



Risk assessment policy

Chartwell International School

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Rationale/statement of purpose for the policy

This policy is applicable to all those with the responsibility for undertaking risk assessments for activities which are under their control.

Its objectives are:

- to ensure that major risks are identified and managed with a view to promoting the safety and welfare of all in our school community
- to ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be a significant risk
- that identified measures are implemented to control risk so far as practicable
- that those affected have suitable information on what to do
- that risk assessments are recorded and reviewed where necessary.

During the school day, staff will be vigilant and continuously aware of any potential risks to health and safety arising from:

- the school's environment, both indoors and outdoors;
- all surfaces, both indoors and outdoors;
- all equipment used by children or staff.

On discovering a hazard, staff will take all steps necessary to making themselves and any other people potentially affected safe. They will then notify the Head of Primary/Secondary and ensure that a record is made in the Incident/Accident/Concern form (see Appendix 1).

The Head of Primary/Secondary is then responsible for ensuring that any necessary action is taken.

Put simply, a risk assessment is finding out what could cause harm to people and deciding if you have done enough or need to do more to protect them.

Definition of a risk assessment

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people that could result from a particular activity or situation.

A risk assessment takes into account four factors:

1. Hazard - something with the potential to cause harm
2. Risk - an evaluation of the likelihood of the hazard causing harm
3. Risk rating - an assessment of the severity of the outcome of an event
4. Control measures - physical methods and procedures put in place to mitigate the risk.

Roles and responsibilities

The Executive Principal, Heads of Primary/Secondary will be responsible for the overarching risk management policy of the school. The senior leadership team and other key organisers of activities will be responsible for the implementation of this policy.

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All members of staff are made aware of this policy through the staff handbook as well as during induction and are responsible for taking reasonable care of their own safety, together with that of pupils and others present. Staff are responsible for cooperating with the relevant Head and members of the senior leadership team. All members of staff are responsible for reporting any health and safety issues, risks or defects to the senior leadership team.

Measures taken to provide education and support

It is important that all members of staff and pupils are informed of the possible risks at school and outside school (e.g. during lunch break or during educational trips).

Our PSHE/PD programme and assemblies are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the electronic worlds, and one sensible precaution that should be taken. Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

Areas that require risk assessments

A non-exhaustive list of areas which typically require Risk Assessment is as follows:

Educational, including Co-Curriculum areas:

- Science experiments
- Sport and PE activity
- Art
- Music
- All off site trips and activities
- Some classroom activities
- Movement within the school buildings and about the school premises, including the crossing of the road

Support areas

- Dining area
- Cleaning
- Caretaking and security
- Maintenance
- Grounds
- Offices

Off-site activities

- educational visits and trips
- school trips.

Procedure

The five-step process is as follows:

Step 1: Identify the hazards

Divide your work into manageable categories considering:

- Location
- Activities
- Equipment
- People.

Step 2: Decide who might be harmed and how

For each hazard you need to be clear about who might be harmed, identify the groups of people – such as staff members or members of the public/students. Identify how they might be harmed i.e. what type of injury or ill health might occur.

Step 3: Evaluate the risks and decide on precautions

Consider:

- how likely it is that each hazard will occur and what control measures you already have in place
- have the control measures in place that will reduce the risk so that harm is unlikely
- if the task has not been adequately controlled what further actions are required.

If any further actions are required, the name of the person responsible for doing the task should be recorded along with the projected completion date and with the actual completion recorded in the completed column.

Step 4: Record your findings and implement them

Putting the results of your risk assessment into practice will make a difference when looking after our staff. Writing down the results of your risk assessment, and sharing them with the staff, encourages you to do this.

Step 5: Review your assessment and update if necessary

Risk assessments need to be reviewed and if necessary, updated every year. However, a review will be required sooner if an incident or accident occurs, or there are significant changes to the premises, staff or procedures.

Risk assessments are reviewed and updated annually. Risk assessments will be reviewed:

- when there are changes to the activity
- after a near miss or accident
- when there are changes to the type of people involved in the activity
- when there are changes in good practice
- when there are legislative changes
- annually if for no other reason.

The school secretary will be responsible for the maintenance of risk assessment records.

Risk assessment form

This policy contains a risk assessment form (see Appendix 2) which has been produced to assist our school with the risk assessment process and should form a good foundation for identifying hazards, assessing risks and implementing controls.

The risk assessments will then need to be reviewed and if necessary updated, every year or so. A review will be required sooner if an incident or accident occurs, or there are significant changes to the premises, staff or procedures.

Policy review

This policy is reviewed annually.

Reviewed August 2026

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Appendix 1: Incident/accident/concern form

Incident/Accident/Concern form

Name of students/adults present or involved	
Date and time of incident/accident/concern	
Location of the incident/accident/concern	

Description of the incident/accident/concern

Condition of the child following the incident/accident

Who was informed (class teacher/Head of School, school counselor, parents)	
Report made by	
Date	

Follow up by class teacher

Investigation by class teacher

Intervention (detention, meeting with parents (describe outcomes of the meeting), verbal warning, referral to school counselor)	
Date and time of intervention	
Class teacher (print name)	

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Appendix 2: Risk assessment form

Campus name		Trip/Activity Leader's name and signature	
Trip/activity venue		Date assessment completed	
Description of activities		Date assessment checked	
Date(s) of trip/activity		Checked by (signature)	

Completed Risk assessment form needs to be sent to: Head of Primary or Head of Secondary

Significant Hazards List what could cause harm	Who Might be Harmed e.g. staff, children, certain groups	Likelihood of Harm *Remote, unlikely, possible, very likely, probable	Control Measures How will the risk be minimised?	Residual Risk Likelihood of harm after control measures are implemented*

*Likelihood of harm: 1-remote; 2-unlikely; 3-possible; 4-very likely; 5-probable