



# HOLTON SLEAFORD

## — INDEPENDENT SCHOOL —

### **Risk Assessment Policy**

The purpose of this Section is to set out the procedure for producing, retaining, and updating risk assessments at Holton Sleaford Independent School (HSIS).

#### **Background**

A risk assessment has three purposes:

- to identify all things and activities which may cause harm to our staff, pupils, visitors etc. (the hazards)
- to consider the chance of that harm befalling anyone in the circumstances identified, and the possible consequences which could arise from it (the risks)
- to enable plans to be made for the introduction and monitoring of preventive measures to ensure that the risks are adequately controlled, without which there can seldom be effective control (i.e. a safe system of work)

#### **Definitions**

As ever, the terms used need to be understood and these definitions should help:

- HAZARD - the potential to cause harm, including ill health and injury; damage to property, plant, products or the environment.
- LIKELIHOOD - the chances of an event involving the identified hazard happening.
- RISK - is the combination of the hazard and likelihood. For example, the HAZARD existing in an electric light fitting above your head is severe but the LIKELIHOOD of it falling on you is so low, that the RISK is negligible. Conversely walking along the edge of a cliff at night in a force 8 gale has a high HAZARD rating and high LIKELIHOOD that you might fall, so the RISK is very severe. The RISK from a substance or activity is, therefore, the likelihood that it will cause harm in the circumstances of use. This will depend on:
  - the hazard presented by the substance or activity
  - how it is used or done
  - how it is controlled
  - who is exposed, how much, for how long, etc.
  - what they are doing
  - what guards, precautions, etc, already exist

### ➤ General Guidance

Within our school community, the majority of hazards, likelihoods, and risks have already been identified and documented, and will already be adequately controlled in conformity with existing legal requirements. Undertaking another formal risk assessment will simply confirm that the hazards are already identified and adequately controlled and will simply act as a review, as required by the legislation.

Where previous risk assessments have not been comprehensive, or have never taken place, the exercise will identify potential hazards and the risks they present so that effective action can be taken to control them before an incident takes place. The important point is to ensure that the hazards associated with ALL areas and activities have been assessed and are adequately controlled.

Risk assessment will assume a place in health and safety management that will be seen to be caring, cost-effective and central to the objective of the school's health and safety policy statement. In using the standard framework risk assessment forms you can help to ensure that risks can be addressed and, where necessary, safe systems of work created. The School EVC, Health and Safety Governor and Proprietor are also available to assist.

The existence of an effective risk assessment procedure together with self-inspection is a prerequisite for the system of monitoring by proper safety audits. This task cannot be achieved instantly but will require persistence from a wide range of teaching/support staff.

When it comes to assessments previously carried out such as those under the COSHH Regulations it is not the intention that these should be repeated under this general assessment. Cross-reference and annual review will suffice.

We must assess not only the risks that our staff are exposed to, but also any person affected by our business. This includes pupils, parents, contractors e.g. caterers and window cleaners; visitors, people who let parts of the building and members of the public. We must assess both the risks that occur daily, and those that happen only occasionally, e.g. daily floor cleaning and occasional gutter cleaning.

As we employ contractors, e.g. caterers, grounds staff and window cleaners, we need to provide them with comprehensive information on the risks that they are exposed to by working on the premises and the measures that need to take in order to ensure health and safety. A contractor may introduce new risks to our staff e.g. ground keeping equipment or cleaning chemicals, and we need to ensure that the contractors need to inform us about these risks so that effective and coordinated controls can be implemented.

## **Detailed Assessment of Risk**

When considering a new activity, firstly consult your Head of School. They may be able to help. Also look at the currently completed risk assessments to see if there are any areas already covered (see SharePoint). A list of the major existing risk assessments is on SharePoint. Where possible a detailed risk assessment should be undertaken using an existing format but you may also source risk assessments from professional providers for specialist activities (eg. Quad biking). Ideally formats should be in line with templates stored in the Risk Assessment and Educational Visits folder.

If one is not available then ask the SLT for guidance and follow the guidance for the area identified, completing an appropriate form, and saving it to the shared area. Any standard form must be personalised to your own need and context.

In completing a risk assessment, you should:

- Identify the likely hazard, any you can think of with your knowledge of the activity.
- Identify the control measures to minimize the risk.
- For obviously potentially hazardous activities, such as Mountain Biking or Rock Climbing, detail how you'll mitigate that risk

All completed risk assessments should be placed on SharePoint under the appropriate folder in the Risk Assessment area. In addition, hard copies should be printed off and signed, retained by filing in the Risk Assessment folder in the main office.

## **Review of Risk Assessments**

Risk Assessments are not a once-and-for-all activity; they should be 'living documents' that are reviewed and amended if necessary:

- After an accident, incident or significant near miss
- After any significant changes have been made, e.g. change of staff, introduction of a new working method or piece of potentially hazardous equipment
- Annually review should be conducted by the person/people responsible for the activity, area.

## **Educational Visits Pack**

For Category C external visits (residentials) HSIS are required to complete a Visits Pack which will include all relevant Risk Assessments, this Pack should be signed off by the Head of School and a Governor. Templates and completed version are available on SharePoint and in the Risk Assessments folder.

## **Risk Assessments for off-site activities and events**

For all off-site activities or events, a Risk Assessment Action Summary should be completed, this should also include an evaluation of the visit risk category, these must be signed off by the Head or Deputy prior to taking place. Templates are available on SharePoint and in the Risk Assessments folder. Every time the activity or event takes place a Visit Cover Sheet must be completed, this will need to include exact staffing

and pupils, an assessment of any additional risks to the main Risk Assessment Action Summary and an evaluation of the risk of the activity or event on a given day. Again, templates are available on SharePoint and in the Risk Assessments Folder

### **School site Risk Assessments**

Risk Assessment Action Summaries must be completed for all the major rooms, tasks and transport normally present on the school site. When completed these are stored on SharePoint with hard copies in the Risk Assessment folder in the main office.

<b><u>Written by...</u></b>	<b><u>Mike Whatton</u></b>	<b><u>18/11/25</u></b>
<b><u>Approved by...</u></b>	<b><u>Daniel Laughton</u></b>	<b><u>18/11/25</u></b>
<b><u>Signed...</u></b>		
<b><u>Date sent to Governors</u></b>		<b><u>Due for Review</u></b>
<b><u>Date approved by Governors</u></b>		<b><u>18/11/26</u></b>

## APPENDIX 1

### **Risk Assessment**

This is a careful examination of the risks association with both working practices and pupil activities.

- A hazard is anything that may cause harm
- A risk is a chance, great or small, that someone will be harmed by a hazard

The aim is to make sure that no one becomes ill or gets hurt. There are five steps to achieve this:

1 - Look for hazards. Look at what may cause harm as a result of an activity.

2 - Decide who might be harmed and how. Look at who may be affected by the work activity and how they may be affected; this may include members of the public, students, visitors, contractors, and maintenance personnel.

3 - Assess the risks and take appropriate actions. If you find a hazard that may be a risk, you will need to decide what steps have to be taken to eliminate or reduce those risks as is reasonably practical. What needs to be done depends on whether the hazard is low risk or high risk. You can determine this by looking at what type of injury may occur and how often it may happen (use the tables and guidance provided). It may be possible to remove the hazard altogether or to take steps to reduce this risk to an acceptable level. If there is no risk present, then you do not need to take any action.

4 - Record the findings. You will need to write down the more significant hazards and record the most important conclusions. The following need to be shown:

- A proper check was made
- Those who might be affected were consulted
- All the obvious significant hazards were dealt with and an account was taken of the number of people who could be involved
- The precautions are reasonable, and the remaining risk is low.

5 - Review the assessment from time to time and revise if necessary. It is important that you check the risk assessment, especially if there is a change in the working procedures. You will need to ensure that the assessment takes into account the new hazards, which may cause harm to the health and safety of pupils and staff, or other people who may be affected by the change in working conditions.

## APPENDIX 2

### **GENERAL RISK ASSESSMENT TEMPLATE**

All employers must conduct a risk assessment for their areas of work and duties, identifying potential hazards to be managed and made safe.

In the following pages are sample entries to illustrate what is expected. One on-site Risk Assessment and Action Summary, one off-site Specific Risk Assessment and Action Summary as part of the Educational Visits Pack.

You may also find example risk assessments a useful guide at [www.hse.gov.uk/risk/casestudies](http://www.hse.gov.uk/risk/casestudies)

<b>Activity/Event</b>	
<b>Visit Category</b>	

<b>Category</b>	<b>Type of visit</b>	<b>Approval method</b>	<b>Parental consent?</b>	<b>Ideal Ratio</b>
<b>A</b>	Any visit within 90 minutes travel in a minibus/car that doesn't fall into category B or C. These will generally be visits that last for less than a whole day and where risks and familiarity are similar to those of a classroom environment or an 'everyday experience' <i>swimming lessons, gym, local urban and rural walks, cycling on cycle paths, etc...</i>	Approved by any member of SLT and checked by EVC to see if covered by generic risk assessment, should be annotated to the specific needs of a group.  Must be entered onto electronic calendar with accurate timings, staffing and transport requirements.	Parents informed during regular weekly contact. Written consent already obtained via completion of Admissions Pack.	Minimum staffing - <b>2</b>  Minimum staffing for +4 pupils - <b>3</b>  Maximum ratio 1 staff: 3 pupils <b>NOT TO BE EXCEEDED</b>
<b>B</b>	Any visit exceeding 90 minutes travelling time in a minibus/car and all visits lasting up to and over a normal school day. These will generally be visits where risks are greater than those in a classroom environment and where pupils are not necessarily familiar with the activities to be undertaken, especially outdoor and adventurous activities	Visit proposal and specific risk assessment approved and signed by SLT and checked by EVC. Must be entered onto electronic calendar with accurate timings, staffing and transport requirements.	Parents informed during regular weekly contact. Written consent already obtained via completion of Admissions Pack.	Minimum staffing - <b>2</b>  Minimum staffing for +4 pupils - <b>3</b>  Maximum ratio 1 staff: 3 pupils <b>NOT TO BE EXCEEDED</b>
<b>C</b>	Any residential visit, any trip abroad and any activity classified as climbing, caving, watersport or trekking in mountainous terrain (over 600m). <b>Any other activities with significant Health &amp; Safety concerns.</b>	Governors to be made aware via Educational Visits Annual Plan and general meetings.  Visit proposal and specific risk assessment approved and signed by SLT and checked by EVC. Must be entered onto electronic calendar with accurate timings, staffing and transport requirements.	Parents informed in writing of proposed visit(s). Written consent already obtained from completion of Admissions Pack. Parents to be reminded regularly via standard weekly contact of upcoming visit and requirements.	Minimum staffing - <b>2</b>  Minimum staffing for +4 pupils - <b>3</b>  Maximum ratio 1 staff: 3 pupils <b>NOT TO BE EXCEEDED</b>

**Risk Assessment and Action Summary**

Location(s) )					
Activity:		Date Compiled:		Compiled By:	

Significant Hazards Identified	How to manage them (Include responsibilities)
REVIEW DATES:	
Signed: _____ Head of School/Deputy Head	



## Educational Visit Daily Cover Sheet

Visit to:	Date(s):
Group Leader:	Activity:
Method of Travel:	
Additional risks:	
Number of pupils:	Number of Staff:
List of pupils:	List of staff:
Leader Name (capitals) & Signature: Date:	
SLT Approval Name (capitals) & Signature: Date:	

	The Activity	The Pupil(s)	The Leader	Environment	First Aid	External Factors
	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
1	Within the everyday experience of the individual.	Very experienced appropriate level of competency.	Experienced and qualified at the appropriate level.	Urban or rural with hazards that are predictable.	Access to qualified staff and first aid equipment.	Weather appropriate to the activity, any change will have no adverse effect on the group.
2	Outside the everyday experience of the individual, but the tasks have familiar aspects.	Regular exposure to the activity.  An adequate level of competency.	Minimal qualifications, regular participant.	Urban and rural with hazards that change quickly.	Access to basic qualified staff and first aid equipment.	Weather appropriate to the activity, any change will have minimal effect, but no affect no safety.
3	Outside the everyday experience of	Experience at a recreational	Minimal qualifications,	Industrial.	Access to unqualified staff	Weather change could lead to problems if the

	the individual, but competency has been achieved in training.	level, some competency.	recreational participant.	Overnight stays.	and first aid equipment.	group is not adequately prepared by training or equipment.
4	Outside the everyday experience of the individual but training has been given.	Some experience at an introductory level. No competency.	Some experience as a leader. Limited or recreational participant.	Close proximity to water, cliffs, or to other dangerous topographical feature, e.g. danger of drowning and of injury by falling debris.	No access to first aid staff and limited first aid equipment.	Weather change could lead to serious problems if the group has not achieved a level of competency in the activity or is not adequately equipped.
5	Outside the experience of the individual with no similar aspect training etc.	Absolute novice, no experience of the activity and/or has special needs.	No experience of the activity in a leader capacity, some experience as a participant.	Travel to other countries. Areas classified by NGBs as advanced, e.g. sea, wilderness areas.	No access to first aid staff and no equipment.	Weather change could have serious repercussions for the group.

LOW RISK <11	MEDIUM RISK 11-19	HIGH RISK 20-25	UNACCEPTABLE >25
The possibility and nature of an accident occurring are not substantially different from those encountered in everyday experience	The hazards encountered are outside the groups' experience, but by adopting principles of safe practice should bring them to an acceptable level.	The hazards encountered are either extreme or very much beyond the everyday experience of the group. The repercussions of an accident could lead to serious consequences.	The hazards encountered are far beyond the experience of the group and the Party Leader. The visit should not proceed.

<b>RISK SCORE</b>	
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## Educational Visits Pack

Activity	Date(s)

### Contents

- Visit Categories (A B & C)
- Visit Proposal/Approval
- Risk Assessment Matrix and Summary (A B & C)
- Specific Risk Assessment and Action Summary
- Emergency Procedures and Contact

### Visit Categories - Definition, Approval, Consent and Ideal Ratios

Category	Type of visit	Approval method	Parental consent?	Ideal Ratio
<b>A</b>	Any visit within 1 hour's travel in a minibus/car that doesn't fall into category B or C. These will generally be visits that last for less than a whole day and where risks and familiarity are similar to those of a classroom environment or an 'everyday experience' <i>swimming lessons, gym, local urban and rural walks, cycling on cycle paths, etc...</i>	Approved by any member of SLT and checked by EVC to see if covered by generic risk assessment, should be annotated to the specific needs of a group.  Must be entered onto electronic calendar with accurate timings, staffing and transport requirements.	Parents informed during regular weekly contact. Written consent already obtained via completion of Admissions Pack.	Minimum staffing - <b>2</b>  Minimum staffing for +4 pupils - <b>3</b>  Maximum ratio 1 staff: 3 pupils <b>NOT TO BE EXCEEDED</b>
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	with the activities to be undertaken, especially outdoor and adventurous activities			
<b>C</b>	Any residential visit, any trip abroad and any activity classified as climbing, caving, watersport or trekking in mountainous terrain (over 600m). <b>Any other activities with significant Health &amp; Safety concerns.</b>	Governors to be made aware via Educational Visits Annual Plan and general meetings.  Visit proposal and specific risk assessment approved and signed by SLT and checked by EVC. Must be entered onto electronic calendar with accurate timings, staffing and transport requirements.	Parents informed in writing of proposed visit(s). Written consent already obtained from completion of Admissions Pack. Parents to be reminded regularly via standard weekly contact of upcoming visit and requirements.	Minimum staffing - <b>2</b>  Minimum staffing for +4 pupils - <b>3</b>  Maximum ratio 1 staff: 3 pupils <b>NOT TO BE EXCEEDED</b>

<b><u>Educational Visit Proposal</u></b>	
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<b>Visit to:</b>	<b>Date(s):</b>
<b>Group Leader:</b>	<b>Activity:</b>
<b>Method of Travel:</b>	<b>Residential /Day/Extended Day</b> (Delete as appropriate)
<b>Additional Risks:</b>	<b>Visit Category: A B C</b> (Delete as appropriate)
<b>Rationale for Visit:</b>	<b>External provider details:</b>  <b>AALA Licensed / ABTA and ATOL bonded?</b>
<b>Number of pupils:</b>	<b>Number of Staff:</b>
<b>List of pupils:</b>	<b>List of staff:</b>

<b>Leader Name (capitals) &amp; Signature:</b>  <b>Date:</b>	
<b>SLT Approval Name (capitals) &amp; Signature:</b>  <b>Date:</b>	

### Specific Risk Assessment Matrix

Select the score for the best fit comment under each heading and **embolden** the score. Add up the score and **embolden** the appropriate risk heading below.

	The Activity	The Pupil(s)	The Leader	Environment	First Aid	External Factors
	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
<b>1</b>	Within the everyday experience of the individual.	Very experienced appropriate level of competency.	Experienced and qualified at the appropriate level.	Urban or rural with hazards that are predictable.	Access to qualified staff and first aid equipment.	Weather appropriate to the activity, any change will have no adverse effect on the group.
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	but competency has been achieved in training.	level, some competency.	recreational participant.	Overnight stays.	first aid equipment.	not adequately prepared by training or equipment.
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A S S E S S M E	6-10 LOW RISK	11-19 MEDIUM RISK	20-25 HIGH RISK	26-30 UNACCEPTABLE RISK
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N T				
D E F I N I T I O N	The possibility and nature of an accident occurring are not substantially different from those encountered in everyday experience.	The hazards encountered are outside the groups' experience, but by adopting principles of safe practice should bring them to an acceptable level.	The hazards encountered are either extreme or very much beyond the everyday experience of the group. The repercussions of an accident could lead to serious consequences.	The hazards encountered are far beyond the experience of the group and the Party Leader. The visit should not proceed.
SCORE =				

### Risk Assessment and Action Summary

Location(s) )					
Activity:		Date Compiled:		Compiled By:	

Significant Hazards Identified	How to manage them (Include responsibilities)
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<b>REVIEW DATES:</b>	
Signed: _____ Head of School/Deputy Head	

### **Emergency Contact Procedures and Contacts**

In the event of an emergency please ensure that these guidelines are followed.

1. Ensure the safety of every person within the group.
2. Ring 112 for non-emergency medical advice. This also enables Emergency Services to triangulate your location and send help to you (only in the European Union). Ring 999 for help from the Emergency Services.
3. Contact Holton Sleaford Independent School or named Emergency Contact as outlined below.



For Category A or B External Visit contact SLT at the school on 01529 410111 or their mobile, see below.

For Category C External Visits contact the school (if open) on (01529) 410111.

If school is closed then please contact:

Luke Hollingworth (Proprietor) - 07572791436

Dan Laughton (Head of School) - 07301137910

Mike Whatton (SEND Director) - 07949392074

Charlie Ward (Deputy Head) - 07983392445

For Child Protection Issues contact Toni Aston our DSL or Daniel Laughton/ Nadine Oldman our DDSL

4. For serious incidents where the media may be involved, try to identify an alternative contact number for 'home base' and 'off site base' as these lines will quickly become jammed. It is recommended that these numbers are taken from the list of contacts outlined above.
5. Don't allow students to use their telephones when there has been an incident until contact has been made with the relevant named person and he/she has been able to make contact with those directly involved.
6. DO NOT speak to the media - this will be done by the Proprietor or Chair of Governors.

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Activity	Date(s)

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<b><u>Educational Visit Proposal</u></b>	
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<b>Group Leader:</b>	<b>Activity:</b>
<b>Method of Travel:</b>	<b>Residential /Day/Extended Day</b> (Delete as appropriate)
<b>Additional Risks:</b>	<b>Visit Category: A B C</b> (Delete as appropriate)
<b>Rationale for Visit:</b>	<b>External provider details:</b>  <b>AALA Licensed / ABTA and ATOL bonded?</b>
<b>Number of pupils:</b>	<b>Number of Staff:</b>
<b>List of pupils:</b>	<b>List of staff:</b>

<b>Leader Name (capitals) &amp; Signature:</b>  <b>Date:</b>	
<b>SLT Approval Name (capitals) &amp; Signature:</b>  <b>Date:</b>	

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SCORE =				

### Risk Assessment and Action Summary

Location(s) )					
Activity:		Date Compiled:		Compiled By:	

Significant Hazards Identified	How to manage them (Include responsibilities)
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<b>REVIEW DATES:</b>	
Signed: _____ Head of School/Deputy Head	

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Mike Whatton (SEND Director) - 07949392074

Charlie Ward (Deputy Head) - 07983392445

For Child Protection Issues contact Toni Aston our DSL or Daniel Laughton/ Nadine Oldman our DDSL

4. For serious incidents where the media may be involved, try to identify an alternative contact number for 'home base' and 'off site base' as these lines will quickly become jammed. It is recommended that these numbers are taken from the list of contacts outlined above.
5. Don't allow students to use their telephones when there has been an incident until contact has been made with the relevant named person and he/she has been able to make contact with those directly involved.
6. DO NOT speak to the media - this will be done by the Company Director or Chair of Governors.