Risk Assessment Policy

Policy document control box	
Policy title	Risk Assessment Policy
Policy owner (including job title	Kim Anderson (Headteacher)
Approving body	RBET trustees
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Date of review	September 2026
Responsible governor	tbc

Contents

Purpose

Red Balloon Worthing aims to ensure that all practices, including the maintenance of property, are such that the risk of harm to any staff, student, visitor, or member of the public is kept to the lowest possible level.

The purpose of a risk assessment is always to ensure that potential risks are identified, considered, and minimised, but it is inconceivable that risk can be entirely removed from all aspects of Red Balloon Worthing life.

Where appropriate, students can benefit from involvement in the preparation of risk assessment and by managing some level of risk themselves during certain activities.

In all cases it remains the responsibility of supervising staff to ensure mitigations highlighted within risk assessments are applied.

Scope

Students should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.

It is important that children learn to understand and manage the risks that are a normal part of life.

Common sense should be used in assessing and managing the risks of any activity.

Health and safety procedures should always be proportionate to the risks of an activity.

Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.

The Headteacher holds the responsibility for ensuring that risk assessment practice is strong and complies with the requirements of the health and safety policy.

The Headteacher may delegate that responsibility to an identified member of staff, though must take steps to assure themselves that such a delegated person is competent and performing their duties adequately.

The responsibilities and duties of the Headteacher identified from this point in the policy forward may be transferred to such a delegated person.

A member of the governing board will monitor the quality and 'suitability for purpose' of policy requirements on an annual basis.

The Health and Safety governor will include a review of risk assessment practice within their internal inspection of health and safety practice.

Employees must ensure that they comply with requirements to produce a risk assessment for any room or activity for which they are responsible.

Students must ensure that they comply with all requirements identified within any risk assessment.

Provision and safeguards

The Headteacher will ensure that appropriate and effective risk assessments are carried out for the following 'areas':

- each room within the Centre,
- all activities,
- any work that takes place outside the Centre,
- each student that is referred to the Centre.

In ensuring appropriate and effective risk management practice is pursued, Red Balloon Worthing will take heed of the following advice in the DfE's 2013 guidance: "Sensible management of risk does not mean that a separate written risk assessment is required for every activity."

The governors take a common sense and proportionate approach, remembering that, in schools, risk assessment and risk management are tools to enable children to undertake activities safely, not to prevent activities from taking place.

Sensible risk management cannot remove risk altogether. Good risk management should avoid needless or unhelpful paperwork. Some activities, especially those happening away from school, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks must be carried out.

The Headteacher must ensure any person creating a risk assessment is competent to do so.

The Headteacher will maintain an appropriate register or database of all active risk assessments.

Staff need not carry out a risk assessment every time they undertake an activity that usually forms part of the school day, such as taking students to a frequently used local venue. Any risks attached to these routine activities should already have been considered when agreeing our general health and safety policies and procedures. In such circumstances staff must remain vigilant, ensuring any precautions remain suitable and reporting any concerns to the Headteacher.

Risk assessments will:
- be completed for each student during their induction period and updated as required;
- have been completed for all rooms / teaching areas and trips but will be reviewed annually - should any new accommodation become available, a risk assessment will be completed before it is made available for use;
- be dated and carry clear indication as to who completed the assessment.

The Headteacher will ensure that the most appropriate staff member will complete or be fully consulted in the preparation of risk assessments.

For example (but not exclusively):
- the main user of a room may complete a risk assessment for that room;
- a key worker for a student may complete the risk assessment for that student;
- a trip leader may complete the risk assessment for the proposed trip.

In all cases, the Headteacher must assure themself that the risk assessment is fit for purpose.

NB The Headteacher must retain overall responsibility but may delegate some of the tasks identified within this policy to an identified member of staff.

Legislation and guidance that inform this policy

- Health and Safety at Work Act (1974)
- Health and Safety: Advice on Legal Duties and Powers (DfE 2013)

Other Red Balloon Worthing policies that should be read in conjunction with this one

- Health and Safety
- Code of Conduct for all Red Balloon Worthing Staff
- First Aid