



STRATFORD PREPARATORY

2 - 11 YRS CO-EDUCATIONAL INDEPENDENT DAY SCHOOL

SPS Risk Assessment Policy (including EYFS)

Approved by the Directors: September 2025

Reviewed Annually

Next review date: September 2026

Risk Assessment Policy

Introduction

The Directors of Stratford Prep School recognise their responsibility under the Health and Safety at Work Act (1974). The School is required by the Management of Health & Safety at Work Regulations to carry out risk assessments for all activities. Risk assessments are also required by other legislation, i.e. COSHH, Manual Handling, Visual Display Screen Equipment etc. and where this has been carried out, for the activity in question, this obviates the need for a separate assessment. If there is perceived to be a 'medium' or 'high' risk to staff, students or visitors, then a written assessment is required. The results of the assessment and subsequent control measures must be made known to the staff, students and visitors concerned. The Management of Health & Safety at Work Regulations 1999 specifically requires all businesses employing 5 or more people to conduct risk assessments and to record their main findings.

Statement of Intent

The School will continue to assess all activities and establish written risk assessments for those areas which indicate the presence of risk as raised by the health and safety representatives, staff and parents.

Assessments

Assessments will continue to be carried out using the School's Risk Assessment form (copy appended) by those persons having control and immediate responsibility for the activity. The assessor will keep a record of the assessment and ensure that all staff and students involved are aware of the requirements of the assessment. A copy of each assessment will be retained in a central file.

Training

All staff who carry out written risk assessments will be trained for this purpose. This training will be carried out by either an external Health and Safety provider or in-house advisor.

RISK ASSESSMENT PROCEDURE

1. Definitions

- > Hazard is the potential to cause harm that is inherent in an article, substance or activity;
- > Risk is the likelihood that the hazard will cause harm in the actual circumstances of use.
- > SPS also takes a broader understanding of risk to include the welfare and wellbeing of the children in our care including matters such as SEMH, child on child abuse etc.

2. Legislation

Risk assessments have been implicit under the Health & Safety at Work Act 1974 and explicit under regulations such as the Control of Substances Hazardous to Health (COSHH) Regulations and the Noise at Work Regulations made under this Act.

The Management of Health & Safety at Work Regulations requires a risk assessment to be carried out by employers to assess the risk to staff, students and others who may be affected by their undertaking, and to record the significant findings of the assessment and any group of employees as being especially at risk.

Where an assessment is made under other regulations such as the COSHH Regulations this will meet the requirements of the assessment required by the Management of Health & Safety at Work Regulations.

3. Requirements of Risk Assessments

Risk assessments should identify the significant risks arising out of work or an activity. The level of detail in a risk assessment should be broadly proportionate to the risk, with the risk assessment undertaking the following:

- Ensuring that all relevant risks or hazards are addressed;
- Addressing what actually happens during activities;
- Ensuring that all groups of employees and others who might be affected are considered;
- Identifying groups of workers who might be particularly at risk e.g. young or inexperienced workers and disabled staff;
- Taking account of existing preventative or precautionary measures.

4. Undertaking Risk Assessments

The severity of consequences and likelihood of accident should first be assessed – suggested model as follows:

5. Severity of Consequences

Low – Superficial wounds or temporary ill health;

Medium – More serious wounds and ill health leading to permanent minor disability;

High – Fatality, life threatening wounds and life shortening diseases.

Next a judgement of the probability or likelihood of accident occurring must be made and categorised as Very Low, Low, Medium or High using the following criteria:

6. Likelihood of Accident

Very Low – So unlikely that probability is close to zero;

Low – Unlikely though conceivable;

Medium – Could occur several times;

High – Occurs repeatedly and could be expected.

		HIGH	MEDIUM	LOW
LIKELIHOOD OF ACCIDENT	HIGH	ACTION REQUIRED IMMEDIATELY		
	MEDIUM		ACTION REQUIRED WHEN PRACTICABLE	
	LOW /VERY LOW			ACTION NOT REQUIRED

7. Recording Risk Assessments

Having undertaken a risk assessment, unless the risk is low or very low, it should be recorded in one of the following ways:

- On a School Risk Assessment Form;
- On a specific health & safety risk assessment record form e.g. COSHH, Manual Handling, Visual Display Screen Equipment, Personal Protective Equipment
- Using a Permit to Work;
- On an instruction or procedure document;
- Any other appropriate and approved record.

The risk assessment should be signed and dated by the person completing the form. The findings of the risk assessment should be made known to all staff and students affected by the activity assessed. A copy of all completed risk assessments should be kept within the relevant department or service area and their location made known to all staff within that area, for example, if appropriate: health and safety (eg premises and equipment), matters related to pupil welfare (eg medical needs, supervision and school trips), recruitment related issues (eg late DBS checks), matters related to safeguarding (eg Prevent, bullying, peer abuse, allegations), lessons (activities, recreation, sport, boarding), other issues of relevance to the particular school.

8. Reviewing/Updating Risk Assessments

All risk assessments should indicate on them the required review period that should be:

- at least annually;
- at regular periods dependent of the level of risk of the activity;
- immediately following an accident;
- when new activities are introduced.

The review should be signed and dated by the person completing the form. Best practice would be for the person responsible to use the RA as a living document and to re-issue regularly. A copy of the completed reviewed/updated risk assessment should be forwarded to the Head Teacher.

RISK ASSESSMENT FOR: (Area / Department)

Activity/ Process/ Operation	What are the hazards to Health and Safety	What Risks do they pose and to whom?	What precautions or control Measures have been taken to reduce the risk?	Risk Potential (L, M, H, (After control measures applied)	What further action is needed to reduce risk?

Likelihood	Possible Outcome (Degree of harm)	Risk Potential = Likelihood x Possible Outcome
1 = Improbable (probability close to zero)	1 = Trivial	1 – 6 = Low Acceptable
2 = Possible (remote chance)	2 = Minor (cuts, bruises, sprains)	
3 = Foreseeable (has been known)	3 = Major injury – 1 person (fractures / hospital)	7 – 12 = Medium Action needed
4 = Likely (at least annual)	4 = Major injury – several persons	13 – 25 = High
5 = Regular Occurrence	5 = Death	Unacceptable >25 = Very High Must not happen

RESIDUAL RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
LOW (L) Possibility of minor injury only	No further action required.

Date of Assessment

Date of Review

Name and Position

Signature