

		Date	Review Date
Written by	Debbie Goode	01/09/2025	01/09/2026
Reviewed by	Ryan Goodwin	01/09/2025	01/09/2026

### Legal Status

#### 1. Legislation and Guidance

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

- Paragraph 16 of part 3 of The Education (Independent School Standards) Regulations 2014, which requires proprietors (Debbie Goode, Headteacher & Ryan Goodwin, Head of Centre) to have a written risk assessment policy
- Regulations 3 and 16 of The Management of Health and Safety at Work Regulations 1999 require employers to assess risks to the health and safety of their employees, including new and expectant mothers
- Regulation 4 of The Control of Asbestos Regulations 2012 requires employers to carry out an asbestos risk assessment
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Under regulation 2 of The Health and Safety (Display Screen Equipment) Regulations 1992, employers must assess the health and safety risks that display screen equipment pose to staff **(including staff working from home, per HSE guidance 2023)**
- Regulation 9 of The Regulatory Reform (Fire Safety) Order 2005 says fire risks must be assessed
- **Fire Safety (England) Regulations 2022 require responsible persons to provide up-to-date fire risk assessments, evacuation information (including for vulnerable pupils), and keep accurate records of fire safety management**
- Regulation 4 of The Manual Handling Operations Regulations 1992 requires employers to conduct a risk assessment for manual handling operations
- The Work at Height Regulations 2005 say employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely **(including lone worker emergency arrangements as per HSE guidance 2024)**
- **The Building Safety Act 2022 (in force from 2023) requires responsible persons to manage and retain information about the safety of school buildings, particularly fire and structural safety**
- DfE guidance on first aid in schools says schools must carry out a risk assessment to determine what first aid provision is needed
- DfE guidance on the Prevent duty states schools are expected to assess the risk of pupils being drawn into terrorism
- The Health and Safety Executive (HSE) say schools that manage their own pools must conduct a risk assessment

- DfE guidance on health and safety: responsibilities and duties for schools says schools must identify the measures needed to reduce the risks from public health incidents, **including respiratory infections (COVID-19 and new emerging risks), so far as is reasonably practicable**
- **Keeping Children Safe in Education (KCSIE 2024) requires safeguarding risks to be explicitly considered in all relevant risk assessments, including school trips, the use of technology, external visitors, and curriculum deliver.**

### Availability

This Policy is made available to staff, parents and pupils on request, a paper copy may be obtained from the School Office.

### Monitoring and Review

Risk assessments are written as needed and reviewed by the proprietors (Debbie Goode, Headteacher & Ryan Goodwin, Head of Centre)

This policy will be reviewed annually by the proprietors

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### Scope

This policy applies to:

- All staff (teaching and non-teaching) and volunteers working within the school
- Parents and carers
- Contractors on site

Related documents:

- Health and Safety Policy
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### Aims

TILT Education aims to ensure that:

- All risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- Risk assessments are conducted and reviewed on a regular basis
- Safeguarding and wellbeing risks (including Prevent, online safety, school trips, and external speakers) are embedded into all relevant assessments
- Building safety and fire safety records are actively monitored and updated in line with the Building Safety Act 2022 and Fire Safety (England) Regulations 2022

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## 4. Roles and Responsibilities

Proprietors (Debbie Goode, Headteacher & Ryan Goodwin, Head of Centre)

- Have ultimate responsibility for health and safety matters in the school
- Ensure compliance with all statutory duties, including fire, building safety, safeguarding, and public health risks
- Ensure all risk assessments are completed, recorded, reviewed, and retained

### Staff

- Must familiarise themselves with all relevant risk assessments prior to activities
- Support the completion of risk assessments and implement identified control measures
- Report new hazards or changes to risks immediately

### Pupils and Parents

- Expected to follow school guidance and report hazards to staff

### Contractors

- Must provide evidence that they have adequately risk assessed their planned work, including compliance with **building and fire safety legislation**

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## 5. Risk Assessment Process

TILT Education follows a six-step approach:

1. **Identify hazards** – including physical, environmental, safeguarding, and wellbeing risks
2. **Decide who may be harmed and how** – considering vulnerable pupils, SEND, and expectant mothers
3. **Evaluate risks and decide on control measures** – proportionate to likelihood and impact
4. **Record significant findings** – using the school's risk assessment template
5. **Review and update assessments** – at least annually or after significant changes/near misses
6. **Retain risk assessments** – for at least 3 years, securely stored and disposed of when expired

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## Risk Rating System


- 1–8 = Low (Green)
  - 9–17 = Medium (Amber)
  - 18–25 = High (Red)
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## Appendix 1: Statutory Risk Assessments Checklist

Statutory or mandatory risk assessment	✓	Completed by	Date of review
Workers under the age of 18		DG	09/2026
Asbestos		DG	09/2026
Substances hazardous to health (COSHH)		DG	09/2026
Display screen equipment (including homeworking)		DG	09/2026
Fire (including evacuation for vulnerable pupils)		DG	09/2026
Building safety (structural and fire – Building Safety Act 2022)		DG	09/2026
First aid		DG	09/2026
Manual handling		DG	09/2026
Working at height (including lone worker arrangements)		DG	09/2026
Children being drawn into terrorism (Prevent duty)		DG	09/2026
Swimming pools (if applicable)		DG	09/2026
Public health incidents, including respiratory infections (COVID-19 and emerging risks)		DG	09/2026
Safeguarding-related risks (trips, visitors, online safety, curriculum – KCSIE 2024)		DG	09/2026

## Appendix 2: risk assessment template

Offsite Activities Risk Assessment



**BATHPOOL- KIDSGROVE**

<b>DATE THIS ASSESSMENT WAS UNDERTAKEN:</b>	<b>CONTROL AND ACTIVITY SPECIFIC RISK ASSESSMENT UNDERTAKEN BY</b>
<b>DATE</b>	<b>NAME</b> <span style="float: right;"><b>SIGNATURE:</b></span>

**Please update and reprint as necessary.**

<b>HEAD/DEPUTY HEAD</b>	
<b>RISK ASSESSMENT AGREED ON</b>	
<b>DATE:</b>	

Risk Categories					
Risk	<b>Description of Risk.</b> <i>(These should include all passed issues and behaviours that have been identified as a risk.)</i>	Level of risk	<b>Control Measures/Actions</b> <i>(What are you doing to ensure the risks you have identified are being managed?)</i>	Comments/ Actions <i>(Any further actions required.)</i>	Actions in place? Yes/no*

Think about what might happen for each risk. Evaluate how likely it is to happen and how grave the consequences might be. Rate each of the risk areas into likelihood and gravity on a 1-5 scale. Multiply one by the other to give a final score (1-25).

1-8= low (Green)      9-17=medium (Amber)      18-25=high (Red)