**Hafs Academy**

**Risk Assessment Policy**

**(2025-2026)**

**Person responsible for Policy:** **Head : Kazi Hussain**

**Date Agreed:** **September 2025**

**Review Due:** **September 2026 and annually thereafter**

**Approved by the Trustees : Muhammad Najmul Alam (Chair)**

**Introduction**

It is a legal requirement of the Management of Health & Safety at Work regulations (1999) to carry out risk assessments. There are also specific requirements under other regulations to carry out specialised assessments, for example, manual handling, the use of chemicals, noise, machinery etc.

At our school, every reasonable action will be taken to promote the safety and well being of learners and staff. Our aim is to strive to keep all safe and to protect all from harm. Most activities could theoretically entail the possibility of harm but it would not be in the interests of the balanced development of pupils to be over protective and restrict their lives because of this. Staff must always be vigilant and risk assessments will be carried out

**Purpose**

The purpose of this policy is to outline how we use risk assessments in order to promote the health and safety of all pupils, staff, parents and visitors and safeguard the welfare and pastoral care of all pupils.

Not only is it a legal requirement for schools to carry out risk assessments, but we believe that the effective use of risk assessments is the best way to identify and minimise risks and prevent harm. They can cover our pupils, our buildings, our grounds, our staff, visitors and parents, as well as our daily routines and all school events and visits offsite.

Hafs Academy is fully committed to promoting the welfare, health and safety of all those in our community so that high quality education can take place. Our highest priority lies in ensuring that everything within the school environment is delivered in a safe manner that complies both with the law and with best practice.

A risk assessment is a formal examination of the factors which may cause harm to people. It involves setting out the ways in which these factors can be minimised and managed and assessing the sufficiency of current procedures.

**The School’s Duties**

The school is under a duty to safeguard and promote the welfare and health and safety of all children and young people in the school. Its main obligations in this regard are set out in Part 3 of the Education (Independent School Standards) Regulations 2014 and in Keeping Children Safe in Education (September 2025) and associated Department for Education guidance. The school's duties include:

(a) supporting children's physical and mental health and emotional well-being

(b) protecting children from harm and neglect

(c) ensuring that all forms of corporal punishment are prohibited

(d) encouraging children to contribute positively to society

(e) providing a safe and healthy environment

(f) improving the provision for disabled children

(g) managing welfare concerns effectively.

The school is also under a duty to look after the health and safety of its staff, parents and visitors. Its main obligations in this regard are set out in the Health and Safety at Work Act 1974 and associated statutory instruments, and Health and Safety Executive guidance.

This policy is drawn up and implemented in accordance with the above regulations and the Management of Health and Safety at Work Regulations which requires schools to carry out suitable and sufficient assessments of all the significant risks to employees.

**What is a Risk Assessment?**

A risk assessment is a careful examination of how people may be harmed from a particular activity or situation. The assessment will help you to identify the likelihood of harm and whether you can reduce the risk to a reasonable level, through the introduction of control measures.

**Hazard:** A hazard is defined as something with the potential to cause harm.

**Risk:** A risk is the likelihood of potential harm from the hazard being realised. This is usually evaluated by considering the likelihood of the harm occurring and the potential severity of the harm.

**Responsibilities**

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 Head teacher l and other members of the SLT in order to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the school office.

The Headteacher/ Health and safety officer is responsible for reporting 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).

**Records**

Risk assessments are recorded and kept in the school office and on the staff shared area. It acts as an improvement action plan and can be used for tracking implementation of control measures. The findings are made known to the employees it affects..

**Review**

Risk assessments will be reviewed after accidents/Incidents involving the task assessed. In any event, it is good practice to review assessments regularly to ensure they are still accurate and controls remain in place.

They are reviewed and if necessary updated, at least annually. A review will be required sooner if an incident or accident occurs, or there are significant changes to the premises, staff or procedures.