



**UNICORN SCHOOL**

# **RISK ASSESSMENT POLICY**

***This Policy is to be read in conjunction with the Unicorn's Fire Risk Assessment Policy and Health and Safety Policy.***

## **RESPONSIBILITY**

Staff Members:

Bursar & Deputy Head

**Last Reviewed:**

**January 2026**

**To be Approved by Governors:**

**Next Review;**

**January 2027**

Unicorn is fully committed to promoting the safety and welfare of all in its community so that effective education takes place.

We understand it is vital that all areas of school life, including off site activities, are safe and comply fully with the law.

Risk Assessment is a constant systematic process with a view to promoting children's welfare. This not only covers health and safety (eg, premises and equipment), but also matters related to pupil welfare (eg, medical needs, supervision and school trips), recruitment-related issues (eg, late DBS checks), matters related to safeguarding (eg, Prevent, bullying, child on child abuse and allegations) and lessons (eg, activities, breaks and sport).

We understand that risks are inherent in everyday life and that it is vital for us to identify them and ensure that our systems and policies minimise them in order to keep our children, parents and visitors safe.

We will ensure that our policies and practices are up to date and that staff receive appropriate and timely training and that our children are educated to know how to manage risk.

Responsibility for ensuring the safety of the staff, pupils, parents and visitors lies with the Headteacher. In addition, all staff at the Unicorn School has a legal responsibility to co-operate in an effort to improve health and safety. They must highlight any risks they see and inform the Headteacher so reasonable measures can be taken to reduce or eliminate the risk.

Additionally, the Governors' Risk & Compliance Committee is responsible for overseeing risk assessment and control, and maintains a Risk Matrix covering Building, Education & Staffing, Finance, ICT, Governance, and Health & Safety.

Prior to the reopening of schools during the Coronavirus Pandemic, detailed risk assessments were carried out, recorded in the ISBA COVID-19 Risk Assessment for UK Schools and the ISBA Phased Return Schools Planning Guide. (KT May 2020)

### **What is a risk assessment?**

- A risk assessment is a tool for conducting a formal examination of the risk of harm or hazard to the Unicorn community that could result from a particular activity or situation.
- A risk is an evaluation of the probability/likelihood of the hazard occurring e.g. children getting lost on a school outing.
- Risk control measures are the measures and procedures that are put in place in order to minimise the risks and are designed to prevent accident and injury.

## **The assessment will establish:**

The hazards associated with the activity or area of the workplace;  
The potential for an accident and its severity;  
The control measures that need to be employed to minimise risk of an accident;  
Any further action to be taken to adequately control the hazard.

## **How to assess the risks in the School?**

### **1. Identify the hazards**

**Hazard** is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer. Think about long-term hazards to health e.g. high levels of noise, glaring lights.

Accidents are reviewed on Medical Tracker regularly by SLT and the Health and Safety Committee to identify the less obvious hazards. Guidance is then passed onto staff. Staff are encouraged to report to the Bursar and Head any near misses, which are looked into as soon as possible and then discussed at the Health and Safety Committee.

### **2. Decide who might be harmed and how**

Identify groups of people who may be exposed to risk.  
Identify how they may be harmed, i.e. what type of injury or ill health might occur. Thought should be given to the hazards which may be faced by cleaners, visitors and contractors, who may not be in the school all the time

### **3. Evaluate the risks and decide on precautions**

The **risk** is the chance, high or low, that somebody could be harmed by the hazard, together with an indication of how serious that harm could be.

Think about what controls there are in place and think about good practice.

*Consider:*

Can I get rid of the hazard altogether?

If not, how can I control the risks so that harm is minimised and/or unlikely to occur?

When controlling risks, the following principles will be applied:

- a) Choose a less risky option
- b) Prevent access to the hazard
- c) Reduce exposure to the hazard e.g. put barriers up
- d) Protective equipment e.g. clothing, footwear, goggles
- e) Provide welfare facilities e.g. first aid

For further details, refer to Appendix Risk Assessment Form

### **4. Record your findings and implement them**

- a) Putting the results of the risk assessment into practice
- b) Share the risk assessment with your staff,
- c) Keep it simple

- d) Has a proper check been made? e) Have all the significant hazards been dealt with?
- f) Are the precautions reasonable and is the remaining risk low?

#### **5. Review your assessment and update if necessary**

- a) Regular checks are completed by the Health & Safety Committee to make sure that the control measures stay in place.
- b) All risk assessments will be formally reviewed annually by staff at the beginning of each academic year to consider the risks posed by new equipment and procedures.
- c) Have there been any changes?
- d) Are there improvements the school still needs to make?
- e) Has anyone in the school community spotted a problem?
- f) Have we learnt anything from accidents or near misses?

During the year, if there is a significant change, we will not wait. The risk assessment will be checked and, where necessary, amended.

#### **Off-site visits:**

A risk assessment of each, exceptional trip or off-site activity (eg club, outing, games, swimming etc) is undertaken by the Group Leader. The staff / pupil ratio is also clearly recorded. The assessment must be done using the school's Risk Assessment Form (see appendix). The Group Leader can discuss the risk assessment with the Risk Assessment Officer/Bursar to obtain advice or guidance when carrying it out. All risk assessments are handed to the Headteacher prior to the visit and then passed to the Deputy for filing. A copy should also be placed on the staff drive under the class name.

The process of risk assessment involves the Group Leader and their team in:

1. Looking for and at the hazards involved.
2. Identifying and assessing the risks.
3. Deciding what control measures need to be put in place to eliminate or minimise the risk.
4. Recording the findings.

The risk assessments are carried out before, monitored during and reviewed after the visit to ensure that the assessment is still relevant.

**UNICORN SCHOOL RISK ASSESSMENT FORM***Last Updated: January 2026*

Establishment:       :

Assessment Date:

Activity / Event:

Completed by:

Educational Objectives:

Review Date:

Date of Visit:

Qualified first aider (EYFS only):

Number of pupils:   Number of Staff / Helpers:   Ratio:

Person in Charge of the activity:

<b>HAZARD</b> Identify & assess the risk	<b>WHO MAY BE AFFECTED</b>	<b>RISK LIKELIHOOD (L/M/H)</b>	<b>RISK IMPACT (L/M/H)</b>	<b>CONTROL MEASURES</b> How to reduce the risk	<b>FURTHER ACTION TO BE TAKEN</b>

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REVIEW OF TRIP (If applicable)	DATE OF REVIEW	ACTION TAKEN