



ST EDMUND'S SCHOOL CANTERBURY

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WHOLE SCHOOL (INCLUDING EYFS) RISK ASSESSMENT POLICY

Person Responsible: Bursar

Signed

Reviewed: September 2025

***Next review:* September 2026**

“Sensible risk management is about practical steps to managing real risks, not bureaucratic back covering. Address the real risks, not only to pupils, but also to the health and well-being of your staff. And remember, risk assessment is just good planning – keep it fit for purpose and act on it.” Sir Bill Callaghan, former Chairman, HSC

Scope

St Edmund’s School Canterbury is responsible for undertaking risk assessments for activities which are under its control. This includes the requirements of the Independent Schools Inspectorate (ISI), National Minimum Standards (NMS) and Early Years Foundations Stage (EYFS) standards. The school recognises its responsibility in ensuring that the welfare of pupils including those in EYFS, staff and visitors is safeguarded and promoted by the drawing up and effective implementation of this policy. The school also recognises that appropriate action must be taken to reduce risks that are identified.

Objectives

The school will ensure that :

- The welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy, and appropriate action is taken to reduce risks that are identified.
- suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk
- identified control measures are implemented to control risk so far as reasonably practicable.
- those affected by school activities have received suitable information on what to do.
- risk assessments are recorded and reviewed annually or sooner where necessary.
- risk assessment is systematic with a view to promoting the welfare of pupils including those in EYFS, staff and visitors.

Guidance

The Bursar is responsible for the implementation of this policy.

Day to day responsibility for ensuring that risk assessments are collated, records kept and reviewed rests with the Health and Safety Manager; but Heads of Departments are responsible for ensuring that their own departments follow endorsed school policies and procedures.

The entire school community must “buy into” the school’s health and safety culture and become involved with using and updating risk assessments as part of their daily routine.

The Health and Safety Manager reports to the Governors’ Development and Estates Committee on the collation of Risk Assessments, via the Health and Safety Meeting.

This guidance is applicable to general risk assessment. Assessments for specialist areas (e.g. asbestos, fire, water quality, hazardous substances, legionella and COSHH) are covered within those specific policies.

The Bursar ensures that risk assessment training for those for whom it is relevant is undertaken with appropriate frequency. Guidance is available throughout the year and any member of staff who is employed by the school and for whom the writing of risk assessments is necessary will receive training from the Health and Safety Manager at the point of them needing to complete the risk assessment(s) for their area or activity.

A template risk assessment form is included at Appendix 1 to this guidance. The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology.

Risk assessments will consider:

- Hazard - something with the potential to cause harm
- Risk - an evaluation of the likelihood of the hazard causing harm
- Risk rating - assessment of the severity of the outcome of an event
- Control measures - physical measures and procedures put in place to mitigate the risk
- Risk rating once these measures have been put into place.

The risk assessment process will consist of consideration of the following 6 steps:

- What could go wrong?
- Who might be harmed?
- How likely is it to go wrong?
- How serious would it be if it did go wrong?
- What are you going to do to stop it?
- How are you going to check that your plans are working?

All Heads of Department/Managers are responsible for ensuring that risk assessments are carried out as and when required and that no activities requiring a risk assessment will be undertaken without the risks having been assessed. The Health and Safety Manager will remind those who do not have the required paperwork in place prior to their risk assessments going out of date. The Health and Safety Manager is responsible for the collation, retention and timely updating of the risk assessment records (see Appendix 2 of a non-exhaustive list of areas and events that require risk assessments).

Risk assessments should be reviewed:

- When there are changes to the activity or room use
- After a near miss or accident
- When there are changes to the type of people involved in the activity
- When there are changes in good practice
- When there are legislative changes
- Annually for no other reason
- After school trips have taken place

A list of areas (non-exhaustive) which will require risk assessment is included at Appendix 2.

Legal Requirements & Education Standards

- A: Handbook for the Inspection of Schools - The Regulatory Requirements, Section B Part 3 (<http://www.isi.net/>)
- B: Health & Safety Executive, Five steps to risk assessment (<http://www.hse.gov.uk/risk/fivesteps.htm>)
- C: Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2014), DfE website.
- D: Health and Safety at Work" Section H of the ISBA Model Staff Handbook,
- E: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide
- F: "Insurance" Chapter K of the ISBA Bursar's Guide
- G: Early Years Foundation Stage: Statutory Framework
- H: Charities and Risk Management, The Charities Commission CC26 (www.charity-commission.gov.uk)
- I: Helping your board to meet their responsibilities: How to Manage risk - NCVO(www.ncvo-vol.org.uk)
- J: Keeping Children Safe in Education
- K: Prevent duty guidance (www.gov.uk/government/publications/prevent-duty-guidance)
- L: National Minimum Standards for Boarding Schools September 2022
- M: DfE: [The Independent School Standards, Guidance for independent schools](#) April 2019
- N: Sarah McKimm Title: A Practical Guide to The Independent School Standards Regulations – September 2022 Edition ISBN: 978-1-914608-59-990000

AJK September 2025

Name:	
Position:	DT Department
Date created:	04/2018



**ST EDMUND'S
SCHOOL**
CANTERBURY

Name:	Food Technology	Reviewed:	01/04/22	Venue:	Food Technology Room
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(1) Activity / Area of Concern	(2) Hazards Identified	(3) Persons at Risk	(4) Current Risk Factor (high, medium or low)	(5) Actions to be Taken to Minimize each Risk ie: what action can you take to lower the level of risk	(6) New Risk Factor (high, medium or low)
Food preparation	Hot surfaces liquids / Burns, scalds	Pupils /Staff	H	<ul style="list-style-type: none"> Lifting lids off pans & kettles, moving hot tins, dishes and water to be restricted to adults only. Adequate supervision and safe working procedures in place Position pan handles not to overhang the edge of the cooker Ensure adequate space is available around the ovens at all times when handling hot items. 	L
Food preparation	Sharp equipment / Cuts	Pupils /Staff	H	<ul style="list-style-type: none"> Controlled storage and use of knives. Pupils taught correct techniques for use of knives and use under supervision. Knives are kept sharp as blunt knives can cause serious injuries. Wash separately do not leave in sink 	L
Food preparation	Slippery floors / Slips and trips	Pupils, Staff	M	<ul style="list-style-type: none"> No obstacles in walkways and regular cleaning of floors Prompt maintenance of defects Spillages should be dealt with immediately. 	L

Appendix 2: Areas requiring risk assessment (non-exhaustive)

Educational

- Science
- Design & technology
- Food technology
- Sport and PE activity
- Duke of Edinburgh award
- Art
- CCF
- Music
- Drama and Dance
- General classroom
- Boarding accommodation
- Educational trips

Business Services

- Catering and cleaning
- Caretaking and security
- Legionella
- Asbestos
- Radon Gas
- Maintenance
- Grounds and Traffic Management
- General office
- Lettings & Site Visitors
- Additional functions (eg. Open Days, concerts etc.)
- Fire and emergencies