EV-S.2025

Risk Assessment Policy

December 2025

EVEREST SCHOOL

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Risk Assessment Policy Everest School

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Introduction and Purpose

Everest International School is committed to ensuring a safe and healthy environment for all pupils, staff and visitors. The purpose of this Risk Assessment Policy is to identify, assess and manage potential risks associated with school activities, premises and operations, in order to prevent harm and reduce the likelihood of accidents or incidents. Through systematic risk assessment and the implementation of appropriate control measures, the school aims to safeguard the welfare of pupils, comply with health and safety requirements, and promote a proactive culture of risk management across all areas of school life.

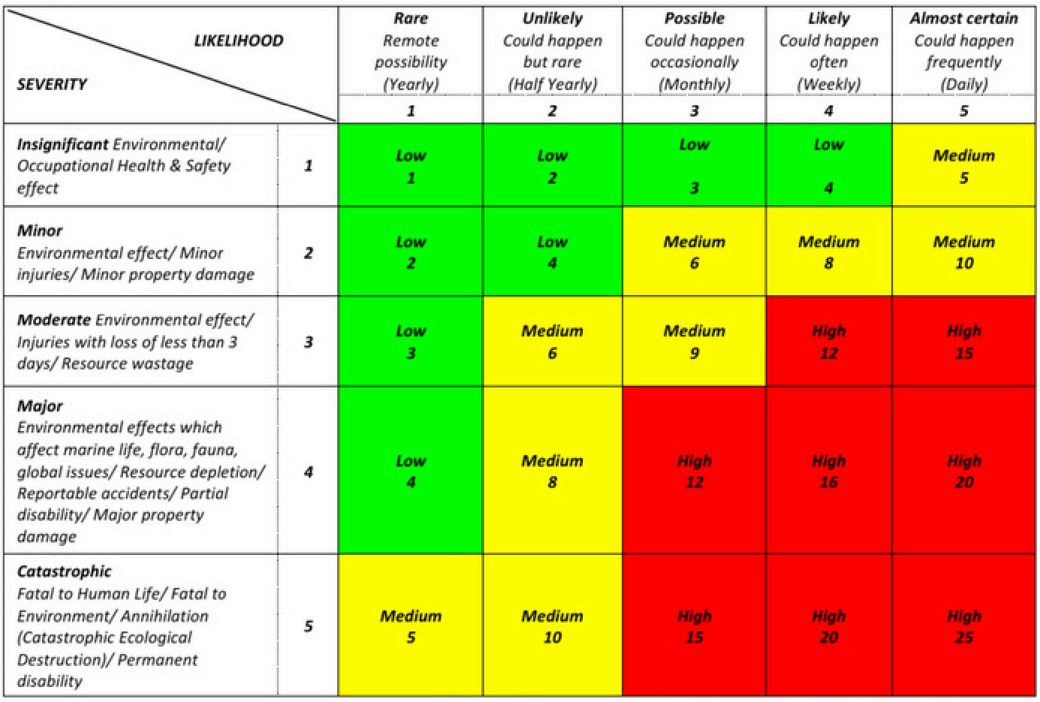
What is a risk assessment?

Risk assessment is a tool for conducting a formal examination of the harm or hazard to people, particularly in the school's case to staff and pupils that could result from a business activity or situation.

- A hazard is something with the potential to cause harm. A risk is an evaluation of the probability (or likelihood) of the hazard (harm) occurring.
- A risk assessment is the resulting assessment of the severity of the outcome (e.g., loss of life, destruction of property).
- Control measures are the measures, actions and procedures that are put in place in order to minimize the consequences of unfettered risk (e.g., staff training, appropriate supervision, clear work procedures, preliminary visits, warning signs and barriers).

Risk assessments are used to identify the potential hazards to people from the schools activities (e.g., safeguarding related, site security, slipping, falling, poor health, equipment, sports, recreation), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (data protection) and environmental (hazardous waste).

Risk Matrix



LIKELIHOOD SEVERITY		***Rare*** *Remote possibility (Yearly)*	***Unlikely*** *Could happen but rare (Half Yearly)*	***Possible*** *Could happen occasionally (Monthly)*	***Likely*** *Could happen often (Weekly)*	***Almost certain*** *Could happen frequently (Daily)*
		1	*2*	*3*	*4*	*5*
Insignificant *Environmental/ Occupational Health & Safety effect*	*1*	*Low 1*	*Low 2*	*Low 3*	*Low 4*	*Medium 5*
Minor *Environmental effect/ Minor injuries/ Minor property damage*	*2*	*Low 2*	*Low 4*	*Medium 6*	*Medium 8*	*Medium 10*
Moderate *Environmental effect/ Injuries with loss of less than 3 days/ Resource wastage*	*3*	*Low 3*	*Medium 6*	*Medium 9*	*High 12*	*High 15*
Major *Environmental effects which affect marine life, flora, fauna, global issues/ Resource depletion/ Reportable accidents/ Partial disability/ Major property damage*	*4*	*Low 4*	*Medium 8*	*High 12*	*High 16*	*High 20*
Catastrophic *Fatal to Human Life/ Fatal to Environment/ Annihilation (Catastrophic Ecological Destruction)/ Permanent disability*	*5*	*Medium 5*	*Medium 10*	*High 15*	*High 20*	*High 25*

Responsibilities for Risk Assessments School's Responsibilities

It is the **school's responsibility**, through its management, to ensure risk assessments are completed and implemented. The work involved to meet this responsibility is delegated to key roles within the school; namely teachers, key stage leaders, deputy and Headteacher. T

he school will provide suitable and sufficient training for staff required to complete risk assessments to ensure staff have the knowledge and understanding to fulfil this responsibility and undertake effective risk assessments. The teachers and Senior leaders have control over the activities and therefore need to ensure decisions made take into account safety requirements. A key way to achieve this is by completing a risk assessment and ensuring work activities within the school are carried out safely.

Health and Safety Officer's Responsibilities monitors and evaluates risk assessments, and reports on risk assessment to SLT and the school board. Together all are responsible for ensuring appropriate risk assessments are in place and reviewing them to ensure the risk assessment accurately reflects operations and activities in their department.

Responsibilities of all staff - 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 health and safety policy and arrangements (including risk assessments) and members of the SLT in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks/defects or concerns to their line manager.

IMPLIMENTATION of preventative and protective measures is to follow the principles below:

- Avoid intolerable risks.
- Evaluate the risks which cannot be avoided.
- Combat the risks at source.
- Adapt to technological progress.
- Replace the dangerous with non-dangerous or the less dangerous - this should be an on going process and may lead to the activity being brought to a halt.
- All staff should feel supported in a decision to bring an inappropriately high-risk activity to a close for health and safety reasons.
- Develop overall preventative procedures which cover technology, organization of work, working conditions, social relationships and the influence of factors relating to the working environment.
- Give collective protective measures priority over individual protective measures.
- Give appropriate instructions to all.
- In the case of teaching activities – take into account the number, age and experience of the pupils involved, as well as the location of the activity, staff experience and number of supervising adults.

Conducting A Risk Assessment

A risk assessment should be carried out by anyone who is trained and competent to do so; someone who understands the circumstances, the potential harm and the deviations.

To do a risk assessment, consider what, in the activities, might cause harm to people and decide whether you are doing enough to prevent that harm. Once you have decided that, you need to identify and prioritize putting in place, appropriate and sensible control measures. It is crucial that the risk assessment contents, particularly the control measures actually reflect activities and arrangements that are in place.

If a control measure is identified as being required in the recorded risk assessment this must be implemented.

Staff involved in the activities/operations should be consulted and involved with the risk assessment process and the results must be effectively communicated to staff and pupils. The written document should help with communicating and managing the risks. When completing a risk assessment the focus should be on significant risks associated with the activity, you do not need to include insignificant risks. In other words, you do not need to include risks from everyday life unless your work activities increase the risk. Risks should be reduced to the lowest reasonably practicable level by taking

preventative measures, in order of priority. This is what is meant by a hierarchy of control.
The list below sets out the order to follow when planning to reduce risks you have identified. Consider the headings in the order shown, do not simply jump to the easiest control measure to implement.

Elimination

- Redesign the job or substitute a substance so that the hazard is removed or eliminated.
- Substitution - Replace the material or process with a less hazardous one.
- Engineering controls - for example use work equipment or other measures to prevent falls where you cannot avoid working at height, install or use additional machinery to control risks from dust or fume or separate the hazard from operators by methods such as enclosing or guarding dangerous items of machinery/equipment.
- Give priority to measures which protect collectively over individual measures.
- Administrative Controls - These are all about identifying and implementing the procedures you need to work safely. For example: reducing the time workers are exposed to hazards (eg by job rotation); prohibiting use of mobile phones in hazardous areas; increasing safety signage, and performing risk assessments.
- Personal protective clothes and equipment - Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must personal protective equipment (PPE) be used.

REVIEW

Risk Assessments will be reviewed at least termly or more regularly by Health and Safety officer where there is reason to suspect there have been significant changes in the matters to which they relate. Risk assessments should also be reviewed and recorded, when major structural work is planned, if work practices change or in the event of an accident.

At Everest school, **risk assessments** should be carried out across all areas of school life to ensure the safety and wellbeing of pupils, staff and visitors. The key risk assessments typically include:

Premises and Environment

- Slips, trips and falls (corridors, stairs, playgrounds)
- Fire safety and evacuation
- Site security and visitor management
- Classroom layout and furniture

- Playground equipment and outdoor areas
- Toilets and hygiene facilities
- Storage of hazardous substances (cleaning chemicals – COSHH)

Curriculum and Activities

- Classroom activities (general teaching and learning)
- Science experiments and practical work
- PE lessons and use of sports equipment
- Swimming
- Art, design and technology activities (tools, materials)
- Computing and online safety
- Educational visits and school trips
- After-school clubs and enrichment activities

Pupils and Individuals

- Pupils with Special Educational Needs and/or Disabilities (individual risk assessments)
- Medical needs (e.g. allergies, asthma, diabetes)
- Behaviour and emotional regulation
- Supervision during breaks, lunchtimes and transitions

Staff and Workplace

- Manual handling
- Use of equipment and machinery
- Lone working
- Stress and wellbeing
- New or expectant mothers (where applicable)

Health, Safety and Safeguarding

- First aid provision
- Infection control and illness outbreaks
- Food safety (canteen/snacks)
- Transport and school buses
- Emergency procedures (lockdown, severe weather)
- Contractors working on site

Events and Exceptional Circumstances

- Assemblies and performances
- Parent events
- Construction or maintenance work
- Temporary changes to routines or spaces

Risk assessments should be **reviewed regularly**, and **updated whenever circumstances change**, following incidents, or when new activities are introduced. This ensures the school maintains a proactive and preventative approach to health, safety and safeguarding.

RECORD

Risk assessments will be recorded by those who undertake the assessment. The Health and Safety Officer will keep a record of all key risk assessments undertaken and record with a deadline for each one to be updated.

Reviewed by Rachel Lloyd Headteacher	Date of Review 17/12/2015	Signature
Reviewed by Governing Body	**Mr Afkir Anas**	