The Federation of The Annunciation Catholic Schools

'Be who God meant you to be and you will set the world on fire'

St Catherine of Siena

Risk Assessment Policy and Procedure

Approved by: Governing Board	**Date:** September 2026
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RISK ASSESSMENT POLICY & PROCEDURE

1.0 Introduction

The Federation of The Annunciation Catholic Schools has developed this Risk Assessment Policy and Procedure to support the school staff and leadership in the protection of all persons using the school under their control, including employees, pupils, parents and visitors.

This policy should be read in connection with the school's educational visits policy, which provides further details on the procedure for risk assessing school trips and other off-site events.

2.0 Policy Aims

This document aims to set out the school's commitment to assessing major risks to pupils, employees and non-employees who may be affected by its operations and activities. The risk assessment process will support the identification of

- hazards
- how the potential risks arise
- their potential impact.

This information will then be used to make informed decisions on how the identified risks will be controlled and managed. It is the school's policy that there will be:

- Suitable and sufficient competent personnel available to identify hazards and risks and conduct risk assessments
- Adequate resources provided to allow responsible persons to conduct risk assessments and maintain records
- Clear and concise communication in relation to the findings of risk assessments to personnel and any other relevant persons
- Adequate resources available to ensure control measures raised as part of the risk assessment process are implemented and monitored for their effectiveness as far as is reasonably practicable.

This will be achieved by the involvement of all levels of staff from senior management to those staff in class or in support roles. At an age-appropriate level, pupils will also be involved, to encourage them to learn to manage and negotiate risk.

3.0 What is a Risk Assessment?

A risk assessment is a careful examination of potential hazards that could cause harm to employees, pupils and/or others, (including members of the public), arising out of, or in connection with, work or activity undertaken by school's staff, pupils and visitors. The process should identify the risks arising from the hazards, that is the *likelihood*, and how they may impact on those affected, that is the *severity*. This information can then be used to make decisions on how to manage the identified hazards and risks and then ensure that the controls and/or action taken are proportionate. A risk assessment should then be used to assess that any precautions taken are adequate to prevent harm, document those controls and, if necessary, identify further controls.

4.0 Roles & Responsibilities

4.1. The Local Authority and Governors

Provide a policy and process to assess risks and ensure that there are adequate arrangements and resources in place for all activities within the organisation to be risk assessed, if applicable. Ensure that there are adequate resources allocated to implement control measures far as is reasonably practicable.

- Ensure that employees are informed of the potential risks associated with their job prior to commencing work or when there is a significant change to the risk assessment or associated controls.
- Ensure that refresher/re-cap training is provided regularly.
- Review internal and external inspection and audit reports that involve or include risk assessment and ensure that appropriate action is taken as necessary.

4.2 Headteacher

- Ensures that risk assessments are completed for appropriate job tasks/activities, the workplace environment or any plant/equipment and also for any individual pupils who may need them.
- Ensures that risk assessments are completed for any member of staff who may them, for example in relation to pregnancy or disability.
- Ensures that risk assessments are held within the individual departments who are responsible for ensuring the assessments are reviewed as necessary and that control measures are implemented effectively.
- Ensure the review of hazards and risk across the facility and associated activities, working with the site manager and establishes a review schedule of required risk assessments for the facility and associated activities including the appointment of risk assessors.
- Directs and supports appointed risk assessors to complete risk assessments in their areas of responsibility and provide adequate resources to enable them to brief and train staff on the findings of risk assessments and associated controls relevant to their area.
- Ensures, where possible, that all risk assessments are suitable and sufficient, are up-to-date and relevant to the activities carried out within the organisation through the completion of a regular and comprehensive review.
- Ensures that there are procedures in place to monitor risk assessments, their successful implementation and the effectiveness of control measures.
- Reviews the implementation and effectiveness of this policy.

Risk Assessors

- Understand this risk assessment Policy and Procedure.
- Complete risk assessments, as delegated by the Headteacher, including identification of potential hazards, evaluation of risk and development of associated control measures.
- Communicate applicable risk assessments and associated control measures, providing training where relevant.
- Ensure that a record is kept of training and briefing (signed and dated by trainer and trainees).
- Review risk assessments as required, for example, on significant change or at least annually.
- Report any concerns in relation to risk assessments conducted to the Headteacher.
- Report any employee/third party injuries/ill-health using the internal accident & near-miss reporting process. The risk assessment applicable to that area/activity must be reviewed in light of any such occurrence.

4.3 Employees

Employees will be given suitable and sufficient information on any hazards and specific control measures to reduce the potential risks that are relevant to their job. This should take place as part of staff induction/training/briefing sessions and before employees are asked to complete tasks that may directly or indirectly involve a potential risk. Employees are required to

- Co-operate with the Headteacher to follow any safety instructions provided.

- Advise management of any health or safety concerns relating to their jobs.
- Report any accidents and/or near miss incident.

5.0 Risk Assessment Procedure at The Federation of The Annunciation Catholic Schools

Headteachers are responsible for overseeing the development of school-specific risk assessments and for appointing risk assessors to assess the potential health and safety risks arising from school activities and operations. Relevant controls to reduce risk will be identified in the risk assessment or reference made to a local management action plan and/or policy. To ensure the suitable and sufficient identification of hazards, risk and controls there is a range of risk assessments within the school. These will included but are not limited to;

5.1 General Operations and Facilities Risk Assessments

General operations and facilities risk assessments are completed for the school. These cover items and areas including classrooms, offices, access and egress, inside and outside space, traffic management, operation of the building and its facilities and equipment and general school activities. Completion of operations and facilities risk assessments may lead to the identification of the need for a specific risk assessment to provide greater detail and control for that specific identified hazard and risk. These may include but are not limited to:

- Fire Risk Assessment (please refer to Fire Safety and Prevention Policy
- Water Management and Hygiene, including Legionella (to be assessed via an external provider)
- If relevant to the building(s), Asbestos Risk Assessment and Management Plan (to be assessed via an external provider)
- Kitchen (required if applicable), together with a Food Hygiene Policy and Control Plans (required)
- Cleaning
- Use of Hazardous Substances (including COSHH procedures)
- Design and Technology (required if applicable) including Storage and Use of Hazardous equipment
- Laboratory including Storage and Use of Hazardous Equipment (required where applicable
- Construction and refurbishment works (required as and when)
- Maintenance of plant and equipment (required as and when)
- Grounds maintenance.

The Headteacher is responsible for ensuring completion of these risk assessments, with support, for ensuring controls are communicated and for the implementing controls in a timely and suitable manner. Documentation and actions are reviewed at termly Health and Safety meetings.

1.2 School Activities Risk Assessments

A risk assessment is completed relating to key school activities and where a significant hazard or risk has been identified. The school decides on the specific activities to be risk assessed. The following is an indicative list:

- Pupil supervision (including safeguarding and welfare requirements) (see relevant policy)
- Supervised physical/sports activity (required)
- Day visits/trips and events offsite (required; see Educational Visits Policy)
- Residential trips (required; see Educational Visits Policy)
- Management and supervision of breaktimes and immediately before and after school (required)
- Pupil use of Hazardous Substances/Equipment (for example, in Art, Science, PE, Food Technology, Design Technology, Music and Drama)

- Use of facilities in the school grounds (for example pond, climbing/traversing wall, adventure playground)

5.3 Safeguarding and Welfare Risk Assessments

A risk assessment is completed as required by legislation and/or according to the needs of the school. Further information may be found in the child protection and safeguarding policy. The following is an indicative list:

- 'Prevent' Risk Assessment
- 'Cyber Security Risk Assessment
- Risk Assessment on the appointment of a volunteer (see safer recruitment policy)
- Risk Assessment for individual pupils on account of, for example,
    - Dietary or medical needs
    - Special Educational Needs or Disability
    - Behavioural Considerations
    - Prior experience of trauma with potential triggers
    - Limited mobility (temporary or permanent) for which consideration must be given in the event of an evacuation

  These risk assessments may be included in or take the shape of, for example, a personal education or medical plan, or a personal emergency evacuation plan (PEEP)
- Risk Assessment for individual members of staff on account of, for example,
    - Disability
    - Medical conditions
    - Pregnancy
- Young Workers Risk Assessment; required if the school engages staff, volunteers or people on work experience or work placements who are under the age of 18.
- Risk assessments relating to animals in school (on-going, with visitor, as part of an assembly, lecture or presentation)

All internal risk assessments should be completed on a pre agreed (with the head) pro forma, and once approved a copy will be kept by the activity/ trip organiser and with the Head.

5.4 Development of Risk Assessments within Schools/Nurseries

5.4.1 Establish a Risk Assessment Schedule

The Headteacher, in coordination with the relevant team members such as the Site Manager, reviews hazards and identifies potential activities which could lead to significant potential hazards and risks to staff, pupils and visitors. This includes, but is not limited to, the areas identified within Section 5 above. See section 6.2 for additional information. A risk assessment schedule/list developed, maintained and updated with the support of the risk assessors and reviewed at the Health and Safety Committee meetings.

5.4.2 Complete the required risk assessment

The risk assessor completes the required risk assessments as per instructions and/or schedule. See Section 6 below for guidance. Risk assessments for trips and other off-site activities or events must be completed well in advance, in accordance with the guidance in the educational visits policy. Risk assessments for other specific activities (such as a school performance or a parents' association event, which have been identified as requiring a risk assessment) must also be completed in advance to facilitate review by the headteacher or a member of staff to whom this task is delegated, and for any necessary improvement actions to be completed.

For regular activities, there may be an overarching risk assessment which generically assesses the hazards, risk and highlights associated controls. Prior to each activity this risk assessment and associated controls must be reviewed and updated with any specific controls or checks, for example, relating to circumstances, staffing and the needs and characteristics of the pupils involved.

As a result of identified hazards and risk, controls will be referenced within the risk assessment document. Where significant details and management of the identified risk is required, the

Headteacher or risk assessor will establish the support of a local management action plan, involving, as relevant, the facilities team, SLT, DSL, Lead First Aider, SENCO, etc. The headteacher of risk assessor must ensure that relevant staff, visitors and pupils are aware, as appropriate of the content of the resulting local action plan.

5.4.3 On completion of the risk assessments and associated control

The Risk Assessor is required to submit the risk assessment to the Headteacher/EVC for their review and approval. Any area for action to improve the risk assessment will be communicated and must be completed before final approval can be given.

5.4.4 Risk Assessment Briefing/Training

The risk assessment and associated controls and actions must be briefed to staff, pupils and visitors (as applicable).

5.4.5 Risk assessment Review/Update

Risk assessments must be reviewed at least annually and when there is any significant change. Changes prompting an earlier review could include, for example, changes to the facilities, staffing, location, travel arrangement or the pupils' needs or characteristics. After an event or activity, the effectiveness of the risk assessment is to be evaluated to facilitate the improvement of future risk assessments for repeat or similar activities or events. In the case of an incident, accident or near miss relating to a specific risk assessment, whether for a one-off or repeated events or activities, the review of the risk assessment must be more formal and in greater detail to meet the requirements of any review into or investigation of the situation.

The Risk Assessment Schedule to be reviewed regularly at Health and Safety Committee meeting to ensure all required risk assessments are in place and up to date, and whether further training or briefing are required.

6.0 Guidance for Completing Risk Assessments

6.1 Terminology

Hazard: Something with the potential to cause harm.

Risk: The severity of a hazard being realised combined with the likelihood of it taking place

6.2 Five Steps to Risk Assessment

This guidance is applicable to general risk assessment. Where specialist skills are required, eg asbestos, fire, water quality and hazardous substances external, specialist assistance must be sought, unless in-house facilities staff have gained the appropriate knowledge and qualificatons.

Step 1 – _Identify the hazards

A review of potential hazards is carried out on the following:

- The Support Environment: e.g. offices, receptions, receiving/loading area, plant rooms, entrance/exits, first aid, dining area, catering, cleaning, facilities management, site visitors, fire and emergences etc.
- The educational environment: e.g. classrooms, labs (including science experiments), design and technology, food technology, sports and PE activities, music, drama and dance,
- The outside environment: e.g. ponds, areas where animals may be kept, play equipment, steep banks, concrete steps, plants and shrubs (are any poisonous or likely to cause harm?), locations near roads, perimeter fencing and areas where access is open to the general public.
- Jobs and tasks/activities performed: e.g. floor cleaning, operation of a piece of equipment, lawn mowing etc. or a sequence of work activities, such as cleaning an office, etc.
- Plant or Equipment: e.g. lifts and lifting equipment, vehicles, plant room equipment, kiln, fixsed power tools, sewing machines etc.
- Ad Hoc activities and trips (including DofE) which would not being considered or included within the above.
- Individual staff and pupil needs and considerations, as described above

Walk around the workplace and take a fresh look at hazards that have the potential to cause harm. Ask employees what they think. Analyse school accident logs and ill-health records to help spot hazards. Record hazards and associated activities of the specific risk assessment (if applicable)

Step 2 – _Decide who might be harmed, and how, for example;

- Employees, including young workers, trainees, new and expectant mothers, pupils, persons with disabilities, etc. who may be at particular risk*
- Cleaning and maintenance staff, visitors, contractors who may not be in the workplace all the time
- Pupils in EYFS with regards to their environment, and outings
- Parents, members of the public, or people you share your workplace with, if there is a chance they could be harmed by your activities.

* When risk assessing Young Persons, particular consideration must be given in relation to their inexperience and developing physical capabilities and their ability to work under pressure. In relation to New and Expectant Mothers consideration must be given to their well-being, together with provision of suitable facilities for rest breaks.

Record details on the risk assessment form.

Step 3 – _Evaluate the risks and decide whether existing precautions are adequate, or whether further risk reduction measures are needed.

Consider how likely it is that each hazard could cause harm. This will determine whether you need to do more to reduce the risk. Outline what control measures are currently in place to reduce the risk and determine for each significant hazard whether the residual risk is high (H), medium (M) or low (L). Ideally, all residual risk levels are brought down to 'low'. An activity cannot take place if a residual risk level remains at high. Still further control measures need to be considered to bring the residual risk down to a manageable level.

Table 1 - Classification of Risk - Risk Analysis / Priority of Action Matrix Severity
Likelihood

1 - Very Unlikely	2 -Unlikely	3 – Possible & Foreseeable	4 - Likely	5 -Very Likely

Appendix 1: Sample Risk Assessment Template

Schools may already have an effective template for writing risk assessments. This template is an example and is not intended as a requirement.

1. Level of Raw Risk – Identify the range of hazards arising from the activities to be undertaken. These should be graded High, Medium, Low; dependent on

- the likelihood of the hazard becoming a reality
- the severity of a possible injury

To reach a judgement as to whether a raw risk is graded as high, medium or low, the following scoring formula should be used:

- Judge the severity of the hazard on a scale of 1 to 5, where 5 is the most serious. Call this 'a'
- Judge the likelihood of the hazard happening on a scale of 1 to 5, where 5 is the most serious. Call this 'b'
- Multiply a and b. This will give a risk factor between 1 and 25.
- Use the score to make a professional decision about the grade of the raw risk. Establish a threshold for the risks, above which an activity cannot take place,

2. Risk Reduction strategies – For each risk, in columns 4 to 8, identify the action to be put in place and by whom, so that raw risk gradings which exceed an acceptable level can be suitably reduced.

3. Residual Risk – On the same grading scale as for the Level of Raw Risk, recalculate the risk in the light of the risk reduction strategies which will be put in place. Enter the details in the Residual Risk Column. The figure in the residual risk column, compared with the figure in the raw risk column should show that the measures put in place have brought the risk below the acceptable threshold.

In the table below, two examples have been added for further guidance. These can be removed when the template is used to create a risk assessment, and additional lines added, as needed.

Risk Assessment for: ……

Activity / Location Date	**Hazards**	**Level of Raw Risk (HML)**	**Who might be harmed and how?**	**What are you already doing?**	**Do you need to do anything else to control this risk?**	**Action by whom?**	**Action by when?**	**Residual Risk (HML)**	**Done**
Safety of school pond	Injury, drowning	20 High	Pupils	Pupils warned to stay away unless under direct supervision Pond is fenced off, with a gate for entry	Fix a padlock to secure the gate. Raise the height of the fencing to prevent climbing over, Regular safety reminders to pupils, in assembly and immediately prior to use Regular checks on the integrity of the gate and fencing	Facilities manager DSL, class teacher Deputy facilities manager	Start of term and regularly thereafter	5 Low	
	Slips and trips	16 High	Staff, pupils and visitors may be injured if they trip over objects or slip on spillages or during winter weather.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. 'Wet floor' triangles put out when needed.	Better housekeeping in staff kitchen needed, e.g. on spills. Arrange for loose carpet tile on second floor to be repaired/replaced. Add coloured anti-slip strips to edges of stair treads	Site manager	During October half term	4 Low	

				Clear procedures followed for ice and snow.					

Risk Assessment completed by …….. Position …….. Date. ……

Risk Assessment approved by …….. Headteacher/EVC/other. …….. Date. ……