



Stella Maris School

Risk Assessment Policy

Updated: Sept. 2025
Review Date: Sept. 2026

Our Mission Statement:

“At Stella Maris we endeavour to put the children at the centre of everything we do. Our mission is to educate, nurture and instil traditional values and cherish our children. We inspire them to achieve their best in every aspect of their lives.”

Introduction

The management of Stella Maris School takes risk management very seriously. The well-being and safety of our pupils and staff is of paramount importance.

We have an active approach to managing risk and this is an on-going living document which is reviewed regularly by the Headteacher and the Board of Trustees.

Daily vigilance keeps our school as safe as is reasonably practicable. Risk is reduced by early identification of issues and problems, which in turn will lessen the likelihood of pupils being harmed through negligence and a lack of foresight or proper planning.

Aims of this Risk Assessment Policy

Stella Maris 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

Legislation and Statutory Requirements

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

- Paragraph 26 of part 3 of [The Education \(Independent School Standards\) Regulations](#) April 2019 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
- 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
- [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](#) - to assess the risk of pupils being drawn into terrorism

A table of all the risk assessments schools are required to have in place can be found in **appendix 1** of this Risk Assessment Policy.

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.

Roles and Responsibilities

The Board of Trustees

The Board of Trustees has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher.

The Board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Board of Trustees, as the employer, also 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
- Take ultimate responsibility for health and safety matters in the school but delegates operational matters and day-to-day tasks to the Headteacher and Senior Staff

The Headteacher

The Headteacher, or in the Headteacher's absence the Senior Teacher, is responsible for ensuring that all risk assessments are completed and reviewed.

School Staff and Volunteers

School staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required and carrying out risk assessments for their classrooms and other areas of their teaching when requested to do so
- Writing and presenting the school regulatory risk assessment form for signing by the Headteacher when embarking on school trips or outings and for any lessons which take them outside of the school building (a copy of this assessment form is attached to this Policy)
- Presenting their written trips risk assessment forms at least 48 hours before a trip is taking place for local walking trips and at the point of booking, for trips which are further away and require transport
- Familiarising themselves with risk assessments, hazards and control measures
- Implementing control measures identified in risk assessments
- Alerting the Headteacher verbally and in written form to any risks they find which need assessing

Pupils and Parents

Pupils 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 who will inform the Headteacher or Senior Teacher.

Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work. Maintenance work and other non-urgent work will only take place outside of school hours and when the children are off the premises.

Risk Assessment Process

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

We will also involve staff, 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, pupils 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 pupils 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. Completed risk assessments are kept in the Headteacher's Office.

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 pupils 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 when no longer required or when they are non-operational or have been updated.

Monitoring Arrangements

Risk assessments are written as needed and reviewed by the Headteacher.

This Risk Assessment Policy will be reviewed by the Headteacher on an annual basis and approved by the Board of Trustees.

Links with other Policies

This Risk Assessment Policy links to the following policies:

- Health and safety
- First Aid
- Supporting Pupils with Medical Conditions

This Risk Assessment Policy has been discussed with all the staff at Stella Maris School. From a view of good practice all staff and pupils in the school need to be aware of this policy and to follow it at all times.

Statutory Risk Assessments Checklist

The following table lists the risk assessments that Stella Maris School have in place.

Statutory or mandatory risk assessment	✓	Completed by	Date of review
Workers under the age of		N/A	
Asbestos			
Substances hazardous to health			
Display screen equipment			
Fire		S. Usher (Headteacher)	Sept. 2025
First aid		S. Usher (Headteacher)	Sept. 2025
Manual handling			
Working at height		N/A	
Children being drawn into terrorism		S. Usher (Headteacher)	Sept. 2025
Swimming pools (if applicable)		N/A	

Risk Assessment Template

[illegible]