



BROCKHURST & MARLSTON HOUSE SCHOOLS

Including all of the Pre-Prep Department and Early Years Foundation Stage

RISK ASSESSMENT POLICY

Brockhurst & Marlston House Schools (the School) is committed to providing the best possible care and education to its pupils, and to safeguarding and promoting the welfare of children and young people. This policy is written with that commitment in mind, and in accordance with KCSIE September 2025.

Last review: September 2025

Next review: September 2026

The Directors of Brockhurst and Marlston House Schools Ltd are 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.

The School will undertake an examination of its activities to identify hazards (anything with the potential to cause harm to persons or property) and measure and evaluate risks (the likelihood of harm caused by the hazards) to employees, pupils and others who may be affected by the Schools' operation. This will be undertaken by the conduct of appropriate risk assessments which should identify, prioritise and implement control measures necessary to reduce the risk level required by law.

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. We are very aware that all staff and pupils need to receive training. Risk assessments are maintained by the School Bursar for staff to refer to and use for themselves. The Bursar is responsible for keeping records of staff training in this area.

WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out in the School, each of which requires a separate risk assessment. The most important of these cover:

- Health & Safety
- Fire safety and procedures
- Education visits and trips

But risk assessments are also needed for many other areas, including:

Educational

- Science
- PE & Games activity
- Co-curricular activities
- Art (including the clay and print studios)
- DT (including woodworking and metal working machinery)
- Music (including minimising the risk of hearing loss to staff)
- Drama (including the theatre back stage, stage, props room and lighting box)
- Staff, e.g. pregnancy, return under 'fit for work' limitations issued by GP

To help us carry out effective risk assessments, and assess all risks adequately, we make use of model or generic risk assessments, for our educational activities and visits. It is our policy to complete a risk assessment for all School trips. Staff will be required to complete our generic risk assessment which can be downloaded from the website. A copy is given to the Bursar who will sign and date. All teaching staff and technicians receive regular induction and refresher training in risk assessments tailored to their specific areas.

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 on the streets, in the home and in all situations. Our PSHE 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.

The pastoral monitoring systems flag up and monitor pupils bullying/being bullied. This can then be dealt with immediately. Pupils at risk of being bullied or experiencing bullying are immediately identified. Activities and exercises such as Wellbeing Webs, promoting positive behaviour and Anti-bullying week assist with the School's monitoring of pastoral concerns.

Child Protection issues: Records of concern are in place to identify children at risk beyond the environs of school.

Medical and First Aid

The Surgery has a risk assessment for first aid and all other treatments and procedures. Accident forms are maintained in the surgery and the School Nurse is responsible for ensuring that accident reports are

passed to the Bursar. The school's separate medical policy explains the procedures that we would follow in the event of a medical emergency. The Bursar is responsible for reporting any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR). Pupils who have special medical or dietary needs will be risk assessed, if necessary individual protocols will be established and published for staff use. The School will appoint an appropriately qualified Matron to make sure that assessments are fully communicated to parents and medical practitioners

Unsupervised Access by Pupils

We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, such as the swimming pool. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked. Pupils do not have access to the Maintenance, Catering and Caretaking areas of the school and restricted areas of the school.

Supervision - refer to separate policy **Bullying** - refer to separate policy **Pupil Welfare** – refer to separate policy **Safeguarding**

Our Safeguarding policies and training for all staff form the core of our Safeguarding risk management. 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. By extending this regime to Directors, volunteers and the adult members of the households of staff who are accommodated on site, and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

Support Areas

- Catering and Cleaning: there are risk assessments and training for specific areas and training as required for catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.
- Caretaking and Security: risk assessments cover every room, laboratory, stairs, corridor and emergency exit in the entire school, (including the boarding house) which are available on the whole school's fire risk assessment. Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- Maintenance: risk assessments and training are required for every tool and item of equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.
- Grounds: risk assessments and training are required for specific tools and machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction and refresher training covers risk assessments, protective equipment and safety notice
- Office staff: risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

CONDUCTING A RISK ASSESSMENT

Our policy is not to carry out any high risk activity. Activities involving pupils are normally low risk. Risk assessments are the overall responsibility of the Bursar who will delegate their performance to staff members. The School provides a standard template to complete a risk assessment and they will be

regularly monitored and reviewed at least annually by the H & S committee, which will report to the SLT and the Directors

Supervision arrangements and Ratios will be considered as part of the overall risk assessment process. Factors which may be considered include;

- The Gender, age abilities, behaviour and any special needs or disabilities of pupils
- The nature of the activities in which they are engaged
- The location, environment and conditions in which the activity will take place
- The number, competencies and qualifications of available supervisors
- The availability of first aid cover
- Contingency arrangements for other incidents or emergencies
- Travel, transport and accommodation arrangements

There are three different types of School risk assessments:

- Generic risk assessments which apply to the School's general day to day activities
- Visit or site specific risk assessments which will differ from place to place and group to group. Our policy is to complete a risk assessment for every School trip
- Dynamic or ongoing risk assessments and reassessments to take account of any relevant changes in circumstances or factors such as a member of staff having to accompany an injured pupil to hospital. See Appendix 1

Any risk assessment should:

- Identify the potential hazards involved in the activity
- Decide who may be harmed and the potential severity of the harm
- Identify control measures which would reduce the risk
- Consider the residual risk
- Record the finding

Specialist Risk Assessments

The Bursar arranges for the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety

Reviews

All risk assessments are reviewed and recorded by the H & S committee annually, or when major structural work is planned or in the event of an accident. A separate policy on the management of health and safety describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for water sampling. In undertaking the monitoring a review of the risk assessments, the H & S committee will take into account any accidents or incidents that may indicate problems and supervision arrangements and any issues raised about supervision by individual members of staff, parents or pupils.

Responsibilities of all Staff

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety. This is regularly reviewed and staff are offered refresher training in completing risk assessments whenever they feel it necessary. The Bursar will have overall responsibility for delegating to heads of department where training is needed. This training is available to all members of staff where appropriate. Staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Headmaster, and other members of the SLT in order to enable the Directors to comply with their health and safety duties (All staff complete on-line training as part of their induction). Finally, all members of staff are responsible for reporting any risks or defects to the school Bursar or by completing the schools maintenance log which is seen immediately.

**RISK ASSESSMENT
RESPONSIBILITIES**



**DIRECTOR
(DF)**

Overall responsible person



Health & Safety Committee

To review policy and monitor and establish
effectiveness



BURSAR



**RISK
ASSESSMENTS**

**FIRE &
SAFETY
(BURSAR)
&**

**Fire Safety
Officer)**

**FACILITIES

(All Staff)**

**EDUCATIONAL
ACTIVITIES

AND
VISITS**

(All Staff)

**DYNAMIC OR
ONGOING

(All Staff)**

Appendix 1:

Scenario:

A teacher or staff member needs to accompany an injured pupil to the hospital following an accident at school.

Ongoing Risk Assessment Process

Step 1: Initial Assessment of the Injury

- Evaluate the severity of the pupil's injury.
- Determine whether an ambulance is required or if a staff member can safely transport the child.
- Consider the child's medical needs, including allergies, pre-existing conditions, and potential complications.

Step 2: Selecting an Appropriate Escort

- Ensure the accompanying staff member is trained in first aid if necessary.
- Consider the availability of a staff member who can leave school premises without compromising supervision.
- Ensure the staff member has a charged mobile phone for communication.

Step 3: Transportation Risks

- If using a personal or school vehicle, ensure it is roadworthy and has sufficient fuel.
- If taking a taxi, ensure the company is reputable and the driver is informed of the situation.
- Ensure the child is safely secured in the vehicle (e.g., seatbelt, booster seat if required).

Step 4: Communication and Emergency Planning

- Notify the school office and headteacher of the situation.
- Inform parents/guardians and gain necessary permissions.
- Keep a record of the pupil's medical details, emergency contacts, and any relevant incident reports.

Step 5: Continuous Monitoring During the Journey

- Observe the pupil's condition and be prepared to call emergency services if symptoms worsen.
- Keep the school updated on progress.
- Ensure the child is comfortable and reassured.

Step 6: Handover at the Hospital

- Provide hospital staff with necessary details of the incident.
- Ensure the child is handed over to medical professionals safely.
- Remain with the child until a parent or guardian arrives.

Step 7: Returning to School

- Ensure safe travel back to school for the staff member.
- Debrief with school leadership regarding the incident.
- Complete any required accident reports and review procedures if necessary.

This ongoing (dynamic) risk assessment ensures the safety of both the injured pupil and the accompanying staff member while responding to changing circumstances.