BLENHEIM SCHOOLS

Risk Assessment Policy

Policy Folder: Website

Risk Assessment Policy

September 2025

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Atria,
Spa Road,
Bolton, BL1 4AG

Document Name: Risk Assessment Policy **Document Type:** Policy **Policy Owner:** Research and Policy Manager
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1 Purpose

1.1 This policy defines and outlines the process for conducting risk assessments at our school in order to identify and assess potential hazards. To develop and implement control measures to manage and minimize risks to our pupils, staff, and visitors.

1.2 The risk assessments cover our pupils, our buildings, our grounds, our staff, visitors, contractors and parents, as well as our daily routines including school events and educational visits.

2 Risk Assessment Process

2.1 To protect the safety of our staff, pupils and visitors from harm:

- We identify what could cause injury or illness in the school (hazards)
- Decide how likely it is that someone could be harmed and how seriously (the risk)
- Take action to eliminate the hazard or if this isn't possible, control the risk.

2.2 Risk management is a step-by step process for controlling health and safety risk caused by hazards in the workplace. We adopt the HSE 5 steps to manage risk:

- Identify Hazards: Hazards can be identified through regular inspections of the school grounds, facilities, and equipment, as well as through reports from staff, students, and visitors.
- Assess Risks: Risks associated with identified hazards are assessed by evaluating the likelihood and potential consequences of an incident occurring.
- Control the Risks: Control measures are developed to manage and minimize identified risks. The most effective control measures are those that eliminate the hazard, but when this is not possible, alternative control measures are developed including redesigning the activity, replacing the process, organising work to reduce exposure, safe systems of work and providing PPE equipment.
- Record our findings: All findings are recorded including hazards, who might be harmed and how, alongside what we do to control the risk.
- Review the controls: Risk assessments are reviewed and updated to ensure control measures are working and remain effective.

2.3 Standard risk assessment templates can found on the Teams - European Comms Centre/Policies folder, the Safeguarding Risk Assessment which should be used for supporting specific children can be found in the Safeguarding Toolkit. Medical Risk Assessment templates including use for educational visits are found on Medical and First Aid Teams folder in this current Academic year

3 Responsibilities

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3.1 The Head is responsible for adequate control of risks arising out of the schools activities, and clear procedures are created for risk assessment, the development of safe working practices and reporting of accident, incidents and near misses. This is done by ensuring processes are review and followed. With Medical Tracker incidents being reviewed half termly.

- All staff are aware of, and adhere to, the school's policies and procedures on pupil health, safety, welfare, and safeguarding;
- Key staff have clearly established roles and responsibilities;
- Staff are appropriately trained to effectively carry out risk assessments;
- Where concerns about a pupil's welfare, safety, and safeguarding are identified, the risks are appropriately managed;
- Staff, pupils, parents and others are consulted, where appropriate, to find practical solutions to welfare, health and safety, and safeguarding needs; and
- Standards of pupil welfare, health and safety, and safeguarding at the school are regularly monitored to identify trends and issues of concern and to improve systems to manage these.

4 Risk Assessment Areas

4.1 The key risk assessment areas are:

- Business continuity
- DSE
- Early Years, including intimate care and toileting
- Educational visits
- Facilities including equipment and premises management
- Fire
- First Aid
- Lessons and educational activities (specialist teaching areas)
- Management of hazardous substances
- Pupil welfare (medical needs, supervison)
- Recruitment procedures
- Safeguarding
- Security

5 Training and Communication

5.1 Staff required to complete risk assessments will be given appropriate training and guidance.

5.2 This policy will be communicated to staff through regular training and communication channels.

6 Storage of Risk Assessments

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6.1 Risk assessments are stored on the schools intranet or shared Teams folder, 2025-26 Academic Shared – Operations – Risk Assessment. and location communicated to staff.

6.2 Risk assessments for school trips (where completed) are saved on the Evolve platform.

6.3 Safeguarding risk assessments will be saved within the child's individual safeguarding record.

7 Review

7.1 Reviews of risk assessments will be undertaken annually and:

- if they are no longer effective
- changes in workplace
- changes to type of people involved in activity
- result of any accidents/near misses
- issues raised by staff
- legislative changes
- changes in good practice
- at a minimum of every 4 week sfor safeguarding risk assessments.

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Version control	
Current Review Date	September 2025
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Related documentation	
Related documentation	H&S Policy Safeguarding and Child Protection Policy Intimate Care and Toileting Policy Educational Visits Policy

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