



Risk Assessment Policy

To include The Chelsea Nursery

Introduction

Cameron Vale School is committed to providing a safe, supportive, and nurturing environment for all pupils, staff, volunteers, contractors, and visitors. Effective risk management is essential to ensuring the health, safety, and welfare of the school community and to fulfilling our legal obligations as an independent primary school.

Legislative Framework

This policy is informed by relevant legislation, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Education (Independent School Standards) Regulations 2014
- Children Act 2004
- Working Together to Safeguard Children
- Regulatory Reform (Fire Safety) Order 2005
- DfE guidance on health & safety in schools and off-site visits

Purpose of This Policy

The aims of the Risk Assessment Policy are to:

- Establish a clear and consistent approach to risk assessment.
- Minimise risks to pupils, staff, visitors, and the community.
- Promote a proactive safety culture.
- Ensure compliance with legal duties and standards.

Scope

This policy applies to all areas of the school including classrooms, EYFS, playgrounds, facilities, off-site visits, external providers, fire safety, medical procedures, premises, digital safety, and safeguarding.



Roles and Responsibilities

- **Governors:** Ensure risk processes are in place and monitored.
- **Headteacher:** Holds overall responsibility and ensures implementation.
- **Operations /Compliance Manager:** Leads on development, review, and monitoring.
- **All Staff:** Follow assessments and report hazards.
- **External Providers:** Must provide and follow their own relevant assessments.

Types of Risk Assessments

- General premises assessments
- Fire risk assessments
- Curriculum assessments (PE, Science, Art, DT, Forest School)
- EYFS-specific assessments
- Trip and off-site assessments
- Individual pupil assessments (medical, SEND, behavioural)
- Dynamic (on-the-spot) assessments

The Risk Assessment Process

The school follows the five-step model:

1. Identify hazards
2. Decide who may be harmed
3. Evaluate risks and decide controls
4. Record findings and implement actions
5. Review and update

What is a hazard

A hazard is something that has the potential to cause harm,. For example water, steps, uneven surfaces, cluttered hallways etc.

What is a risk

A risk is the potential of the hazard to cause harm (the level of risk is dependent on the circumstances).

Why do we manage risk

- It is a legal requirement
- We have a duty of care and due diligence



- It enables pupils to access opportunities

How do we manage risk?

- Identify the hazard
- Determine the level of risk
- Manage the risk by eliminating the hazard or putting controls in place
- Monitoring the controls
- Review the process regularly

What we will do to manage risk

- All staff will be involved in assessing the risk and will collaborate to develop risk assessments for key areas within the school
- Risk assessments will be reviewed annually or where there has been a change in circumstances e.g new equipment
- All staff will be involved in and responsible for managing and controlling risk whilst indoors and outdoors
- Environments and activities will be consistently reviewed to ensure safety

Areas of risk at the settings

- Clubs/Activities
- Educational visits
- Whole school setting
- Kitchen
- COSHH
- H&S
- Fire
- Swimming
- PE
- EYFS
- GDPR/Privacy
- Third party providers

Recording and Review

Risk assessments are documented, stored centrally, and reviewed annually or after incidents or operational changes.



Staff Training

Staff receive induction and activity-specific training. Trip leaders receive additional guidance.

Monitoring and Compliance

The Operations & Compliance Manager conducts audits, ensures control measures are followed, and reports findings to leadership.

Communication

Risk information is shared via briefings, signage, parent communication, and contractor induction.

Emergency and Incident Management

Risk assessments align with emergency procedures including fire, lockdown, first aid, and critical incidents.

Safe Practice in Physical Education and School Sports' BAALPE /afPE

[Safe Practice: in Physical Education, School Sport and Physical Activity - Association for Physical Education](#)

Safe Practice in School Swimming

<https://www.swimming.org/schools/>

DfE Health & Safety for School Visits

[Health and safety on educational visits - GOV.UK](#)

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Policy Lead Operations Manager	