



Risk Assessment Policy

Updated: January 2026

Reviewed by: Samantha Roberts (Bursar), Mel Slater (H&S
Coordinator), Luke Kerr (Premises Manager)

Next Review: January 2028

Risk Assessments

Risk Assessments will be carried out on all new activities at School in line with the requirements of The Management of Health & Safety at Work Regulations 1999.

Each Assessment will establish the following:

- 1) Risk assessments will take into account:
 - i) Hazard - The potential hazards associated with a particular activity
 - ii) Risk - an evaluation of the likelihood of the hazard causing harm
 - iii) Risk Rating - assessment of the severity of the outcome of an event
 - iv) Control Measures - physical measures and procedures put in place to mitigate the risk
 - v) Any Further Action to be taken to adequately control the hazard.

- 2) The risk assessment process will consist of the following 6 steps:
 - i) what could go wrong
 - ii) who might be harmed
 - iii) how likely is it to go wrong
 - iv) how serious would it be if it did
 - v) what are you going to do to stop it
 - vi) how are you going to check that your plans are working

- 3) These Assessments will be completed by the Health & Safety Co-Ordinator or School Staff as appropriate (for example, when activities or equipment are reorganised or modified) and are reviewed by the Health & Safety Co-Ordinator, Headteacher, Bursar; and Site Manager as appropriate. Each signed Risk Assessment is stored in a file in the School Office and is available for review by staff members, managers and Governors. The Health & Safety Co-Ordinator & Bursar will be responsible for the maintenance of risk assessment records. Where the policy is reviewed schools should identify how the review is recorded and considered e.g. by a H&S committee or similar.

- 4) Risk assessments will be reviewed:
 - i) when there are changes to the activity
 - ii) after a near miss or accident
 - iii) when there are changes to the type of people involved in the activity
 - iv) when there are changes in good practice
 - v) when there are legislative changes
 - vi) annually if for no other reason

- 5) The types of activities requiring Risk Assessments:

- i) Certain School Activities will always be risk assessed even if they have been previously undertaken:
- School Trips
 - Friends of Windlesham events
- ii) Educational activities which should be assessed when they change or are new:
- science experiments
 - design & technology
 - food technology
 - sport and PE activity
 - art
 - music
 - drama & dance
 - general classroom
- iii) Support activities which should be assessed annually or when they change or are new:
- catering and cleaning
 - caretaking and security
 - maintenance
 - grounds / traffic management
 - office
 - site visitors
- iv) Certain over-arching Risk Assessments will be conducted by the School and reviewed periodically. These include:
- General School Risk Assessment including Pupil Safeguarding and Welfare (managed via Safeguarding Policy)
 - Fire Risk Assessment
 - Swimming Pool Risk Assessment
 - Emergency Plan
- v) Training is provided to relevant staff to ensure the correct levels of competency is held in each area. This training to include:
- General First Aid training – to all teaching staff on a rota ensuring that correct ratios of staff to pupils are maintained
 - Paediatric First Aid training for at least two members of staff including in EYFE to ensure correct ratios present on site and on trips
 - Workplace First Aid training for Site Manager
 - Health & Safety Training – for those with H & S responsibility including all Senior Managers
 - Fire Warden Training – for Fire Wardens (Site Manager and H& S Co-Ordinator) and additional staff

- Pool Safety Training – for Swimming teaching Staff
- Pool Management training including Handling and managing dangerous substances – for Sports Managers plus Site Manager
- Handling and managing dangerous substances
- Water quality – for Site Manager
- Asbestos Management – for Site Manager plus Bursar

Appendix 1

Sample Risk Assessment Form

Windlesham School Risk Assessment – off-site activities

YEAR GROUP (s)	
VISIT TO/Event Name	
DATE	
PARTY LEADER	
Time and location of departure from school	
Expected time and date of arrival at school	
Number of pupils	
Accompanying staff	1
	2
	3
	4
Total no. in group	
Staff/pupil ratio (check policy for guidelines) <small>(check policy for exact guidelines but for low risk activities Years 1 to 3 = 1 adult for every 8 pupils, Years 4 to 6 = 1 adult for every 10-15 pupils) Under 5's should have a higher ratio.</small>	
Transport type	
Has the external site risk assessment form been obtained and reviewed? (please attach a copy to this form)	

Action	Name	Signature	Date
RA written by			
RA reviewed by	Mel Slater H & S Co-ord.		
RA reviewed by	Samantha Roberts Bursar		
RA reviewed by	Nick Matthews Headteacher		

Risk rating

Likelihood		Severity	
Almost Impossible	1	Insignificant (minor injury)	1
Unlikely	2	Minor (injury requiring longer days to heal)	2
Possible	3	Moderate (significant injury requiring hospital treatment)	3
Likely	4	Major (chance of death)	4
Almost Certain	5	Catastrophic (chance of several deaths)	5
Risk Rating= Likelihood X Severity			
Low = 1-3	Moderate = 4-7	Significant = 8-14	High = 15-25

Safeguarding Statement:

- All staff members accompanying the trip have had relevant and up to date school safeguarding training.
- Volunteers accompanying the trip will not have sole charge of groups of pupils but will work alongside Windlesham staff members.
- Pupils will be supervised at all times.
- Trips to the toilet will be accompanied by a member of staff and at least one other pupil.
- Only members of Windlesham staff will take photographs of pupils on a school, Ipad/phone.
- Staff will be aware of pupils whose photographs cannot be taken.
- Be vigilant about members of the public attempting to interact with, photograph or film pupils.

Assessment

Potential hazard	Who will be affected	Potential outcome	Recommended control measure	Lhd rating (1-5)	Severity rating (1-5)	Risk rating (L,M,S,H)

For potential hazards, please consider the following as a basic requirement; hazards at the venue, hazards during a workshop activity, medical hazards, hazards resulting from the special needs of children and staff, hazards relating to the weather, the potential hazards resulting from trips and falls and hazards which might relate to the transfer/transport to and from the venue.

Please also attach the Venue Risk Assessment if relevant.

When complete hand to the H&S coordinator for review.