



BURGESS HILL
— GIRLS —

Risk Assessment Policy (Whole School including EYFS)	16 a
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Responsible for Initiating Review of Policy	SLT
Committee to Review	SLT
Last Review Date	July 2025
Review Period	Two years
Approved by (Committee and Date)	SLT July 2025
Approved by Board of Governors	Autumn 2025
Effective Date of Policy	July 2025
Next Review Date	July 2027
Related Policies	Safeguarding and Child Protection Policy Health and Safety Policy Fire Safety Policy Educational Visits Policy ICT Acceptable Use and Online Safety Policy Staff Code of Conduct First Aid Policy

POLICY STATEMENT

Burgess Hill Girls is committed to maintaining the highest standards of health, safety, and welfare for all pupils, staff, visitors, and contractors. The School recognises that effective risk assessment and management are fundamental to ensuring a safe learning and working environment and to fulfilling our statutory duties under the Health and Safety at Work Act 1974, the Education (Independent School Standards) Regulations 2014, and the EYFS Statutory Framework (2025).

This policy establishes the School's framework for identifying, assessing, controlling, and reviewing risks across all areas of operation, including safeguarding, educational visits, fire safety, premises, and wellbeing. The aim is to ensure that risks are reduced to an acceptable level "so far as is reasonably practicable" and that all members of the school community understand their roles and responsibilities in maintaining a safe environment.

Introduction

Burgess Hill Girls recognises that a failure to take reasonable safety precautions in relation to identified hazards would represent a serious risk to staff, pupils, visitors, contractors and the wider community.

The School aims to ensure that risks are effectively identified, assessed, and managed to safeguard and promote the welfare of all pupils and staff.

This policy is written with regard to the Independent School Standards (ISSR) Part 3, Paragraph 16, which requires the proprietor to ensure that arrangements are made to safeguard and promote the welfare of pupils by means of effective risk assessment and management.

Risk assessments include, but are not limited to, safeguarding, health and safety, fire safety, site security, medical and first aid, ICT and cyber security, mental health and wellbeing, educational visits, boarding, and environmental risks.

Responsibilities

All staff share responsibility for maintaining a safe environment by identifying and reporting potential hazards. Specific responsibilities include:

- Employees – assist with and participate in risk assessments relevant to their roles.
- Heads of Department – ensure that departmental risk assessments are undertaken, control measures implemented, and outcomes communicated to staff and pupils as appropriate.
- SLT – allocate resources in response to risk assessments, provide suitable training, ensure systems are in place for communication of safe working practices, and review departmental compliance.
- DSL/DDSL – ensure that safeguarding and welfare-related risks are assessed and managed in line with Keeping Children Safe in Education (KCSIE 2025) and the EYFS Statutory Framework (2025).
- Governors – monitor and review the overall effectiveness of the School's risk management framework through the Risk Review and Audit Committee.

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Legal aspects of Risk Assessment

There are clear duties for risk assessment under Acts such as the Health & Safety at Work Act 1974, and The Management of Health & Safety at Work Regulations. The following requirements are laid down in those regulations and can be applied to other areas of risk assessment.

The risk assessment shall be 'suitable and sufficient' and cover both employees and non-employees affected by the employers undertaking (e.g. contractors, members of the public, pupils, etc)

This policy complies with the following legislation and guidance:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)
- Education (Independent School Standards) Regulations 2014
- Fire Safety (England) Regulations 2022
- EYFS Statutory Framework (2025)
- Data Protection Act 2018
- DfE: Health and Safety – Responsibilities and Duties for Schools (2023)

Risk Assessment process

The School follows a five-step approach to risk assessment:

1. Identify hazards
2. Decide who might be harmed and how
3. Evaluate risks and decide on precautions
4. Record significant findings and implement control measures
5. Review assessments regularly and update as necessary

All departmental risk assessments must be reviewed annually or following a significant change to activities, personnel, or premises. High-level risks are recorded in the School's central Risk Register, maintained by the SLT and reviewed by Governors.

Types of Risk Assessment

All significant risks shall be assessed. Although the principals of assessment remain the same, their application can differ. There are 3 recognised methods of assessment;

- a) Formal – A written method of evaluating the risk of harm (as described above).
- b) Generic – An evaluation of risk that can be applied to common tasks.

In unusual circumstances, when an unforeseen risk presents itself (a previous Formal or Generic risk assessment not having been compiled and / or in use) an employee may be required to use a dynamic risk assessment.

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c) Dynamic – A mental assessment of risk for use when any delay would increase the risk from harm.

Training

All staff receive risk assessment awareness training as part of induction. Those responsible for compiling assessments receive formal training and refresher sessions every three years or following legislative change.

Communication

Completed risk assessments are stored securely on the School's shared system and made accessible to all relevant staff. Heads of Department are responsible for ensuring all team members understand the relevant assessments.

Monitoring

The Health & Safety Officer monitors the effectiveness of control measures and maintains risk assessments for premises areas. The Director of Finance and Operations (DFO) conducts termly audits of risk assessments. Findings are reported to SLT and annually to the Board of Governors. Risk assessments are reviewed following incidents, near misses, or material changes.

Record Keeping

Risk assessments and associated documents are retained for at least three years after being superseded, or longer where required by law. EYFS records are retained for a minimum of three years in line with statutory guidance.

EYFS-Specific Compliance

Outdoor and off-site EYFS activities include dynamic daily assessments to ensure safety and suitability.

Review of Policy

This policy will be reviewed at least every two years or at an earlier date if changes are required due to risk assessment review or changes in legislation and/or guidance.