

— est. 1897 —



**Norfolk
House
School**

Risk Assessment Policy

This Policy Applies to Norfolk House School and Nursery

Reviewed: August 2026

Date of next Review: August 2027

"Sensible risk management is about practical steps to managing real risks, not bureaucratic back covering. Address the real risks, not only to pupils, but also to the health and well-being of your staff. And remember, risk assessment is just good planning – keep it fit for purpose and act on it."

- Sir Bill Callaghan, former Chairman, HSC

Norfolk House School is fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully, not just with the law, but with best practice. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated into how to cope safely with risk.

What Is A Risk Assessment?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm (e.g. fire).
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong. In many cases simple measures are very effective and not costly.

Risk assessments need reviewing and updating regularly. At Norfolk House School we are very aware that all staff and pupils need to receive training. A "library" of risk assessments is maintained by the School Business Manager and the Senior Leadership Team for staff to refer to and use for themselves. Karen Davies (School Business Manager) is responsible for keeping records of staff training.

What Areas Require Risk Assessments?

At Norfolk House School risk may be associated with an activity, location, an event or potential hazard. This policy covers the approach the school takes with regard to the school site and the activities associated with education, including activities that directly provide education and activities that are supportive of education.

There are a number of additional policies that address the management of risk and hazards in other areas:

- Educational Visits - including activities and location that are off-site, or run by an external provider on site, are covered in the Educational Visits Policy
- Site Management, Infrastructure and Plant Maintenance - Fire, Health and Safety, Vehicle Movement, Guidance for Contractors
- Pastoral Care and Welfare - Safeguarding, Anti-Bullying, Supervision, Behaviour, First Aid
- Specific Events - Critical Incident, Lockdown, First Aid (Outbreak Reporting)
- Technology - Appropriate Use of Technology, Information Security
- Medical - First Aid, Management of Medical Conditions, Allergens

Dynamic Risk

The school has identified a wide variety of risks through its process of assessment. All members of staff

are given a thorough induction into the school's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it.

The school recognises that risk and hazards can be manifested in unexpected situations. Staff are responsible for being proactive in taking reasonable care of their own safety, together with that of pupils and visitors. Staff are responsible for cooperating with the Head, SLT and Central Team responsible for the governance of the school to comply with their health and safety duties. All members of staff are responsible for reporting any risks or defects to the School Business Manager.

Educational

To help us carry out effective risk assessments, and assess all risks adequately, we make use of model risk assessments, for our educational activities and visits. These cover the following areas:

- EYFS Classroom Risk Assessment
- EYFS Activity Risk Assessment
- Standard Classroom Risk Assessment
- Risk assessments for rooms with a greater level of hazard
- Activity Risk Assessment
- Practical Activity Risk Assessment

These are held in the Model Risk Assessments Document - schools should adapt these as necessary.

Pastoral

The focus of our pastoral care policy is to ensure that every pupil leaves as a confident, articulate young person capable of keeping him/herself safe. Steps taken by the school to mitigate and minimise risk in this area include:

- Safeguarding frameworks and training for staff to ensure a thorough awareness of safeguarding risk together with the a clear framework to implement of robust recording and reporting in this area, supporting a culture in which each staff member recognises that safeguarding is an individual as well as collective responsibility
- Safer recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, and are not allowed to work in the UK.
- PSHCE programme and assemblies are directed towards promoting an increasing understanding as the pupils develop, of
- the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken.
- Discussion of individual pupils forms a core of staff meetings; this information is minuted and shared with staff.
- The school follows a clear Anti-bullying policy, of which all staff are made aware. The school keeps a central record of alleged bullying and actions taken.

Medical and First Aid

The School Secretaries (Upper and Lower School) maintain a risk register for first aid and all other treatments and procedures. The process for recording and reporting of accidents, the dispensation of medicine, delivery of health plans and the reporting of incidents to RIDDOR and Health England are outlined in the First Aid Policy.

Supervision and Risky Areas

The school is clear that effective supervision by staff is key to minimising risks and hazards for children, this is reflected in:

- Maintaining appropriate ratios within the EYFS

- Ensuring staff are properly qualified to fulfil their supervision duties
- Maintaining appropriate levels of supervision for school activities, break times and trips
- Putting in place appropriate filtering and monitoring processes for online activity
- Ensuring that pupils understand why they do not have unsupervised access to potentially dangerous areas, e.g. specialist teaching areas, bodies of water, maintenance areas and site boundaries and access

Support Areas

This section covers the management of risk in

- Catering
- Cleaning
- Site Maintenance
- Security

Risk assessments are in place for the spaces and specialist equipment for these areas, this includes appropriate training and maintenance schedules. These areas are also covered by the detail of the Health and Safety Policy with regard to manual handling, slips and trips, lone working and the control of contractors on site.

The Health and Safety Policy also covers

- the control of substances hazardous to health (COSHH), including the appropriate safe storage of flammable substances, and asbestos control
- risk, monitoring and maintenance of gas, water and electricity

Monitoring and Maintenance of Fire systems is in the Fire Safety Policy Induction and refresher training covers risk assessments, protective equipment and safety notices.

Pupils do not have access to the maintenance and catering areas of the school, and signage will alert pupils to this.

Managing Risk Assessment

Our policy is to reduce the risk in all activities to an acceptable level. In order to assure this we ensure that

- Staff delivering the activity or instruction are appropriately trained
- Children receive instructions on safety and behaviour prior to the activity
- Children are appropriately equipped for the activity, including any necessary protective equipment for tasks identified as requiring its usage.

Reviews

All risk assessments are reviewed and recorded annually or when major structural work is planned or in the event of an accident.