

Risk Assessment Policy

If you require this document in an alternative format please contact

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Last review date:		October 2026		
Statutory:		Yes (3 yearly)		
Owner:		CEO		
Date	Version	Reason for change	Overview of changes made	Source
30.04.2020	0.1	New guidance	New guidance. Headteacher generated.	TSSMAT generated guidance.
September 2026	0.2	New policy	-Changed from guidance to statutory policy . -Removed dates (not relevant) -Amended audit detail	
October 2026	1	Board ratified	Updated responsibilities of LGC and reporting. Taken out business operations management review.	

Risk Assessment Policy

The Staffordshire School MAT uses its risk assessment systems to ensure that Trust premises are a safe and secure place for children and staff. All staff are expected to undertake risk assessments as part of their routine tasks.

In line with current health and safety legislation, the Trust will carry out regular risk assessments and take appropriate action to deal with any hazards or risks identified. It is the responsibility of the CEO to ensure that risk assessments are conducted, monitored and acted upon.

Risk assessments are reviewed annually by an external H&S contractor, and then annually internally by Trust management. All staff are asked to sign to record they have read the risk assessments.

Risk assessments will be carried out:

- whenever there is any change to equipment, resources, or people's circumstances
- when there is any change to the Trust's premises
- when the particular needs of a child necessitates this
- when we take the children on an outing or visit.

Not all risk assessments need to be written down, only those with significant findings. Staff will decide, in consultation with the Headteacher, which risk assessments need to be formally recorded. However risk assessments related to employment and the working environment will always be recorded in writing so that staff can refer to them. Staff have a full understanding and appreciation of the need for dynamic risk assessment in relation to our day to day business, as well as other situations, such as on trips. Staff have a responsibility to be dynamic about risk assessment and make changes if necessary.

Risk assessments will be reviewed following any accident, incident or near miss.

If changes are required to the Trust's policies or procedures as a result of the risk assessment, the Headteacher will update the relevant documents and inform all staff.

Daily checks

We will carry out a visual inspection of the equipment and the whole premises (indoors and out) daily, before any children arrive. During the course of the session, staff will remain alert to any potential risks to health and safety.

If a member of staff discovers a hazard during the course of a session, they will make the area safe (e.g. by cordoning it off) and then notify the relevant person. The relevant person will record the notification, and ensure that any actions needed to mitigate the immediate hazard have been taken and will implement measures to prevent the incident from recurring. This will also be recorded.

Recording dangerous events

The Headteacher or Care Club manager will record all accidents, dangerous events or near misses on the **Incident or Accident Record** sheets as soon as possible after the incident. If the incident affected a child at Care Club, the record will be kept on the child's file. The Trust will monitor **Incident** and **Accident Records** to see whether any pattern to the occurrences can be identified.

A full investigation will be carried out into the circumstances of any accident, dangerous event, or near miss.

Audits

External audits are carried out 3 times a year in schools by an external H&S contractor to ensure compliance in each school.

Regular audits are also carried out by each school's H&S link Governor.

Health and safety is a standing item for all relevant meetings (such as staff meetings, SLT, Governor and Board). Headteacher and the CEO reports report on Health and Safety.

Related policies

See our webpage for any related policies.

Written in accordance with the *Statutory Framework policies*.