



# TALBOT HEATH SCHOOL *"Honour Before Honours"*

## RISK ASSESSMENT POLICY

**Date adopted:** 2 December 2025

**Date for next adoption:** Autumn Term 2026

**Reviewed by:** FGB

### **Introduction:**

In line with the school's Health and Safety Policy, risk assessments are completed to identify hazards and their potential to cause harm. Risk assessments will be completed for all areas of the business including on-site, off-site and external let activities. The risk assessments will help with implementing the correct level of controls to reduce hazards. As part of these control measures the school will ensure staff are trained and competent in activities associated with their role. The school will monitor and complete regular and systematic maintenance and inspections of school buildings, equipment and grounds following HSE guidance. All Department of Education, ISI guidance and Talbot Heath Schools policies will be followed.

### **Arrangements to minimise risk:**

#### **1. Completing Risk assessments:**

- Risk Assessments are completed by the designated, person in charge or key staff member.
- Risk Assessments will cover activity, facility, equipment and school areas to highlight potential hazards and control measures in place.
- Anyone completing a risk assessment, for the school, can request training or assistance in identifying potential hazards from the Facilities Manager.
- Anyone completing a risk assessment, for the school, can request assistance to jointly complete the risk assessment from the Facilities Manager.
- Due to the current total number of employees at the school, risk assessments must be recorded in a written format, using the school risk assessment template. (Templates available in S:\Drive\HandS\Riskassessments\Blankriskassessmenttemplate)

#### **2. Pupil supervision:**

- Pupils are supervised in all areas of the school, both in and out of curriculum time in accordance with the Supervision policy and procedures.

#### **3. Completed Risk assessments:**

- Completed risk assessments are uploaded to a central file, held on the schools shared drive and the completion date recorded in the risk assessment register. Front Office staff or the Facilities Manager can help with this.
- The Link Governor for Health & Safety will review risk assessments as part of the Governing Board's monitoring of compliance. This should take place, as a minimum, annually.
- Specialist or high-risk areas, activities or equipment may require the employment of external advice or experts, this will be authorised by the H&S link Governor, School Head, Facilities Manager or a member of the school SLT.
- Risk assessments will be reviewed as part of a number of external and Governing bodies, carrying out audits on the school. These reviews will take place periodically.
- Staff and Governors can gain access or request copies of risk assessments at any time from the front office staff, Facilities Manager or a member of the Senior Leadership Team.

#### 4. Off-site visits

- Where some or all of the school population are off site, i.e. on school educational trips, sports trips etc., then the relevant health, safety and welfare aspects of the school trip will be risk assessed by the trip leader and shared with the Education Visits Co-ordinator [EVC].
- The completed risk assessment must be uploaded, prior to the trip taking place, to the central file held on the schools shared drive and the completion date recorded in the risk assessment register. Front Office staff or the Facilities Manager can help with this.
- All members of staff accompanying the trip are given a completed copy the risk assessment to read before the trip takes place.
- When an external provider is delivering a session, the school must have a copy of the provider's risk assessment, filed on the school shared drive and recorded in the risk assessment register. The activity, must be checked, making sure it is following the guidance noted on the risk assessment.

#### 5. External lets and events on school grounds

- External lets and Events on school grounds will need a risk assessment completed by both parties.
- Completed risk assessments are uploaded to a central file, held on the schools shared drive and the completion date recorded in the risk assessment register. Front Office staff or the Facilities Manager can help with this.
- The schools events Co-Ordinator and person in charge will review both risk assessments before the event takes place to ensure all hazards have adequate control measures in place.
- The completed risk assessments will for part of the event plan document.
- All current HSE guidance, Licensing law and local restrictions must be followed.

#### **Dealing with identified risk:**

1. If any risk assessment gives an evaluation consequence level score of 20 to 25 then the activity should stop and immediate action is needed before the activity can take place. This should be reported to Facilities Manager, SLT member or H&S Lead Governor for guidance on reducing the risk.  
If any assessment gives an evaluation consequence level score of 15 to 16 then immediate control measures need increasing before activity should take place.  
If any assessment gives an evaluation consequence level score of 8 to 12 then action is needed to improve control measures within a planned time and reviewed.  
If any assessment gives an evaluation consequence level score of 3 to 5 then improved control measures are required at the next review or if the situation changes.  
If any assessment gives an evaluation consequence level score of 1 to 2 then ensure control measures remain in place and are reviewed regularly or if situation changes.
2. A termly Health & Safety meeting should take place and attendance is recommended by representative staff across the broad range of facilities and disciplines. The meeting will be chaired by the Facilities Manager who will ensure attendees are recorded in the minutes and a copy of minutes are sent to the Link Governor for Health & Safety. Recommended attendees are the School Head, Jnr School Head or Deputy Head, a representative member of, the Senior Leadership Team, Junior and Main schools Office Admin. teams, school Nursing team, Grounds team, Maintenance team, Catering & Cleaning team, Caretaking team, Boarding House team and teaching Heads of faculties/departments. Within the H&S meeting issues can be raised, discussed and actions agreed in line with the better fulfilment of the school's health and safety policies.
  - 2.1 This meeting is also used for the evaluation of operational procedures and the feedback used to inform changes to current practice, guidance or legislation.

2.2 This meeting is reported to the Governing Board's Resources, Health & Safety Committee and contributes to the review and amendment of the relevant section(s) of the overarching Risk Register (see below).

**Risk Register:**

The school maintains a Risk Register covering all aspects of risk to the company. Section RA3 is specific to Health and Safety.

Each section of the register is monitored by the relevant Governing Board committee termly and the complete register is evaluated by the Full Governing Board annually.

**Related policies:**

Educational Visits

Fire Safety

Health and Safety

Supervision of Pupils