Risk Assessment and Management Policy			
Date	Review Date	Health & Safety Lead	Nominated Governor
April 2026	April 2027	S Moy	D. Childerhouse (Chair)

We recognise our responsibilities to take all reasonably practicable steps to provide and maintain safe and healthy working conditions, equipment and systems of work for all our pupils, school personnel and visitors to the school.

We agree with the Health and Safety Executive that *'risk management is about taking practical steps to protect people from real harm and suffering'* and by *'taking a sensible approach to risk management*' we can deliver safe and effective education services.

This policy sets out our approach to risk assessment and management in the school and should be read in conjunction with linked policies listed at the end of this document such as the Health & Safety Policy.

Contents

1. Aims 1
2. Legislation and statutory requirements 1
3. Definitions 2
4. Roles and responsibilities 2
5. Risk assessment process 3
6. Monitoring arrangements 4
7. Links with other policies 4

1. Aims

The school aims to ensure that:

- All risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- Risk assessments are conducted and reviewed on a regular basis

2. Legislation and statutory requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

- Paragraph 16 of part 3 of The Education (Independent School Standards) Regulations 2014 which requires proprietors to have a written risk assessment policy
- Regulations 3 and 16 of The Management of Health and Safety at Work Regulations 1999 require employers to assess risks to the health and safety of their employees, including new and expectant mothers
- Regulation 4 of The Control of Asbestos Regulations 2012 requires that employers carry out an asbestos risk assessment
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of The Control of Substances Hazardous to Health Regulations 2002
- Under regulation 2 of The Health and Safety (Display Screen Equipment) Regulations 1992, employers must assess the health and safety risks that display screen equipment pose to staff
- Regulation 9 of The Regulatory Reform (Fire Safety) Order 2005 says that fire risks must be assessed

- Regulation 4 of The Manual Handling Operations Regulations 1992 requires employers to conduct a risk assessment for manual handling operations
- The Work at Height Regulations 2005 say that employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely
- DfE guidance on first aid in schools says schools must carry out a risk assessment to determine what first aid provision is needed
- DfE guidance on the prevent duty states that schools are expected to assess the risk of pupils being drawn into terrorism

3. Definitions

Risk assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm
Hazard	Something with the potential to cause harm to people, such as chemicals or working from height
Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
Control measure	Action taken to prevent people being harmed

4. Roles and responsibilities

4.1 The governing board

Future Projects Trustee Board has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the Headteacher and School Operations Manager (Health & Safety Lead).

Future Projects as the employer, has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them

4.2 The Headteacher

The Headteacher, or in the Headteacher's absence the Deputy Head Teacher is responsible for ensuring that all risk assessments are completed and reviewed and that this policy is implemented effectively in the school.

4.3 Health & Safety Lead

The School Operations Manager is the Health & Safety Lead at Future Education and is responsible for:

- Consulting with staff, volunteers, pupils and other parties in respect of risk assessments
- Compiling and sharing risk assessments
- Delivering training and instruction on risks and controls
- Reviewing and updating risk assessments
- Monitoring health & safety in the school – including ensuring control measures are implemented

4.4 School staff and volunteers

School staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required
- Familiarising themselves with risk assessments
- Implementing control measures identified in risk assessments
- Alerting the Headteacher or Health & Safety Lead to any risks they find which need assessing
- Raising safety concerns with the Health & Safety lead or Head Teacher

4.5 Students and parents

Students and parents are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

4.6 Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

5. Risk assessment process

When assessing risks in the school, we will follow the process outlined below.

We will also involve staff, students, parents and others, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

Step 1: identify hazards – we will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, students and visitors.

Step 2: decide who may be harmed and how – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance students with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

Step 4: record significant findings – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment. A risk assessment template can be found in appendix 1 of this policy.

Step 5: review the assessment and update, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or students spotted a problem?
- Have we learnt anything from accidents or near misses?

Step 6: retaining risk assessments – risk assessments are retained for the 3 years after the length of time they apply. Risk assessments are securely disposed of.

6. Other risk assessments

Most risks will be assessed in the school's general risk assessment. However, specific activities or circumstances may require separate risk assessments. The most important of these cover:

- School personnel – new and expectant mothers
- School personnel – specific roles, activities e.g. outreach, home visits etc.
- Educational trips and visits (using the Evolve System: www.norfolkvisits.org.uk)
- Off site vocational and alternative activities
- Control of Substances Hazardous to Health (COSHH)
- Fire
- Individual Students

Where required we will engage suitably qualified specialists to undertake risk assessments, for example; Fire Risk Assessments.

6. Monitoring arrangements

Risk assessments are written as needed and reviewed by the School Operations Manager.

This policy will be reviewed by the School Operations Manager annually or sooner if required, and approved by the board of Governors.

7. Links with other policies

This risk assessment policy links to the following policies:

- Health and safety
- Safeguarding
- First aid
- Supporting pupils with medical conditions

Headteacher:	Debbie Edwards	**Date:**	April 2026
Chair of Governing Body:	D. Childerhouse	**Date:**	April 2026

Appendix A – Example Template Risk Assessment

ABOUT THIS RISK ASSESSMENT			
Location			
Assessment Owner			
Assessment date			
Previous Assessments	NAME AND LOCATION OF PREVIOUS RISK ASSESSMENTS		
Review Dates	Date:	Date:	Date:
	Date:	Date:	Date:
Context & supplementary information	Future Education is a special school for children (13-16yrs) with complex and challenging special educational needs and/or disabilities. In some instances, these needs may affect students' awareness and understanding of health & safety information and procedures and as such they may be further exposed to hazards due to lack of experience, inability to identify risks and existing risky personal behaviours. The nature of our school means that the likelihood of violence and aggression is high and as such the school has in place a wide range of behavioural, safeguarding, and safety policies and procedures intended to protect students, staff and others from harm. At any given time, there is approximately XXX students and XXX staff on site.		

First Aid training
Current Staff nominated and trained to administer first aid are as follows:
• QA Level 3 Award in Emergency First Aid at work (RQF):
  o NAMES/ROLES
• QA First Aid at Work (RQF):
  o NAME/ROLE
	Fire training
	Current staff trained and responsible as Fire Marshals are as follows:
	• NAME/ROLE

Department H&S Lead Signature: Name: Date:	**Org H&S Lead Signature:** Name: Date:
Head Teacher Signature:	**Health & Safety Governor Signature:**

Name: Date:	Name: Date:

FUTURE EDUCATION

REF	ACTIVITY/ SITUATION What activity or situation may give rise to hazard/risk	HAZARDS and RISKS Potential for harm & Who may be harmed.	CONTROLS Already in place	Risk L x C = RL			ADDITIONAL CONTROLS Required to reduce risk further	Residual Risk R.A.G. L x C = RR
EXAMPLE BELOW:								
1	Circulation in and around the school	Staff, students, visitors may slip, trip or fall. Additional risk if icy or dark in external areas Vehicles pose risk to students and staff during pick-up/drop-off	• Good Housekeeping – work areas kept tidy, walkways clear, cables hidden etc. • Spillages cleared immediately • Regular safety inspections undertaken by H&S Lead and remedial action undertaken Good • Lighting in all areas internal and external • Staff dress code includes suitable attire. • Students reminded of expectations RE footwear Daily external check undertaken in periods of extreme cold • External areas are gritted prior to periods of extreme cold Wet-floor signs used • Cleaning takes place after school hours	3	2	6	• Remind staff of duty to report/clear spillages and/or unsafe conditions immediately • Remind students and staff to follow established walkways round building and car park • Investigate installation of gated access to school for pedestrians and to the car park for vehicles • Improve signage to direct visitors, pedestrians and staff to appropriate destination e.g. reception, exit, etc.	2 x 2 = 4
2								
3								
4								