BALLARD

BESPOKE EDUCATION

RISK ASSESSMENT POLICY	
Reviewed by:	**Rebecca Munro – Bursar** **Alex Robinson – Director of Estates**
Review Date:	**September 2026**
Next Review due:	**September 2027**

BALLARD

BESPOKE EDUCATION

Risk Assessment Policy

Scope

This guidance is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control. This includes the requirements of the Independent Schools Inspectorate, National Minimum Standards and Early Years Foundations Stage standards.

Objectives

To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk.

That identified control measures are implemented to control risk so far as reasonably practicable.

That those affected by School activities have received suitable information on what to do.

That risk assessments are recorded and reviewed when appropriate.

Guidance

The Leadership Team, Director of Estates and Heads of Department will be responsible for the implementation of this policy. This guidance is applicable to general risk assessment. Where specialist skills are required, e.g., asbestos, fire, water quality and hazardous substances, there is separate policy guidance in place and a training requirement. Teaching area risk assessment checklists are also in place for guidance. All staff will receive guidance on risk assessment as part of their induction. Trip leaders will receive risk assessment training which is then cascaded to all other staff who are taking pupils on a trip. Risk assessment training will be provided on specific areas where identified by the Leadership Team, Estates' Manager and Heads of Department

A template risk assessment form is included at Appendix 1 to this guidance. The School refers to the CLEAPSS Advisory Service for assessments in Science and Technology.

Risk assessments will take into account:

- hazards - something with the potential to cause harm,
- risk - an evaluation of the likelihood of the hazard causing harm,
- control measures - measures and procedures put in place to mitigate or reduce the risk to an acceptable.

The risk assessment process will consist of the following 6 steps:

- what could go wrong;
- who might be harmed;
- how likely is it to go wrong;

- how serious would it be if it did to wrong;
- what are you going to do to stop it; and
- how are you going to check that your plans are working.

The Bursar will oversee the maintenance of risk assessment records. Each Head of Department, Deputy Head Pastoral, Deputy Head Co-curricular and Operations, Director of Estates and Bursar will be responsible for risk assessments within their specific area.

Risk assessments will be reviewed:

- when there are changes to the activity which increases the risk;
- after a near miss or accident;
- when there are changes to the type of people involved in the activity;
- when there are changes in best practice;
- when there are legislative changes; and
- annually, if for no other reason.

A list of areas (non-exhaustive) which will require risk assessment is included at Appendix 2.

Rebecca Munro, Bursar
Alex Robinson, Director of Estates
September 2026

Policy Log:
September 2021 updated
September 2022 updated
September 2023 updated
February 2024 updated ARO
September 2025 updated ARO
September 2026 updated ARO

Appendix 1: Risk Assessment Template

School Name:

What are the hazards?	Who might be harmed and how?	Control Measures in place to reduce the Risk	Risk Rating – evaluation of severity and potential frequency	Any further action required to manage the risk

Appendix 2: Areas requiring a risk assessment (non-exhaustive)

Educational

- Science experiments
- Design & Technology
- Food Technology
- Sport and PE activity
- Duke of Edinburgh Award
- Art
- Music
- Drama & Dance
- General classroom
- School trips including residential
- Forest School

Support

- Catering and cleaning
- Caretaking and security
- Maintenance
- Grounds
- Pond
- Office