School's Risk assessment policy

Policy version:	1.4
Policy Owner:	Principal – Phoenix Bay
Applies to:	All Phoenix Bay Schools and associated services
Linked policies:	• Health and Safety Policy • First Aid Policy • Supporting Students with Medical Conditions Policy
Review frequency:	Tri - Annually
AB Adoption Date:	July 2021
Date of recent review:	March 2026
New review date:	March 2029
Approved by:	Ross Banks – Principle  Jill Bainton – Advisory board

Version control since July 2021

Version	Date of Change/Adopted	Reviewed by	Reason for change
1.0	July 2021	R Banks	New document
1.1	September 2022	R Banks/ J Sloane	Changes to reflect new premises
1.2	November 2022	R Banks	Changes to reflect new practice
1.3	June 2025	R Banks/ J Sloane	Changes to Appendix 2 to reflect updated risk assessment template
1.4	March 2026	R Banks	New document – to cover all Phoenix Bay sites

Phoenix Bay – Multi-Site Statement

All policies issued by the Phoenix Bay apply to every school, provision, and site operated under the Group's governance. This includes the trauma-informed behaviour school and any new or future schools established by the organisation.

Where a policy refers to "the School," it should be interpreted as applying to all Phoenix Bay sites unless a specific site is explicitly stated. Staff, students, volunteers, contractors, parents/carers, and visitors across all sites are required to comply with the policy in full.

Policies are designed to ensure consistent standards, shared procedures, and a unified approach to safeguarding, health and safety, and operational compliance across the Group.

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1. Aims

Phoenix Bay Schools aim to ensure that:

- All risks that may cause injury, illness or harm to staff, students, visitors and contractors are identified.
- All reasonably practicable control measures are implemented to eliminate or reduce risk.
- Risk assessments are conducted, recorded, communicated and reviewed regularly.
- Risk assessments remain live documents and are amended following incidents, near misses, environmental changes or legislative updates.
- A consistent and robust approach to risk management is applied across all schools operating under the Phoenix Bay Schools umbrella.

2. Legislation and Statutory Requirements

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

- Paragraph 16 of Part 3 of the **The Education (Independent School Standards) Regulations 2014**, which requires proprietors to have a written risk assessment policy.
- Regulations 3 and 16 of the **The Management of Health and Safety at Work Regulations 1999**, requiring employers to assess risks to employees and others, including new and expectant mothers.
- Regulation 4 of the **The Control of Asbestos Regulations 2012**, requiring an asbestos risk assessment.
- Regulation 6 of the **The Control of Substances Hazardous to Health Regulations 2002** (COSHH), requiring assessment of hazardous substances.
- Regulation 2 of the **The Health and Safety (Display Screen Equipment) Regulations 1992**, requiring assessment of display screen equipment risks.
- Regulation 9 of the **The Regulatory Reform (Fire Safety) Order 2005**, requiring fire risk assessments.
- Regulation 4 of the **The Manual Handling Operations Regulations 1992**, requiring manual handling risk assessments.
- The **Work at Height Regulations 2005**, requiring risk assessments for work at height.
- Department for Education guidance on first aid in schools, requiring schools to determine appropriate first aid provision through risk assessment.
- DfE guidance on the Prevent Duty, requiring schools to assess the risk of students being drawn into terrorism.
- Guidance from the Health and Safety Executive (HSE) stating that schools managing their own swimming pools must conduct appropriate risk assessments.

A full list of statutory risk assessments is detailed in Appendix 1.

3. 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

4. Roles and Responsibilities

4.1 The Proprietor / Advisory Board

The Proprietor holds ultimate responsibility for health and safety across Phoenix Bay Schools but delegates day-to-day operational responsibility to the Business Manager and Senior Leadership Team.

The Proprietor will:

- Ensure suitable and sufficient risk assessments are completed.
- Ensure risks are reduced so far as is reasonably practicable.
- Ensure staff are informed of identified risks and control measures.
- Monitor compliance through governance oversight.

4.2 The Principal

The Principal is responsible for:

- Ensuring risk assessments are implemented consistently across their setting.
- Ensuring risk assessments are reviewed at least annually or sooner if required.
- Ensuring staff receive appropriate training.
- Reporting significant risks to the Proprietor.

4.3 The Business Manager

The Business Manager is responsible for:

- Coordinating the completion and review of risk assessments.
- Maintaining the central Risk Assessment file.
- Monitoring review dates.

- Ensuring statutory compliance.

4.4 School Staff and Volunteers

All staff are responsible for:

- Participating in risk assessment processes where required.
- Reading and adhering to relevant risk assessments.
- Implementing identified control measures.
- Reporting hazards or concerns immediately to the Principal or Business Manager.

4.5 Students and Parents/Carers

Students and parents/carers are expected to:

- Follow school safety guidance.
- Report hazards or concerns to staff promptly.
- Comply with control measures during on-site and off-site activities.

4.6 Contractors

Contractors must:

- Provide evidence of their own risk assessments and method statements.
- Comply with Phoenix Bay Schools health and safety procedures.
- Work in accordance with safeguarding requirements.

5. Risk Assessment Process

Phoenix Bay Schools follow a structured six-step process:

Step 1: Identify Hazards

Identify activities, environments, substances and processes that may cause harm.

Step 2: Decide Who May Be Harmed and How

Consider groups of people (staff, students, visitors, contractors), including vulnerable individuals such as students with SEND and expectant mothers.

Step 3: Evaluate Risks and Decide on Controls

Assess:

- Likelihood (L)
- Consequence (C)
- Risk Rating (R = L × C)

Existing controls are reviewed and additional controls implemented where required.

Step 4: Record Findings

All significant findings are documented using the Phoenix Bay Schools Risk Assessment Template (Appendix 2).

Step 5: Review and Update

Risk assessments are reviewed:

- Annually (maximum 12 months)
- After incidents or near misses
- Following environmental or procedural changes
- When new hazards are identified

Step 6: Retention

Risk assessments are retained for a minimum of three years after they cease to apply and are disposed of securely.

6. Monitoring Arrangements

- Risk assessments are reviewed by a member of the Senior Leadership Team.
- The Principal and Proprietor review this policy annually.
- Advisory Board oversight ensures compliance across all Phoenix Bay Schools settings.

7. Appendix 1 – Statutory Risk Assessments Checklist

Statutory or Mandatory Risk Assessment	Status
Workers under 18	N/A (where not applicable)
Asbestos	N/A
Substances Hazardous to Health (COSHH)	Yes
Display Screen Equipment (DSE)	Yes
Fire	Yes
First Aid	Yes
Manual Handling	Yes
Working at Height	Yes
Prevent Duty	Yes
Swimming Pool (if applicable)	N/A

All Risk Assessments are held in the central Risk Assessment file. Review dates are recorded in the Risk Assessment Review Log.

8.Appendix 2 – Risk Assessment template

Risk Assessment

Risk assessments are to be reviewed following relevant UTE's – risk assessments must remain live documents and be communicated to all staff.

Location **Risk Assessments must be location specific**		**Initial Assessment Date**		**Review Date** **(no greater than 12 months)**	
Completed By					
Information/References/Policies					

Hazard Description *Hazard –*	**Who may be harmed?**	**How might they be harmed?**	**Existing Control measures in place** *What controls are currently in place that reduce the risk?*	**Risk Rating** **(1-5)**			**Additional Controls**	**New Risk Rating**			**Action required by who?**	**Acton required by when?**
				L	C	R		**L**	**C**	**R**		

Risk Assessment Review and Communication

Reason for Review *This could be periodically or following an incident*		**Date of Assessment Review**		**Signature**	
Did you amend any risks in the review, if so were any risks lowered or increased?					
Reason for Review		**Date of Assessment Review**		**Signature**	
Did you amend any risks in the review, if so were any risks lowered or increased?					
Reason for Review		**Date of Assessment Review**		**Signature**	
Did you amend any risks in the review, if so were any risks lowered or increased?					

Where and when has this risk assessment been discussed with your teams?

Location/Meeting	**Date**	**Signature**
• During de-briefing with all staff		
• Induction with all new staff		

Sign Off

I have read and understood the contents of this risk assessment *(e.g. Staff; Social Worker; Young Person; YOT & School including date shared)*			
Name	**Role**	**Sign**	**Date**