



RISK ASSESSMENT POLICY

O you who believe, uphold justice and bear witness to Allah, even if it is against yourselves, your parents, or your close relatives. Whether the person is rich or poor, Allah can best take care of both. Refrain from following your own desire, so that you can act justly- if you distort or neglect justice, Allah is fully aware of what you do.

Quran 4:135

Approved by: Governing Board

Last reviewed on: Spring 2025-26 Next review due by: Spring 2027-28

1. Aims

The school aims to ensure that:

- o 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
- o Risk assessments are conducted and reviewed on a regular basis

2. Legislation and statutory requirements

- o 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
- o 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
- o Regulation 4 of [The Control of Asbestos Regulations 2012](#) requires that employers carry out an asbestos risk assessment
- o 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](#)
- o 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
- o Regulation 9 of [The Regulatory Reform \(Fire Safety\) Order 2005](#) says that fire risks must be assessed
- o Regulation 4 of [The Manual Handling Operations Regulations 1992](#) requires employers to conduct a risk assessment for manual handling operations
- o [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
- o [DfE guidance on first aid in schools](#) says schools must carry out a risk assessment to determine what first aid provision is needed
- o [DfE guidance on the Prevent duty](#) states that schools are expected to assess the risk of pupils being drawn into terrorism

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 in order to
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	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 indication 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 headteacher.

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 Trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order 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 headteacher

The headteacher, or in the headteacher's absence the Assistant Headteachers, are responsible for ensuring that all risk assessments are completed and reviewed.

4.3 School staff and volunteers

School staff are responsible for:

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

4.3.1 All staff will be informed of the work-related hazards they may be exposed to and the control measures necessary to prevent harm occurring.

4.3.2 Suitable instruction and training will be given to ensure that staff are familiar with the use of appropriate controls and the need for implementation of those measures.

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, we will follow the process outlined below.

We 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 1: identify hazards – we 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 2: decide who may be harmed and how – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs and disability (SEND) or short/long term medical needs or injuries. We will then establish how these groups might be harmed.

Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures. We 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 4: record significant findings – the findings from steps 1 to 3 will be written up and recorded to produce the risk assessment. A risk assessment template can be found in appendix 2 of this policy.

Step 5: review the assessment and update, as needed – we 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 6: retaining risk assessments – risk assessments are retained for 3 years after the length of time they apply. Risk assessments are securely disposed of.

6. Frequency

6.1 A risk assessment should be carried out at least once a year. Further individual risk assessments are needed for particular instances such as school trips (see separate school trips risk assessments).

6.2 A risk assessment must be repeated:

- a) If there is any significant change in the space or the activity
- b) After no more than 12 months
- c) After any potentially dangerous incident whether or not an injury has occurred.

7. What risk assessments do we hold?

7.1 The following risk assessments will be carried out, provided to staff (as necessary) and reviewed on an annual basis;

- a) Building
- b) EYFS area
- c) Fire risk assessment
- d) Specialist equipment (Laminator)
- e) Medical conditions (as part of a medical plan, please refer to First Aid policy)
- f) Maternity
- g) Playground
- h) Regular visits to local off-site areas such as the Score Centre, Leyton Youth Ground and Sidmouth Park.
- i) School excursions (please refer to the School Excursion policy)
- j) First Aid requirements

In addition, from time to time there may be other risk assessments required due to the specific issues or instances that arise such as any Islamophobic attacks at the school or similar.

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

7.2 In addition to the risk assessment available general internal areas check list will be carried out on a regular basis for the school classrooms and any remedial action taken as necessary. This will be documented.

8. Links with other policies

This risk assessment policy links to the following policies:

- o Health and safety
- o First aid
- o Child Protection and Safeguarding
- o Fire Plan

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
Outdoor activities			
Indoor activities			
Substances hazardous to health			
Electronic appliances			
Fire			
First aid			
Manual handling			
Children being drawn into terrorism			

Appendix 3- Trip Risk assessment template

RISK ASSESSMENT	
FOR TEACHER USE ONLY	
Year/Class	Year
Risk Assessment Name	
Location (where applicable):	
Trip Leader/Assessment completed by	
Assessment Date	
Accompanying Adults	
First Aider	
TRIP DETAILS	
Year/Class	Year
For smaller groups please name children:	N/A
Day of Trip:	
Time Leaving School:	
Time Returning to School:	
Curriculum Link (e.g subject / topic)	
Summary of Activity:	
I have ensured there are no clashes and have added it to the calendar	
Summary of Activity:	
Letter sent to parents	
FOR HEADTEACHER/ASSISTANT HEADTEACHER USE ONLY	
Confirm to go ahead (name, date, time)	

Hazard/ Effect of Hazard	Control Measures Add/adapt control measures as appropriate including named pupils as necessary	Risk Priority (likelihood) High Medium Low NA (not applicable)	Enter who will be responsible for implementing Control Measures
Route to the place of visit- state the route and say what control measures are in place			
Check individual Health Care Plans.	Teachers to ensure any medication required for the children in their class to be taken with them.	Low	
Location of trip			
Emergencies & First Aid	<ul style="list-style-type: none"> • Staff will carry a mobile phone or have a means of summoning emergency assistance. First Aid kit to be taken on all trips Staff will be monitoring en route and at the venue for any new risks arising; they will take appropriate action to maintain safety and minimise risks. e.g., alter route; return to school. 	Medium	
Walking	Children will walk in pairs and directed by their responsible adult. Regular head counts.	Medium	
Crossing roads	Adult to lead the children to cross the road safely.	Medium	
Toilet	<ul style="list-style-type: none"> • Ensure that an adult is in the toilet • Ensure that children go in the cubicle alone • Come to school with an adult if required 	Medium	

	<ul style="list-style-type: none"> • Ch go to toilet prior to leaving school/venue 		
Squashed/stuck fingers Swelling, bruising, cuts	Adults to organise holding doors/gates open	Medium	
Anaphylactic shock: Allergic reaction	Ensure all adults are aware of any students with allergies in their team. Trip leader/adult of a team which contains a participant with serious allergy to carry epipen where applicable.	Low	
Asthma Attack	<ul style="list-style-type: none"> • Adults to carry inhalers as necessary • Take emergency measures if necessary 	Medium	
Children with medical conditions (e.g. diabetic attack, heart conditions, epilepsy)	<ul style="list-style-type: none"> • Adults to carry medication as necessary • First aid kit carried • Member of staff from school with basic/ full first aid 	Medium	
Insect bites Swelling, bruising, cuts, allergic reactions Animals bites/stings	<ul style="list-style-type: none"> • Use First Aid kit as necessary • Adults are to brief children to avoid petting or aggravating any domestic or wild animals that they might come across. 	Low	
Weather inc. Dehydration	<ul style="list-style-type: none"> • Trip Leader to check weather forecast prior to trip and plan accordingly. • Staff are to prevent inappropriately dressed individuals from taking part/phone parents to bring appropriate clothing • All participants to provide their own waterproof jackets and warm clothing when applicable - to go in letter to parents • Staff to ensure that there is a healthy supply of water, either a mains tap or from water containers. 	Low	

	<ul style="list-style-type: none"> • Participants to carry water bottles when appropriate. 		
Sunburn: Dehydration, redness, soreness of skin	Staff to monitor the participants, paying particular attention to sunscreen and suitable clothing. Sun lotion to be applied by parents before school.	Low	
Behaviour: injury/incident	If there are any behavioural issues that may jeopardise the safety of the activity in progress, staff will stop the activity until the situation is under control In case of a serious incident - a staff may deal with an individual/s and return them to school either with a staff member if there are more staff or return with the whole class <ul style="list-style-type: none"> • You may need to ring the school to inform a member of the SLT 	Medium	
Children hurting themselves	<ul style="list-style-type: none"> • Staff to ensure that participants are not placed in compromising or dangerous positions. • Carry First Aid kit. • Decide on emergency procedures and whether to call an ambulance or take child to hospital directly. • One school adult to stay with/ take child for medical treatment • Other school staff to stay with the children • SLT/school office to be informed immediately 	Medium	
Inappropriate contact with members of the public: Insecurity, distress	<ul style="list-style-type: none"> • Adults briefed as to their responsibilities and procedures • Adults monitor children allocated to them • Adults vigilant with regards to adults not related to school paying undue attention to children. 	Medium	
Getting lost (individual and group) or participant being	<ul style="list-style-type: none"> • Regular 'head counts', in particular at arrival, departure etc. • Discuss with children and adults what to do if they got lost i.e. remain 	Medium	

separated from the adult/group	<p>where they are until found and within the trip area. Identify a place for children to wait.</p> <ul style="list-style-type: none"> • Adults to supervise own group at all times checking all children are there 		
Travelling by public transport	<ul style="list-style-type: none"> • Children sit on the bus or stand by holding onto something depending on the situation with the responsible adult. • One adult wait at the bus stop until all children are on the transport. • Children stay with their adult • Adult stays on the transport until all children have been checked off the transport 	Medium	
Escalators	<ul style="list-style-type: none"> • Ensure that no children touch the escalator/treads/ bend down • Be careful with holding onto handrail • Ensure children get on and off safely • Ensure an adult watch as children get on and off safely 	N/A	
Canoeing/Water sports	<ul style="list-style-type: none"> • Participants to wear adequate footwear (that stays on in event of capsize). • Manual handling briefing and specific boat carrying instructions. • Staff to brief group on water etiquettes and passing boats. Instructors to brief the group with safety procedure on how to board and exit boats when it's windy. • Instructor to keep all boats/groups in line of sight. Instructor to hold canoe safety test and first aid kit. 	N/A	
Evacuation/ bomb threat/ terrorist event	<ul style="list-style-type: none"> • Remove children to a safe place • Follow advice given by authorities • Contact SLT as soon as possible 	Low	
PARENTS' BRIEFING	<ul style="list-style-type: none"> • Parents' role: trip specific content; be a positive role model of what staff are expecting of chn. No shopping time for individual parents 	Low	

	<ul style="list-style-type: none"> • Help chn to keep place in line, and line stays together; conversation, except when crossing roads. <i>(see parents briefing section on checklist)</i> 		
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Trip Itinerary

TIMING	ACTION
11am	Toilet break, Hi-Vis/Lanyards, Prepare to leave school
2.30pm	Return to school

IMPORTANT CONTACT NUMBERS

Trip Leader

School Number

020 8558 8765 – (contact in emergency)

First Aider

GROUP ALLOCATION

Grp. No.	NAME OF CHILD	KNOWN MEDICAL CONDITIONS/ALLERGIES	ALLOCATED SUPERVISOR & Contact number
1			
2			
3			
3			

4			
5			

SCHOOL TRIP REVIEW NOTES

VENUE:

DATE:

CLASS:

AREA	ISSUE	FUTURE SOLUTION

FOR ALL STAFF AND VOLUNTEERS

Mobile phones should not be used by parents/volunteers whilst near the children.

The role of supervising groups is a responsibility so please pay full attention to the children in your care and not on other peripheral issues such as phones.

Please be clear who has the medication for any children in the group, everyone should be aware of this.

Please note all information from today's trip is confidential and should not be disclosed to others outside of school.

If there is something worrying you please speak to the schools Designated Safeguarding Lead, Ms Hawa Moreea or the Headteacher.