HOLY CROSS CATHOLIC PRIMARY SCHOOL
Company No: 07696905
Registered Office: Queen's Drive, Swindon, Wiltshire, SN3 1AR
Tel: 01793 527679
www.holycross.swindon.sch.uk
✉: admin@holycross.swindon.sch.uk

Learn, Grow, Love, Live

Risk Assessment Policy

Version	Date	Description of changes and person/organisation responsible
1.0	September 2019	New Policy
2.0	September 2021	Updated – amended to reflect structural changes in the school
3.0	October 2022	Updated – amended to reflect structural changes in the school
3.1	January 2024	Updated – Appendix 1 added responsible person – document reviewed
3.2	January 2026	Updated – Appendix 1 – All RA's reviewed – document reviewed

People Responsible:	Headteacher
Committee responsible:	Finance Committee
Reviewed date:	January 2026
Next review date:	January 2027

Mission Statement

Learn, Grow, Love, Live
At Holy Cross Catholic Primary School
we learn about ourselves and about the world.
We grow in faith,
we act with kindness, generosity and love
to ourselves and others.

We live life to the full and have a future full of hope.

Contents

1. Aims 3
2. Legislation and statutory requirements 3
3. Definitions 4
4. Roles and responsibilities 4
5. Risk assessment process 5
6. Monitoring arrangements 5
7. Links with other policies 5
Appendix 1: Statutory Risk Assessments checklist 6
Appendix 2: Risk Assessment Template (Link to template) 7

1. Aims

The school 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

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 Education (Independent School Standards) Regulations 2014 which requires proprietors 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 that employers 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
- 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
- Regulation 9 of The Regulatory Reform (Fire Safety) Order 2005 says that fire risks must be assessed
- 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 that employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely
- 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 that 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

A table of all the risk assessments schools are required to have in place can be found in appendix 1 of this policy.

This policy complies with our funding agreement and articles of association.

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 governing board

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher and/or Facilities Manager.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The governing board, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them

4.2 The Headteacher

The Headteacher, or in the Headteacher's absence the deputy Headteacher/ School Business Manager, is responsible for ensuring that all risk assessments are completed and reviewed.

4.3 School staff and volunteers

School staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required
- Familiarising themselves with risk assessments
- Implementing control measures identified in risk assessments
- Alerting the Headteacher to any risks they find which need assessing

4.4 Pupils and parents

Pupils and parents are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

4.5 Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

5. Risk assessment process

When assessing risks in the school, we will follow the process outlined below.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

Step 1: identify hazards – we will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, pupils and visitors.

Step 2: decide who may be harmed and how – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

Step 4: record significant findings – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment. A risk assessment template can be found in appendix 2 of this policy.

Step 5: review the assessment and update, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

Step 6: retaining risk assessments – risk assessments are retained for the 3 years after the length of time they apply. Risk assessments are securely disposed of.

6. Monitoring arrangements

Risk assessments are written as needed and reviewed by the Facilities Manager, School Business Manager, Deputy Headteacher or Headteacher.

This policy will be reviewed by the Headteacher annually and approved by the Headteacher and Finance Committee.

7. Links with other policies

This risk assessment policy links to the following policies:

- Health and safety
- First aid
- Supporting pupils with medical conditions

Appendix 1: Statutory Risk Assessments checklist

The following table lists the risk assessments that schools are required to have in place.

Statutory or mandatory risk assessment	✓	Completed by	Date of review
Workers under the age of 18		D Hanrahan	25/02/27
Asbestos		Not Required	N/A
Substances hazardous to health		D Hanrahan	25/02/27
Display screen equipment		D Hanrahan	Ongoing
Fire		CP Fire	18/03/26
First aid		D Hanrahan	25/02/27
Manual handling		D Hanrahan	25/02/27
Working at height		D Hanrahan	25/02/27
Children being drawn into terrorism		D Hanrahan	25/02/27
Swimming pools (if applicable)		Nor Required	N/A

HOLY CROSS CATHOLIC PRIMARY SCHOOL
Company No: 07696905
Registered Office: Queen's Drive, Swindon, Wiltshire, SN3 1AR
Tel: 01793 527679
www.holycross.swindon.sch.uk
✉: admin@holycross.swindon.sch.uk

Learn, Grow, Love, Live

Appendix 2: Risk Assessment Template (Link to template)

Holy Cross Catholic Primary School
Head of School: Mrs K. Salter

Phone: 01793 527679
Email: admin@holycross.swindon.sch.uk
Website: www.holycross.swindon.sch.uk

Department	**Reference**
Activity	**Site**
People at Risk	**Additional Information**
Person completing form **Job Title**	**Date** **Review Date**

Hazard	Person at Risk	Initial Rating	Existing Control Measures	Final Rating	Additional Action Required

Holy Cross Catholic Primary School is the trading name of Holy Cross Catholic Primary School (Academy Trust), Swindon.
Registered in England and Wales under 07696905. Registered office address, Queen's Drive, Swindon, Wiltshire, SN3 1AR