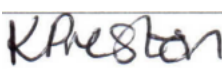


Policy/Procedure Name:	RISK ASSESSMENT POLICY		
Last Update:	Sept 2025	Next Update Due:	Sept 2028

Author	Alex Smythe
Signature of Authorised Individual	
Signature of the Director	

POLICY STATEMENT

Willow Park School is committed to ensuring the health, safety, and welfare of all pupils, staff, visitors, and contractors by identifying and managing risks effectively. This policy outlines the school's approach to risk assessment across all areas of operation, ensuring compliance with statutory requirements and promoting a culture of safety and responsibility.

AIMS & OBJECTIVES

- To ensure that all foreseeable risks are identified, assessed, and managed appropriately.
- To maintain a safe and secure environment for pupils, staff, and visitors.
- To ensure that risk assessments are regularly reviewed and updated.
- To provide staff with training and guidance on completing and implementing risk assessments.
- To ensure that individual needs are considered in risk assessments, including medical, behavioural, and physical needs.
- To ensure compliance with relevant legislation including the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

TYPES OF RISK ASSESSMENTS

The following risk assessments are undertaken at Willow Park School:

1. Whole School Site Risk Assessment

Covers all areas of the school premises including classrooms, corridors, outdoor areas, and communal spaces.

2. Educational Visits Risk Assessments

Completed prior to any off-site activity or trip, considering transport, location, supervision ratios, and emergency procedures.

3. Individual Pupil Behaviour Risk Assessments

Included within Pupil Passports, these assess risks associated with behaviour that may impact safety or learning.

4. Individual Pupil Needs Risk Assessments

For pupils with specific conditions such as PICA, Dysphagia, absconding tendencies, or other medical/behavioural needs.

5. Maternity Risk Assessments

Completed for pregnant staff members to ensure a safe working environment throughout pregnancy.

6. Individual Staff Needs Risk Assessments

For staff with medical conditions, disabilities, or other needs requiring adjustments or additional support.

7. Fire Risk Assessment

Reviewed annually and following any significant changes to the building or occupancy.

8. Outdoor Area Risk Assessment

Covers playgrounds, forest school areas, and any external learning environments.

9. Data Protection Breach Risk Assessment

Conducted in the event of a suspected or confirmed data breach, in line with GDPR requirements.

RESPONSIBILITIES

- **Principal:** Overall responsibility for ensuring risk assessments are completed, reviewed, and implemented. Maintains records of all risk assessments and ensures compliance with review schedules.
- **Head teacher:** Responsible for completing risk assessments relevant to their role and reporting any new or emerging risks.
- **Staff:** Responsibility for ensuring that risk assessments are put into practice, daily. A specific focus on having an intimate knowledge of pupils' risk assessments and PEEPS contained within their pupil passports.
- **Directors:** Monitor the effectiveness of risk management procedures.

REVIEW & MONITORING

- Risk assessments are reviewed annually or sooner if:
 - There is a significant change in activity or environment.
 - An incident occurs that highlights a previously unidentified risk.
 - A pupil or staff member's needs change.
 - All risk assessments are stored securely and made available to relevant staff.
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TRAINING

- Staff receive training on completing risk assessments as part of induction and ongoing CPD.
- Specific training is provided for high-risk areas such as educational visits, medical needs, and fire safety.

EMERGENCY ARRANGEMENTS

Where a risk assessment identifies a potential emergency scenario, appropriate procedures will be put in place, including:

- Evacuation plans
- Emergency contact protocols
- First aid provision
- Staff responsibilities in emergencies

RELATED POLICIES

- Health & Safety Policy
- First Aid & Medical Needs Policy
- Educational Visits Policy
- Data Protection Policy
- Behaviour Policy
- Safeguarding Policy

EQUALITY STATEMENT

At Willow Park School, we actively seek to encourage equity and equality through our teaching and our employment practices. As such, we seek to advance the equality of opportunity between people who share any of the following characteristics:

- age
- disability
- gender reassignment
- being married or in a civil partnership
- being pregnant or on maternity leave
- race including colour, nationality, ethnic or national origin
- religion or belief
- sex
- sexual orientation

The use of stereotypes under any of the above headings will always be challenged.

INCLUSION

Our school is an inclusive school. We aim to make all pupils feel included in all our activities. We try to make all our teaching fully inclusive. We recognise the entitlement of all pupils to a balanced, broadly-based curriculum. We have systems in place for early identification of barriers to their learning and participation so that they can engage in school activities with all other pupils. We acknowledge the need for high expectations for and of all children.