OA-North View

Risk Assessment and Risk Management Policy

Document control table	
Title	Risk Assessment and Risk Management Policy
Approved by	Proprietor Body via BAMS
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Updates/Revisions	This policy has been written in accordance with the Independent School Standards This policy is written to provide an overview for how OA-NoV manages and assesses risks in relation to health and safety, safeguarding, behavioural, welfare, attendance, online safety and individual pupil needs.
Please contact Kuda Mika kuda.mika@oliveacademies.org.uk should you consider there needs to be a change or require a copy of the risk assessment template.	

Contents

1. Aims 2

2. Legislation and statutory requirements 3

3. Safeguarding and Pupil Welfare 3

4. Definitions 4

5. Roles and responsibilities 4

6. Risk assessment process 5

7. Risk Management Framework 6

8. Online Safety Risks 7

9. Mental Health and Wellbeing Risks 7

10. Educational Visits and Off-Site Activities 8

11. Monitoring arrangements 8

Appendix 1: Statutory and School risk assessment Register 9

Appendix 2 – Assess the Level of Risk 10

1. Aims

OA-North View is committed to maintaining a safe, healthy and supportive environment for pupils, staff, volunteers, contractors and visitors.

The school recognises that effective risk management is fundamental to safeguarding and promoting pupil welfare, supporting staff wellbeing, ensuring health and safety, protecting school assets and maintaining business continuity.

The aims of this policy are to ensure that:

- Risks to pupils, staff, visitors and others are identified, assessed and managed appropriately.
- Appropriate action is taken to reduce risks that are identified.
- Risk assessments support the safeguarding and promotion of pupil welfare.
- Risk management forms part of the school's everyday decision-making processes.
- Risk assessments are proportionate, regularly reviewed and effectively implemented.
- Staff understand their responsibilities in identifying and managing risks.
- Appropriate records are maintained and reviewed.
- The school meets its obligations under the Independent School Standards, health and safety legislation and safeguarding requirements.

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 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

This policy should be read alongside the school's Child Protection and Safeguarding Policy and supports the school's duties under Keeping Children Safe in Education, Working Together to Safeguard Children and the Prevent Duty Guidance.

3. Safeguarding and Pupil Welfare

The school recognises that risk assessment is a key mechanism through which the welfare of pupils is safeguarded and promoted.
Risk assessments may be completed where concerns arise regarding:

- Safeguarding and child protection.
- Peer-on-peer abuse.
- Child sexual exploitation.
- Criminal exploitation.
- Missing education.
- Attendance concerns.
- Behaviour and suspension risks.

- Mental health and emotional wellbeing.
- Online safety and cyber risks.
- Medical conditions.
- Educational visits.
- Reintegration following suspension, exclusion or absence.
- Vulnerable pupils.
- Pupils with SEND.
- Pupils at risk of harm from themselves or others.

Risk assessments will be used to identify potential risks, agree proportionate control measures and ensure appropriate support arrangements are put in place.

This policy should be read alongside the school's:

- Child Protection and Safeguarding Policy.
- Behaviour Policy.
- Online Safety Policy.
- SEND Policy.
- First Aid Policy.
- Medical Needs Policy.
- Educational Visits Policy.
- Health and Safety Policy.

4. 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

5. Roles and responsibilities

5.1 The Proprietor Body

The Olive Academies Independent Schools Board (OAISB), as the Proprietor Body, is responsible for ensuring that effective risk management arrangements are implemented throughout the school.

The OAISB will:

- Review significant risks affecting the school.
- Monitor the effectiveness of risk control measures.
- Seek assurance that statutory risk assessments are undertaken.
- Ensure sufficient resources are available to manage risks appropriately.
- Ensure that pupil welfare is safeguarded and promoted through effective risk management arrangements.

5.2 The Head of School

The Head of School, or in their absence, the Assistant Headteachers are responsible for ensuring that all risk assessments are completed and reviewed.

5.3 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 that need assessing

5.4 Pupils and parents/carers

Pupils and parents/carers 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.

5.5 Contractors

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

6. 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 the risks and do everything that is reasonably practicable to protect people from harm.

Step 4: record significant findings – the findings from steps 1 to 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 3 years after the length of time they apply. Risk assessments are securely disposed of.

7. Risk Management Framework

The school adopts a holistic approach to risk management.

Risk assessments may be completed in relation to:

7.1 Strategic Risks
Including:

- Reputation.
- Governance.
- Compliance.
- Financial sustainability.
- Business continuity.

7.2 Safeguarding Risks
Including:

- Child protection.
- Online abuse.
- Exploitation.
- Radicalisation.
- Missing pupils.

7.3 Educational Risks
Including:

- Educational visits.
- Off-site activities.
- Alternative provision placements.
- Transport arrangements.

7.4 Health and Safety Risks
Including:
- Premises.
- Fire.
- Asbestos.
- Legionella.
- COSHH.
- Manual handling.
- Working at height.
- Lone working.

7.5 Individual Risks
Including:
- Behaviour.
- Medical conditions.
- SEND.
- Mental health.
- Positive handling.

8. Online Safety Risks

The school recognises that online activity presents potential risks to pupil welfare.

Risk assessments may be undertaken when concerns arise relating to:
- Online bullying.
- Grooming.
- Harmful content.
- Digital exploitation.
- Unsafe use of social media.
- Sharing of inappropriate images.
- Use of artificial intelligence technologies.

Risk assessments will be completed in accordance with safeguarding procedures and the Online Safety Policy.

9. Mental Health and Wellbeing Risks

At OA-North View pupils may present with identified or emerging social, emotional and mental health (SEMH) needs. These needs may influence attendance, engagement, behaviour, relationships, learning and overall wellbeing.

The school is committed to providing a supportive, therapeutic and trauma-informed environment that promotes resilience, emotional wellbeing and positive outcomes for all pupils.

Where concerns are identified regarding a pupil's emotional wellbeing, mental health or level of vulnerability, an appropriate risk assessment may be undertaken to identify:

- Potential risks.
- Protective factors and strengths.
- Existing support arrangements.
- Additional interventions or reasonable adjustments required.
- Referral pathways and external agency involvement.
- Risk management strategies.
- Review arrangements and monitoring arrangements.

Risk assessments may also be used to support pupils who:

- Present a risk to themselves.
- Display behaviours that may place others at risk.
- Experience mental health difficulties.
- Are returning following a period of absence, suspension or placement breakdown.
- Require enhanced support due to safeguarding, SEND or SEMH-related needs.

The school will work collaboratively with pupils, parents, carers and relevant professionals to ensure that support arrangements are proportionate, reviewed regularly and responsive to the pupil's changing needs.

10. Educational Visits and Off-Site Activities

All educational visits, off-site activities and community-based learning opportunities will be subject to proportionate risk assessment.

The level of planning and assessment undertaken will be determined by:

- The nature of the activity.
- The age and needs of pupils.
- The location.
- The level of supervision required.
- Any individual pupil risks identified.

Relevant staff must ensure that suitable arrangements are in place before activities take place.

11. Monitoring arrangements

Risk assessments are completed as required and reviewed periodically, following any significant change, incident, near miss, safeguarding concern, change in pupil need, or when there is reason to believe that the assessment is no longer valid. Risk assessments are reviewed by the Executive Headteacher, Head of School, or another appropriately trained member of the senior leadership team.

The Executive Headteacher is responsible for monitoring the implementation and effectiveness of risk control measures and ensuring that identified actions are completed within agreed timescales.

The Proprietor Body receives appropriate assurance that effective risk assessment and risk management arrangements are in place to safeguard and promote the welfare of pupils, protect staff and visitors, and support compliance with statutory requirements. This may include review of health and safety reports, safeguarding reports, risk registers, accident and incident data, and any significant risks identified by school leaders.

This policy will be reviewed every two years by the Facilities and Infrastructure Manager, or sooner where there is a significant change in legislation, statutory guidance, regulatory requirements or school practice. The policy will be approved by the Olive Academies Independent Schools Board (OAISB).

Appendix 1: Statutory and School risk assessment Register

- Fire Risk Assessment
- Prevent Risk Assessment
- First Aid Needs Assessment
- COSHH Assessment
- Display Screen Equipment Assessment
- Manual Handling Assessment
- Working at Height Assessment
- Lone Working Assessment
- Stress Assessment
- Asbestos Assessment
- Legionella Risk Assessment
- New and Expectant Mothers Assessment
- Young Persons at Work Assessment
- Educational Visits Assessment
- Violence and Aggression Assessment
- Driving for Work Assessment
- Site Security Assessment
- Contractor Risk Assessments
- Positive Handling Risk Assessments
- Individual Pupil Risk Assessments
- Off-site Alternative Provision Assessment

Please note that this list is not exhaustive

For a copy of the risk assessment template please visit the staff intranet or contact the office manager

Appendix 2 – Assess the Level of Risk

In this risk assessment the level of risk is expressed qualitatively as **Low, Medium**, **High or Very High**. Underlying these descriptors of risk is a probabilistic model which factors the **likelihood** of an accident or event against the **severity** of harm that may occur. The **risk rating**, calculated as **likelihood x severity**, maps into the qualitative terms used as follows:

		Severity			
		Minor Injury	Reportable Injury	Serious Injury	Critical
Likelihood	Unlikely	Low	Low	Low	Medium
	Possible	Low	Medium	High	High
	Probable	Medium	High	High	Very High

Reportable Injury is an important threshold and refers to UK legislation in this respect, often referred to as **RIDDOR**. A reportable injury or occurrence includes:

- major injuries as defined in RIDDOR,
- accidents that resulted in more than 7 days off work,
- an injury to member of the public, a customer or visitor, or a school pupil or student, that required hospital treatment.

(See https://www.hse.gov.uk/pubns/edis1.pdf for more information on RIDDOR).