Abbey School & EYFS

Policy: Risk Assessment Policy

Created by:	SJG
Approved By:	FG
Date Reviewed:	September 2025
Next Review:	September 2026
Review Frequency:	Annually

Review

This policy will be reviewed annually, or sooner if significant changes occur in legislation, premises, or procedures that may affect safety management.

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Mission Statement

At Abbey School our aim is to teach to inspire, motivate and nurture the next generation of creative and critical thinkers. We work in partnership with parents and the community to achieve the highest standards. Our main goal is to encourage our children to be resilient, respectful, responsible independent learners, equipped for lifelong learning. Through stimulating, safe learning environments and excellent opportunities to succeed in and out of the classroom, we encourage children's progress and achievements.

Our Core Values

RESPECT – RESPONSIBILITY – RESILIENCE

These three core values underpin the ethos of Abbey School. Our young pupils are encouraged to understand these values and how they develop initially at the micro level—around themselves, their friendships, their families, and our school. As they grow, pupils begin to appreciate how these same values affect their wider lives, shaping their responsibilities within our community, across Devon, and as global citizens.

Statutory Policies

This policy should be read in conjunction with the following related policies:

- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Risky Areas Policy
- Supervision of Children Policy
- Educational Visits and Off-site Activities Policy
- First Aid and Medical Needs Policy
- Behaviour and Anti-Bullying Policies
- Fire Safety and Evacuation Policy

Rationale

Abbey School recognises that a clear and thorough approach to risk assessment is essential to ensuring the safety and wellbeing of pupils, staff, and visitors. While we value play, exploration, and challenge as integral to learning, we also recognise the need to identify and manage potential hazards sensibly and proportionately. Risk assessment is not about eliminating all risk, but about enabling safe, purposeful experiences by anticipating and reducing potential harm. This policy ensures that staff are confident in identifying risks, planning for safe practice, and acting swiftly and effectively when concerns arise.

Policy Aims

1. Establish clear procedures for identifying, assessing, and managing risks across the school and nursery.
2. Ensure that risk assessment underpins all decisions relating to the health, safety, and welfare of pupils, staff, and visitors.
3. Promote a culture of shared responsibility, where all staff are proactive in recognising and reducing potential hazards.
4. Support statutory compliance with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, and the Early Years Foundation Stage (EYFS) framework.
5. Encourage a balanced approach to risk that protects without restricting children's independence, creativity, and confidence.

Implementation and Responsibility

The Proprietor has overall responsibility for ensuring that this policy is effectively implemented and regularly reviewed. The Health and Safety Officer is responsible for coordinating risk assessment

procedures, maintaining documentation, and ensuring all staff are trained and supported in this area. All staff members share a duty of care to carry out informal, dynamic risk assessments during daily activities and to report any new hazards promptly. Formal, written risk assessments are required for all off-site visits, residentials, and higher-risk activities (e.g., science, PE, outdoor play, and use of specialist equipment). The Premises Team conducts termly inspections of the site, ensuring the environment remains safe, well-maintained, and compliant.

All staff and volunteers are expected to:
- Be familiar with relevant risk assessments.
- Follow agreed safety measures.
- Report concerns immediately to the Health and Safety Officer or Senior Leadership Team.

Parents and visitors are expected to comply with site safety procedures and to report any observed hazards.

Procedures and Practice

- General Risk Assessments – undertaken for classrooms, playgrounds, and shared spaces, reviewed annually or sooner if significant changes occur.
- Activity-Specific Assessments – completed before any new or unusual activity. Records are stored centrally and available to all staff.
- Off-site Visits and Educational Trips – risk assessments completed in advance and approved by the Headteacher, with parental consent obtained.
- EYFS and Nursery Activities – continuous in-the-moment assessments and daily environment checks before children arrive.
- Specialist Areas or Equipment – supervised by qualified staff and in line with safety guidelines.
- Recording and Review – formal assessments retained for at least three years and reviewed regularly.

Training

All staff receive induction and refresher training in:
- Risk awareness and reporting procedures.
- Dynamic (on-the-spot) risk assessment.
- Managing risk in supervision and play.

Additional specialist training is provided for staff leading off-site visits, using hazardous materials, or supervising specific equipment.

Monitoring and Evaluation

The Headteacher and Health and Safety Officer will:
- Review completed risk assessments termly.
- Monitor incident and accident logs for emerging patterns.
- Report findings to the Proprietor
- Implement actions to strengthen safety measures where needed.

Outcomes and improvements are recorded and shared with staff to promote reflective practice.

Conclusion

At Abbey School, we believe that effective risk assessment is not about eliminating all risk, but about empowering children and staff to explore, learn, and grow in a safe, stimulating environment. By working collaboratively — staff, parents, and pupils — we ensure that every reasonable measure is taken to protect wellbeing while preserving the sense of adventure that makes learning meaningful.