



# Paradise Rida Schools Trust

## Risk Assessment Policy

<b>Approved by:</b>	Governors	<b>Date:</b> Sep 2025
<b>Last reviewed on:</b>	Sep 2025	
<b>Next review due by:</b>	Sep 2027	

## **Policy Statement**

Paradise Rida Schools Trust is committed to ensuring the health, safety, and welfare of all students, staff, and visitors. This policy outlines the school's approach to identifying, assessing, and managing risks to create a safe learning environment.

## **Purpose**

The purpose of this policy is to establish a consistent framework for identifying potential hazards, assessing risks, and implementing effective controls to minimise harm.

## **1. Scope**

This policy applies to all activities, areas, and individuals within Paradise Rida Schools, including staff, students, visitors, and contractors.

## **2. Responsibilities**

### **2.1 Leadership Team**

- Ensure compliance with legal requirements regarding health and safety.
- Approve and regularly review risk assessments.
- Provide necessary resources for implementing control measures.

### **2.2 Health and Safety (Headteacher)**

- Develop, monitor, and review risk assessments.
- Provide training to staff on risk management.
- Conduct regular audits and inspections.

### **2.3 Staff Members**

- Comply with risk control measures.
- Report hazards or incidents promptly.
- Participate in training sessions as required.

### **2.4 Students and Visitors**

- Follow safety instructions provided by staff.
- Report any hazards to a member of staff.

## **3. Risk Assessment Process**

Paradise Rida Schools follows a systematic approach to risk assessment:

### **Step 1: Identify Hazards**

- Inspect the school environment, activities, and equipment for potential hazards.

### **Step 2: Determine Who Might Be Harmed and How**

- Consider students, staff, visitors, and contractors.

### Step 3: Evaluate the Risks and Decide on Control Measures

- Assess the likelihood and severity of harm.
- Implement appropriate control measures to reduce risks.

### Step 4: Record Findings and Actions

- Document hazards, risk levels, control measures, and actions.

### Step 5: Monitor and Review

- Regularly review risk assessments to ensure effectiveness and address any changes.

## **4. Types of Risk Assessments**

### **4.1 General Risk Assessments**

- Cover day-to-day activities and environments, including classrooms, playgrounds, and halls.

### **4.2 Specific Risk Assessments**

- Address unique hazards such as fire safety, trips, and events.

### **4.3 Individual Risk Assessments**

- Focus on particular needs, such as medical or behavioral concerns of students.

## **5. Training and Awareness**

- All staff will receive training on risk assessment procedures.
- Refresher training will be provided annually or as needed.

## **6. Documentation and Record-Keeping**

- Risk assessments will be stored securely and made available to relevant parties.
- Records will be maintained for a minimum of three years.

## **7. Monitoring and Review**

- Risk assessments will be reviewed annually or when significant changes occur.
- The Headteacher will provide regular updates to the Leadership Team.

## **8. Policy Review**

This policy will be reviewed annually to ensure its relevance and effectiveness.