QUANTOCK
EDUCATION TRUST

MERRIOTT & HASELBURY PLUCKNETT
PRIMARY SCHOOLS FEDERATION

Risk Assessment Policy

LINKS: QET Health and Safety Policy and Procedures, Safeguarding and Child Protection Policy, Behaviour Policy, Educational Visits Policy, First Aid Policy, Supporting Pupils with Medical Conditions, Premises Management Policy, Contractor Management Policy

DATE: May 2026

POSTHOLDERS RESPONSIBLE: Mrs Lois Bowery, Executive Headteacher

DATE OF LAST REVIEW: N/A

DATE OF NEXT REVIEW: May 2027

1. Aims

Merriott and Haselbury Plucknett Primary Schools aim to ensure that:

- All risks that may cause injury or harm to children, staff, volunteers, visitor and contractors are identified and effectively managed.
- Appropriate safety measures are in place to protect young children who might not recognise hazards.
- Risk assessments are carried out, recorded and reviewed regularly.
- Everyone in school understands their role in maintaining a safe and secure environment.
- Risks are managed during learning, play, care routines maintenance work and school events.

2. Legislation and Statutory Requirements

Merriott and Haselbury Plucknett Primary Schools comply with Health and Safety regulations and legislation, including EYFS requirements, ensuring:

- Safe environments for all persons at the school including children, staff, visitors, volunteers and contractors.
- Risk assessments consider the needs and interactions of all persons at the school.
- Appropriate supervision, safeguarding and security arrangements are in place.

3. Definitions

- **Risk assessment:** A method for determining what could cause harm and the measures needed to keep people safe.
- **Hazard:** Anything that could cause injury or harm.
- **Risk:** The likelihood and severity of the injury or harm.
- **Control Measures:** The actions needed or taken to reduce or remove the risk.
- **Hierarchy of Controls:** A system of using the most effective controls to remove or reduce risk:

4. Roles and Responsibilities

4.1 Governing Board

Responsible for ensuring the school provides a safe environment for:

- Pupils.
- Staff and volunteers.
- Visitors and contractors.

4.2 Headteacher

Responsible for ensuring:

- Suitable and sufficient risk assessments are in place to cover all activities and all persons at the school.

- Measures are in place to protect children from risks posed by adults, visitors, contractors and the work they undertake.
- Appropriate supervision and safeguarding procedures are embedded.

4.3 Staff

Where directed by the Headteacher, and having received suitable risk assessment training, are responsible for producing risk assessments and implementing control measures ensuring consideration of:

- Pupils and staff.
- Volunteers supporting or providing activities.
- Visitors and contractors.

4.4 Staff and Volunteers

Must:

- Take reasonable care of their own safety and that of all other persons.
- Provide appropriate levels of supervision, especially for younger children.
- Ensure pupils are supported to follow age-appropriate rules
- Follow all risk assessment control measures.
- Report hazards, defects or concerns immediately.
- Challenge and report any unknown or unsupervised visitors

4.5 Parents/Carers

Must:

- Inform the school of any medical or safety needs of their child.
- Take reasonable care of their own safety and that of their child and all other persons at all times.
- Follow any guidance or instruction given to them for their safety by a member of staff.

4.6 Visitors

Must:

- Sign in and out and follow safeguarding procedures.
- Wear identification and be supervised as appropriate.
- Take reasonable care of their own safety and that of all other persons.
- Follow any guidance or instruction given to them for their safety by a member of staff.

4.7 Pupils

Must:

- Take reasonable care of their own safety and that of all other persons.
- Follow any guidance or instruction given for their safety by an adult.

4.8 Contractors

Must:

- Provide risk assessments and method statements prior to commencing work.

- Ensure work areas are secure and segregated from children, staff and visitors.
- Follow agreed control measures and not create additional risks to other persons.
- Take reasonable care of their own safety and that of other persons.
- Follow any guidance or instruction given to them for their safety by a member of staff.

5. Risk Assessment Process

- **Step 1: Identify hazards**
  - Examples include playground equipment, spillages and trip hazards, activities and classroom resources.
- **Step 2: Identify who might be harmed**
  - Consider all persons likely to be affected and any higher risk groups such as very young children.
- **Step 3: Evaluate Risk and Control Measures**
  - Consider how likely or often the risk will occur and the severity of harm or injury.
  - Use suitable and sufficient measures appropriate to control the risk of harm or injury using a hierarchy of controls.
- **Step 4: Record Findings**
  - Risk assessments must clearly record the hazards, who is at risk, the control measures and any further actions required.
- **Step 5: Review**
  - Risk assessment must be reviewed annually, after incidents or near misses and following any changes to activities or building layout.

6. Dynamic Risk Assessing

All staff must continually assess risks, particularly when:

- Visitors or contractors are present.
- Activities change unexpectedly.
- Children behave unpredictably.
- Environmental or weather conditions change.

7. Risk Reduction Approach

Merriott and Haselbury Plucknett Primary Schools will:

- Remove hazards where possible.
- Replace unsafe practices.
- Use physical controls.
- Implement procedures and supervision.
- Use protective equipment.

8. Training and Competence

Merriott and Haselbury Plucknett Primary Schools will:

- Ensure staff receive suitable and sufficient training in Health and Safety, risk assessing, safeguarding and supervision.
- Ensure staff hold paediatric first aid qualifications as appropriate.
- Ensure staff understand risks and control measures.
- Ensure volunteers and visitors receive appropriate guidance and information.

9. Monitoring Arrangements

Merriott and Haselbury Plucknett Primary Schools will:

- Carry out routine daily and weekly checks to toys, equipment, outdoor and indoor areas, recording the findings as required and reporting any defects.
- Review accident records and update risk assessments where necessary.
- Share the relevant findings, lessons learnt and control measures of existing and updated risk assessments.
- Report to governors and the Trust as necessary.

10. Review

This policy and the school's risk assessments will be reviewed:

- Annually.
- Following an accident, incident or near miss.
- When activities or routines change.
- Following any significant change to the school's buildings or grounds.