

Risk Assessment Policy

Roselyn House School

2026 – 2027



Approved by:	Rachel Smith	Date: 14/07/2026
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1. Aims

KS Education Limited (Roselyn House School) is required to make an assessment of the risks that are likely to arise from their processes. This requirement is generally referred to as risk assessment.

A risk assessment is simply a careful sensible examination of what, in your School, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm to your pupils, staff and any visitors. It is in effect risk management.

2. Legal Requirements

Health and Safety at Work legislation places key requirements and responsibilities on employers to ensure that their business is properly managed. It requires a competent risk assessment of work activities, processes and tasks so that Managers are aware of workplace hazards and risks and have the opportunity to properly manage them. Where a risk assessment identifies the presence of significant hazards and more than 5 people are employed the risk assessment must be recorded.

3. Legislation

This policy follows the following legislation

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Regulatory Reform (Fire Safety) Order 2005
- Independent School Standards Regulations
- Keeping Children Safe in Education (KCSIE) 2026
- Equality Act 2010

4. Specific Responsibilities

- **Proprietors** - The Proprietors retain overall accountability for ensuring that suitable and sufficient risk assessment arrangements are in place for Roselyn House School and that these meet statutory health and safety, safeguarding and Independent School Standards requirements. The Proprietors will ensure that competent advice is available, sufficient resources are allocated, policies are approved and reviewed, and that senior leaders are held to account for the effective management of risk across the school, including SEMH, safeguarding, premises, staffing, transport, off-site activity and emergency arrangements.
- **Headteacher** – The Headteacher is responsible for the day-to-day implementation of this policy and for ensuring that risks are identified, assessed, recorded, communicated, monitored and reviewed across all school activities. This includes ensuring that pupil-specific, activity-specific and dynamic risk assessments are completed where required; that control measures are proportionate and implemented consistently; that staff are appropriately trained and briefed; and that risk assessments inform behaviour support plans, positive handling plans, safeguarding decisions, curriculum access, off-site provision and emergency planning.
- **Senior Business Manager** – The Senior Business Manager is responsible for maintaining the central Risk Assessment Register and ensuring that completed risk assessments are stored securely, reviewed within agreed timescales and made available to relevant staff. The Senior Business Manager will support compliance by monitoring review dates, recording actions, coordinating

premises and contractor documentation, ensuring insurance and statutory checks are considered, and reporting outstanding or overdue risk assessment actions to the Headteacher and Proprietor.

- **Designated Safeguarding Lead** – The Designated Safeguarding Lead is responsible for ensuring that safeguarding risks are properly considered within pupil-specific and activity-specific risk assessments. This includes risks linked to SEMH needs, self-harm, suicidal ideation, exploitation, peer-on-peer abuse, online safety, absconding, harmful sexual behaviour, family or contextual safeguarding concerns and any other vulnerability identified through safeguarding records. The DSL will ensure that risk assessments are aligned with safeguarding plans, child protection procedures and multi-agency advice, and that information is shared with staff on a need-to-know basis.
- **Health and Safety Lead** – The Health and Safety Lead is responsible for supporting staff to complete suitable and sufficient risk assessments and for providing practical guidance on hazard identification, risk rating, control measures and review requirements. The Health and Safety Lead will monitor health and safety risk assessments relating to premises, fire safety, first aid, manual handling, substances, equipment, lone working, violence and aggression, and emergency procedures, and will escalate any significant risks or non-compliance to the Headteacher and Senior Business Manager.
- **Educational Visits Coordinator** – The Educational Visits Coordinator is responsible for ensuring that educational visits, community access, work experience, alternative provision, forest school, sporting activities and other off-site learning opportunities are planned safely and proportionately. The EVC will check that visit leaders are competent, that risks are assessed in advance, that pupil-specific SEMH and safeguarding risks are considered, that staffing ratios are appropriate, that emergency and communication arrangements are clear, and that approval is obtained from the Headteacher before the activity takes place.
- **Employees** – All employees are responsible for following risk assessments, implementing agreed control measures, reporting hazards, near misses, incidents and changes in pupil presentation, and taking reasonable care of their own health and safety and that of pupils, colleagues, visitors and others affected by their actions. Employees must contribute to the risk assessment process where they have relevant knowledge, complete required training, read and sign risk assessments when requested, and undertake dynamic risk assessments where circumstances change rapidly.
- **Contractors** – Contractors are responsible for providing appropriate risk assessments, method statements, insurance and evidence of competence before work begins, where applicable. Contractors must follow the school's safeguarding, visitor, health and safety and emergency procedures, sign in and

out, wear identification, report hazards or incidents, and ensure their work does not place pupils, staff or visitors at unnecessary risk. The school will monitor contractor activity and may stop work where controls are not being followed.

- **Volunteers** – Volunteers are responsible for following the risk assessments, safeguarding expectations and instructions given by school staff. Volunteers must not undertake unsupervised tasks or activities unless authorised and appropriately checked, briefed and competent to do so. They must report concerns, hazards, incidents or changes in pupil behaviour immediately to a member of staff and must not make independent decisions about risk controls, physical intervention, safeguarding action or off-site supervision unless this has been expressly agreed by the Headteacher or delegated senior leader.

5. Risk Assessment Process

When undertaking risk assessments the following will take place:

1. Identify hazards
2. Identify who may be harmed
3. Evaluate risks
4. Implement control measures
5. Record findings
6. Review regularly

6. Pupil Specific Risk Assessments

The school will complete individual risk assessments where pupils present risks associated with:

- SEMH needs
- Challenging behaviour
- Absconding
- Self-harm
- Suicidal ideation
- Aggression
- Physical intervention
- Medical conditions
- Educational visits
- Transport arrangements

These risk assessments are reviewed regularly and shared with relevant staff.

7. Dynamic Risk Assessments

Staff may undertake dynamic risk assessments where circumstances change rapidly and immediate decisions are required to maintain safety.

This is common during behavioural incidents and community visits.

8. Safeguarding

Where a risk assessment identifies safeguarding concerns, appropriate action will be taken in accordance with the school's Safeguarding and Child Protection Policy and Keeping Children Safe in Education (KCSIE) 2026.

9. Physical Intervention

Risk assessments will be completed where there is a foreseeable likelihood of restrictive physical intervention being required.

Behaviour support plans and positive handling plans will form part of the risk management process.

10. Off Site and Educational Visits

All activities should have an appropriate risk assessment before taking place and should be approved four weeks before any activity including the following (but not exhaustive of) :

- Educational visits
- Work experience
- Employer encounters
- Forest school activities
- Community access
- Sporting activities
- Alternative provision

11. Online Safety

Risk assessments may be undertaken for:

- Online safety risks
- Remote learning
- Cyber security concerns

- Filtering and monitoring systems
- Use of AI technology

12. Contractors

Risk assessments will be required for:

- Building works
- Maintenance contractors
- External providers
- Agency staff
- Visitors undertaking specialist activities

13. Central Risk Register

A central Risk Assessment Register will be maintained by the Senior Business Manager and reviewed termly.

14. Action Required

Roselyn House School must make arrangements for suitable and sufficient risk assessments to be made for all of their activities. The process can be delegated to trained and competent managerial staff but the Directors of KS Education Limited still retain the responsibility for ensuring that they are suitable and sufficient.

Employees should always be consulted and involved in the risk assessment process. They often understand the process and the day-to-day risks in greater detail than their managers. Workforce engagement in completing the risk assessment and developing control measures is likely to result in better compliance and use of the control measures than would otherwise be the case. Sometimes it is also appropriate to involve students, contractors and others in the risk assessment of a process or activity where they might directly be affected.

Where there are less than 5 employees (3 in Ireland) there is no need for risk assessments to be written down or recorded. However, if the risks are significant it is advisable to keep a record of the assessment.

Risk assessment should not be a bureaucratic process and not overly complicated.

The purpose of risk assessment is to promote the sensible management of workplace risk. Sensible risk management is all about:-

- Ensuring that students, employees and the public are properly protected.
- Providing overall benefit to by balancing benefits and risks, with a focus on reducing real risks – both those which frequently arise and those with serious consequences.
- Enabling innovation and learning - not stifling them.
- Ensuring that those who create risks manage them responsibly and understand that failure to manage real risks responsibly is likely to lead to robust action.
- Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility.

Risk assessment is not about:

- Creating a risk-free society.
- Generating useless paperwork mountains.
- Scaring people by exaggerating or publicising trivial risks.
- Stopping important recreational and learning activities for individuals where the risks are managed.
- Reducing protection of people from risks that cause real harm and suffering.

15. Review Process

This Policy will be reviewed annually but may be reviewed and updated more frequently if necessary. It will be reviewed by **Jack Birkenhead (Headteacher)** and **Rachel Smith (Senior Business Manager)** in consultation with the wider school community.

Risk assessments will also be reviewed:

- Following an accident or incident
- Following a near miss
- Following significant changes to premises
- Following staffing changes
- Following safeguarding concerns
- Prior to educational visits
- Where a pupil's needs change

16. Links with other policies

- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Behaviour Policy
- Restrictive Physical Intervention Policy
- Educational Visits Policy
- Fire Safety Policy
- Emergency Evacuation Procedures
- First Aid Policy

- Supporting Pupils with Medical Conditions Policy
- Online Safety Policy
- Premises Management Policy