RISK ASSESSMENT POLICY

Policy Statement (1)

In order to provide a safe environment for all members of the school community, and in line with the Management of Health and Safety at Work Regulations, AKS is committed to the appropriate risk assessment of its work and activities. All reasonably foreseeable risks are assessed as are other risks identified by specific health and safety regulations, in particular the risk of fire.

The school is committed to comply with the Management of Health & Safety at Work Regulations 1999 (and amendments) to ensure the school is a safe environment for pupils, staff, and visitors.

The school is committed to comply with The Education (Independent School Standards) Regulations 2014 (and amendments) to ensure the welfare of pupils is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy, and that appropriate processes are in place to reduce risks that are identified.

The school is also committed to having detailed written procedures to deal with foreseeable situations that could present serious and imminent danger such as fire, security breach, bomb threats, gas leaks, etc.

All risk assessments are carried out with the intention of ensuring the reasonable safety of those involved and, where appropriate, emergency procedures are regularly practised.

Policy Statement (2)

1) This policy applies to all members of the AKS school community, including those in our EYFS setting.
2) AKS implements this policy through adherence to the procedures set out in the rest of this document.
3) This policy is made available to all interested parties in accordance with our *Provision of Information* policy. It should be read in conjunction with the school's *Health & Safety, Educational Visits, Fire, Pupil/Staff Codes of Conduct* and *Business Continuity* policies.
4) The school is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's *Equal Opportunity* policy document.
5) This policy is reviewed at least annually, or as events or legislation changes require, by the Director of Finance and Operations and the Health and Safety Co-ordinator, the

Whole School Leadership Team and the Local Governing Body. The deadline for the next review is no later than 12 months after the most recent review date indicated above.

6) The policy has been drawn up with reference to the following relevant guidance:
   - The Education (Independent School Standards) Regulations 2014 and updates
   - Management of Health & Safety at Work Regulations 1999 (and amendments)
   - United Learning Health and Safety Policy
   - United Learning Risk Assessment Framework
   - United Learning Risk Assessment Template
   - United Learning Risk Management (HS) Code of Practice

Key Personnel

1) Annie Millard: Director of Finance and Operations and Health & Safety Co-Ordinator
2) David Harrow: Headmaster
3) Amanda Ilhan: Head of Nursery and Preparatory School

Procedures

Heads of departments, line managers and supervisors are responsible for risk assessment and for the production of written risk assessments. Appropriate training in risk assessment is provided to relevant staff and annual Risk Assessment returns for departmental areas or regular activities are included in the relevant departmental documentation and collated by and signed off by the Health & Safety Co-ordinator, who holds copies of all risk assessments. Exemplar copies are also held by the Headmaster and Head of Nursery and Preparatory School. The risk assessments are regularly monitored by the Headmaster, senior staff and the Health & Safety Co-ordinator to identify whether change or review is required.

Risk Assessments are routinely carried out for the following:

a) fire
b) site security
c) site hazards (Nursery and Preparatory School)
d) site hazards (Senior School)
e) lone working
f) employees working at height
g) asbestos
h) storage of/use of/exposure to hazardous substances
i) departmental areas/regular activities

Where appropriate, risk assessments are also carried out for the following:

j) one off events in school
k) trips or visits off site
l) matters related to safeguarding (e.g. Prevent, bullying, peer/child on child abuse, allegations)
m) visitors coming into school without specific DBS clearance (ref: *Child Protection [Safeguarding]* policy and *DBS Checks, Volunteers & Visitors* guidance document)
n) new or expectant mothers
o) those with known infections or significant health (including dietary requirements and food allergies) or temperament problems
p) employees under the age of 18

Risk assessment is also taken into consideration when hiring or purchasing equipment.

Appropriate action is taken to reduce identified risks to an acceptable level.

Further details of the nature of such risk assessments can be found in the United Learning Health and Safety Policy and any queries about risk assessment at the school should, in the first instance, be addressed to the Health & Safety Coordinator.

Updated	7th July 2026
Reason for changes	Annual review
Name of the owner	Annie Millard- Director of Finance and Operations – H&S Co-ordinator
Audience	Staff/School community
Location	Whole School Team and School website
Review date	July 2027