Policy
- Swimming Pool Operating Procedures
- COSHH arrangements
- Legionella Written Scheme
- Asbestos Management Plan
- Staff Code of Conduct / Faculty Handbook.