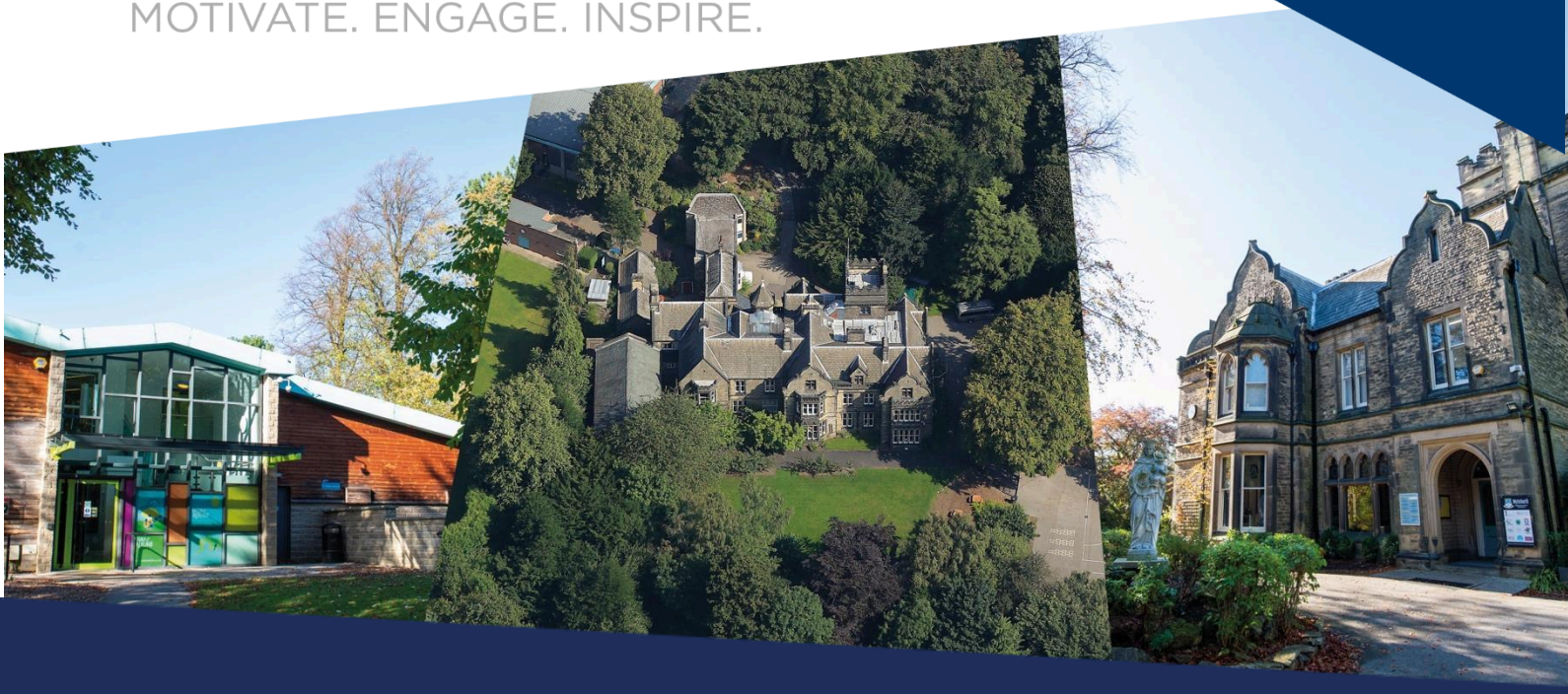
Mylnhurst
Preparatory School and Nursery

Mylnhurst
Campus Group

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Policy Document

Mylnhurst School & EYFS

Risk Assessment Policy

Publication Date: July 2026

Review Date: July 2028

This policy applies to all pupils in the School, including in the EYFS.

"Sensible risk management is about practical steps to managing real risks, not bureaucratic back covering. Address the real risks, not only to pupils, but also to the health and well-being of your staff. And remember, risk assessment is just good planning – keep it fit for purpose and act on it." Sir Bill Callaghan, former Chairman, HSC

Mylnhurst Preparatory School & Nursery and its staff is fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully, not just with the law, but with best practice. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated on how to cope safely with risk.

WHAT IS A RISK ASSESSMENT?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- A **hazard** is something with the potential to cause harm (e.g. fire).
- A **risk** is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- A **risk assessment** is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).
- **Risk control measures** are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong. In many cases simple measures are very effective and not costly.

Risk assessments need reviewing and updating regularly. At Mylnhurst Preparatory School & Nursery we are very aware that all staff and pupils need to receive training. A "library" of risk assessments is maintained by the Compliance Officer and the Educational Visits Coordinator for staff to refer to and use for themselves. Mrs Karen White is responsible for keeping records of staff training.

WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out in Mylnhurst Preparatory School & Nursery,

each of which requires a separate risk assessment. The most important of these covers:

- Fire safety and procedures
- Educational visits and trips

But risk assessments are also needed for many other areas, including:

Educational

- Science
- Each sport and PE activity
- Art (including the clay and print studios)
- Music (including minimising the risk of hearing loss to staff)
- Drama
- Dance
- Staff, eg pregnancy, return under 'fit for work' limitations issued by GP

To help us carry out effective risk assessments, and assess all risks adequately, we make use of model risk assessments plus those provided by the sites themselves, for our educational activities and visits.

Pastoral

The focus of our pastoral care policy is to ensure that every pupil leaves as a confident, articulate young person capable of keeping him/herself safe. Our PSHCE programme and assemblies are directed towards promoting an increasing understanding as the pupils develop, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken.

Ongoing Pastoral Care: Discussion of individual pupils forms a core of staff meetings, this information is minuted and shared with staff Child Protection issues: Records of concern are in place to identify children at risk beyond the environs of school. Anti-Bullying: The school follows a clear Anti-bullying policy, of which all staff are made aware. The school keeps a central record of alleged bullying and actions taken.

Medical and First Aid

As Lead First Aider, Karen White maintains risk assessments for first aid and all other treatments and procedures. Accident forms are maintained and Karen White is responsible for ensuring that accident reports are passed to the Health and Safety Coordinator.

The school's separate medical questionnaire policy explains the procedures that we would follow in the event of a medical emergency. The Headteacher is responsible for ensuring

the reporting of any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR).

Unsupervised Access by Pupils
We ensure that pupils understand why they do not have unsupervised access to potentially dangerous areas, notably specialist teaching areas.

All flammables are kept securely locked. Pupils do not have access to the Maintenance and Catering areas of the school.

Child Protection
Our Child Protection policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, and are not allowed to work in the UK.

Support Areas

- **Catering and Cleaning**: risk assessments and training are required for every item of catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.
- **Site Maintenance and Security**: Risk assessments cover rooms with a greater level of hazard; risk assessments are in place for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water and the control of substances hazardous to health (COSHH). Training is given to minimise the risk of both fire and security by adhering to good practice.

CONDUCTING A RISK ASSESSMENT
Our policy at Mylnhurst is to reduce the risk in all activities to an acceptable level. In order to assure this we ensure that

- Staff delivering the activity or instruction are appropriately trained
- Children receive instructions on safety and behaviour prior to the activity
- Children are appropriately equipped for the activity, including any necessary protective equipment for tasks identified as requiring its usage

Specialist Risk Assessments
The Site Manager arranges for specialists to carry out the following risk assessments (all

kept within the specific file):

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety

EYFS

The school has arrangements in place to carry out a daily check of the indoor and outdoor areas used by Early Years pupils. A copy of the checklist used is included in Appendix 1.

Reviews

All risk assessments are reviewed and recorded annually or when major structural work is planned or in the event of an accident. A separate policy on the management of health and safety describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for water sampling.

Responsibilities of all Staff

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Headteacher, Health and Safety Committee, SLT and Education Committee responsible for the governance of the school to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Site Manager via the Health and Safety Co-ordinator.

Appendix 1 – **Sample Risk Assessment Checklist - Week beginning**

Mon	Tue	Wed	Thu	Fri
Fire Safety check Smoke Alarm Blanket Fire guards in place Exits clear Keys stored correctly	Fire Safety check Smoke Alarm Blanket Fire guards in place Exits clear Keys stored correctly	Fire Safety check Smoke Alarm Blanket Fire guards in place Exits clear Keys stored correctly	Fire Safety check Smoke Alarm Blanket Fire guards in place Exits clear Keys stored correctly	Fire Safety check Smoke Alarm Blanket Fire guards in place Exits clear Keys stored correctly
Health and Hygiene Toilets/potties checked Kitchen surfaces/equipment clean Toys Individual towels/flannels available Liquid soap Bins (pet litter/food out of area) First aid box and medication	Health and Hygiene Toilets/potties checked Kitchen surfaces/equipment clean Toys Individual towels/flannels available Liquid soap Bins (pet litter/food out of area) First aid box and medication	Health and Hygiene Toilets/potties checked Kitchen surfaces/equipment clean Toys Individual towels/flannels available Liquid soap Bins (pet litter/food out of area) First aid box and medication	Health and Hygiene Toilets/potties checked Kitchen surfaces/equipment clean Toys Individual towels/flannels available Liquid soap Bins (pet litter/food out of area) First aid box and medication	Health and Hygiene Toilets/potties checked Kitchen surfaces/equipment clean Toys Individual towels/flannels available Liquid soap Bins (pet litter/food out of area) First aid box and medication
Equipment checks Safety gates Plug sockets Toys High chair Harnesses (pram/pushchairs etc) Fridge temperature check	Equipment checks Safety gates Plug sockets Toys High chair Harnesses (pram/pushchairs etc) Fridge temperature check	Equipment checks Safety gates Plug sockets Toys High chair Harnesses (pram/pushchairs etc) Fridge temperature check	Equipment checks Safety gates Plug sockets Toys High chair Harnesses (pram/pushchairs etc) Fridge temperature check	Equipment checks Safety gates Plug sockets Toys High chair Harnesses (pram/pushchairs etc) Fridge temperature check
Items locked away/secured Cupboard locks Cigarettes/lighters/matches Knives Tools COSHH items	Items locked away/secured Cupboard locks Cigarettes/lighters/matches Knives Tools COSHH items	Items locked away/secured Cupboard locks Cigarettes/lighters/matches Knives Tools COSHH items	Items locked away/secured Cupboard locks Cigarettes/lighters/matches Knives Tools COSHH items	Items locked away/secured Cupboard locks Cigarettes/lighters/matches Knives Tools COSHH items
Outdoor checks completed Animal faeces Water Grids Play equipment	Outdoor checks completed Animal faeces Water Grids Play equipment	Outdoor checks completed Animal faeces Water Grids Play equipment	Outdoor checks completed Animal faeces Water Grids Play equipment	Outdoor checks completed Animal faeces Water Grids Play equipment

Outdoor equipment secured/locked away e.g. lawnmower etc Boundaries secures ie sheds, gates, fences etc	Outdoor equipment secured/locked away e.g. lawnmower etc Boundaries secures ie sheds, gates, fences etc	Outdoor equipment secured/locked away e.g. lawnmower etc Boundaries secures ie sheds, gates, fences etc	Outdoor equipment secured/locked away e.g. lawnmower etc Boundaries secures ie sheds, gates, fences etc	Outdoor equipment secured/locked away e.g. lawnmower etc Boundaries secures ie sheds, gates, fences etc
Action	Action	Action	Action	Action

Business Risk Management

Introduction

Effective risk management is essential to ensure the financial stability and integrity of Mylnhurst School & EYFS. This section outlines the procedures for identifying, assessing, and mitigating financial risks.

Risk Identification

The Finance Team, in collaboration with the Headteacher and Board of Directors, is responsible for identifying potential risks to the overall operation of the School, including Finance risks. These risks may include, but are not limited to:

- Fraud and theft
- Budget overruns
- Non-compliance with regulations
- Financial mismanagement
- Pupil number fluctuations
- Safeguarding
- IT and Systems Security

Current risks are discussed at each Board Meeting where they are classified as Critical or have an inherent risk score above 10 to ensure that each risk categorisation remains relevant. Any new risks are also raised as appropriate, as a standing agenda item.

Risk Assessment

Once identified, risks are assessed based on their potential impact and likelihood. The assessment process includes:

1. **Impact Analysis**: Evaluating the potential consequences of each risk and assigning a rating as follows:

   1 Insignificant

   2 Minor

   3 Moderate

4 Major

5 Critical

2. **Likelihood Analysis**: Determining the probability of each risk occurring, rating as follows:

   1 Rare

   2 Unlikely

   3 Possible

   4 Likely

   5 Almost Certain

The combined impact and likelihood score are multiplied to give the inherent risk

Risk Mitigation

To mitigate identified risks, the following strategies are implemented:

1. **Internal Controls**: Establishing robust internal controls to prevent and detect fraud, theft, and financial mismanagement.
2. **Compliance Monitoring**: Regularly reviewing compliance with financial regulations and policies to ensure adherence.
3. **Budget Monitoring**: Continuously monitoring budgets to identify and address potential overruns promptly.
4. **Training and Awareness**: Providing ongoing training to staff on risk management practices and financial procedures.

Any actions which are required to mitigate the risks identified are recorded in the Risk Register alongside a target date for completion and an identified risk owner

Risk Reporting

The Senior Leadership Team is responsible for maintaining the risk register that documents all identified risks, their assessments, and mitigation strategies. This register is reviewed and updated regularly.

The Risk Register is a standing agenda item at each Board Meeting.