



Leicester Preparatory School

Risk Assessment Policy

Date: April 2026

Date to be reviewed: April 2027

Aims

The aim of this policy is to ensure that all risks to the health, safety, and wellbeing of pupils, staff, visitors, and contractors are identified, assessed, and managed effectively. The school is committed to providing a safe and secure environment in which children can learn and staff can work. This includes preventing accidents and ill health, complying with legal requirements, and promoting a culture of safety awareness across the school community.

Legislation and Statutory Requirements

This policy is based on the requirements of:

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Workplace (Health, Safety and Welfare) Regulations 1992.
- Keeping Children Safe in Education.

The school will ensure that suitable and sufficient risk assessments are carried out and regularly reviewed in line with these requirements.

Definitions

- Hazard: Anything that may cause harm (e.g. wet floors, faulty equipment).
- Risk: The likelihood of harm occurring and the severity of that harm.
- Risk Assessment: A systematic process of identifying hazards, evaluating risks, and implementing control measures to reduce risk to an acceptable level.
- Control Measures: Actions taken to eliminate or reduce risk.

Roles and Responsibilities

Health and Safety Lead.

The Health and Safety Lead will:

- Provide competent advice and guidance to the school.
- Support the development and review of risk assessments.
- Ensure compliance with relevant legislation.
- Assist in monitoring and auditing health and safety practices.

School Staff and Volunteers

All staff and volunteers are responsible for:

- Taking reasonable care of their own health and safety and that of others.
- Following school policies and procedures.
- Completing and reviewing risk assessments relevant to their roles (e.g. trips, classroom activities).
- Reporting hazards, defects, or concerns promptly.
- Ensuring pupils follow safety instructions.

Pupils and Parents

- Pupils are expected to follow instructions, behave safely, and report any concerns to staff.
- Parents are expected to provide accurate and up-to-date information regarding their child's medical or specific needs, and to support the school in maintaining a safe environment.

Contractors

Contractors working on site must:

- Comply with the school's health and safety procedures.
- Provide their own risk assessments and method statements where required.
- Work safely and not endanger staff, pupils, or visitors.
- Report hazards or incidents immediately.

Risk Assessment Process

The school follows a structured process:

1. Identify hazards – consider what could cause harm.
2. Determine who may be harmed and how – pupils, staff, visitors, contractors.
3. Evaluate risks – assess likelihood and severity.
4. Implement control measures – reduce risks to an acceptable level.
5. Record findings – document significant risks and actions taken.
6. Review and update – ensure assessments remain relevant.

Risk assessments will be carried out for:

- Classrooms and learning environments.

- Educational visits and trips.
- Specific activities (e.g. PE, science, use of equipment).
- Individual pupil needs where required.

Reviewing Arrangements

- Risk assessments will be reviewed annually as a minimum.
- Reviews will also take place following:
 - An accident or incident.
 - Significant changes to the environment or activities.
 - Updates to legislation or guidance.
- For educational visits and trips, risk assessments must be reviewed upon return. Staff should evaluate the effectiveness of control measures, note any issues encountered, and identify any changes that would improve safety for future visits.
- Any concerns, near misses, or instances of unsafe practice must be recorded and reported in line with the school's reporting procedures. These will be used to inform future risk assessments and improve practice.
- The Headteacher and Health and Safety Lead will monitor compliance and ensure all necessary actions are implemented.