



MALTMAN'S GREEN
SCHOOL

Risk Assessment Policy

This policy also applies to the EYFS

Related Policy: Health and Safety Policy
Medical Policy
Safeguarding and Child Protection Policy

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Headmistress. Mrs Jill Walker BSc Hons, MA Ed, PGCE

Maltman's Green School, Maltmans Lane, Gerrards Cross, Buckinghamshire SL9 8RR (Registered Office)
Tel. 01753 883022 Email. office@maltmansgreen.com www.maltmansgreen.com

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1 Introduction

It is not only a legal requirement, but also Maltman's Green School's belief that risks to health and safety should be controlled wherever possible through suitable and sufficient risk assessments. These assessments are conducted in the School on a regular basis and cover all identified risks to our pupils, staff, buildings and grounds, in our daily routines and at all School events and on educational visits.

2 Scope

This guidance is applicable to all those with responsibility for undertaking risk assessments. It takes into account the requirements of the Independent School Standards Regulations (ISSRs), and the Statutory Framework for the Early Years Foundation Stage (January 2024).

The Bursar with support from the Health and Safety Committee, any external consultants, the Facilities Manager and Heads of Department is responsible for the implementation of this policy.

3 Objectives

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

4 Guidance

This guidance is applicable to general risk assessment.

All staff receive guidance on risk assessment as part of their induction and ongoing training needs.

Risk assessment training is provided on specific areas where the need is identified by the Headmistress, Bursar, Facilities Manager or Head of Department.

In addition, child protection and safeguarding training for all staff forms the core of our child protection risk management.

Safer recruitment policies and procedures ensure that the School is not exposed to risk of employing staff who are barred from working with children. We extend this to Governors and volunteers, and we manage this risk at an acceptable level, ensuring that everyone in our community receives regular child protection training, at least on an annual basis.

All staff and volunteers receive information on Health and Safety, Fire Safety and Evacuation, Acceptable Use of IT and Cyber-Security and a full induction regarding such risks when commencing work at the School, with at least 2 yearly training on these areas thereafter.

5 Risk Assessment Process

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.

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.

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.

The School completes its own specific risk assessments with regards to major on and off-site activities, and specialist areas including:

- Educational visits and trips - Staff responsible for taking children off site carry out a risk assessment, which is reviewed by the Educational Visits Coordinator and then signed off by the Headmistress. For those involving the Early Years Foundation Stage (EYFS), ratios meet the statutory requirements for the Statutory Framework for the Early Years Foundation Stage (January 2024).
- Early Years Foundation Stage
- Science, Design and Technology, Food Technology, Art, Sport and PE.

6 Reporting Procedures

Risk assessments are available to be viewed by the Health and Safety Committee, who ensure that the Schools approach to risk, including risk assessments is robust. Risk Assessments are also spot checked during the annual Governors Health and Safety Audit, and the external Health & Safety Audit, which takes place every two years.

Medical risk assessments for first aid and other treatments and procedures form part of our Medical Policy. The School Matron is responsible for ensuring accident reports are passed to the Facilities Manager where appropriate.

The Facilities Manager is responsible for the maintenance of risk assessment records.

7 Policy Review

This policy will be reviewed on a 2 yearly basis, or more frequently if required, following discussion with the Headmistress, Governors, Bursar, Facilities Manager and other members of staff.