



TRURO
SCHOOL

PREP AND SENIOR SCHOOL

Risk Management and Assessment Policy

A copy of this policy is published in the following areas:

The school's website

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Created by: Compliance Officer

Reviewed by: Chief Operating Officer

Risk Management and Assessment Policy

1. Scope

- 1.1 This policy applies to all individuals at Truro School and Truro School Prep who are responsible for developing or implementing risk management strategies and undertaking risk assessments for activities under their control.
- 1.2 This policy is designed to ensure compliance with the following key legislative and regulatory frameworks:
 - Health and Safety at Work Act 19741
 - Independent School Standards Regulations (ISSRs)
 - National Minimum Standards for Boarding Schools (NMS)
 - Early Years Foundation Stage (EYFS) statutory framework
 - Keeping Children Safe in Education (KCSIE)
 - Relevant guidance from the Health and Safety Executive (HSE)
- 1.3 This policy outlines the processes in place at Truro School to identify and manage risks so far as is reasonably practicable. Through the identification of hazards associated with school activities, suitable and sufficient control measures can be implemented to reduce risk and safeguard pupils, staff and visitors.

2. Objectives

- To ensure that significant risks are identified and managed as part of an overarching strategy that promotes pupil welfare and safety.
- To meet the ISSR requirement for a written risk assessment policy and to demonstrate effective leadership and management in schools.
- To ensure that suitable and sufficient risk assessments are undertaken for activities where significant risk may be present, including school trips and high risk curriculum areas.
- To ensure that control measures are implemented and monitored to reduce risks as far as reasonably practicable.
- To ensure that all individuals affected by school activities receive appropriate information and instruction.
- To maintain comprehensive records of risk assessments and ensure their regular review.
- To identify the individuals and roles responsible for risk assessments and the implementation of this policy.

3. Governance and Responsibilities

- 3.1 The Governors, Head, and Head of Prep are accountable for the overall risk management strategy and for ensuring that this Risk Assessment Policy is

implemented effectively across Truro School and Truro School Prep. The policy will be reviewed on an annual basis, or sooner if required.

3.2 Key areas of risk include, but are not limited to:

- Pupil supervision, including safeguarding and welfare requirements.
- School trips and offsite activities.
- Management of visitors and contractors on school premises.
- Fire safety and emergency procedures.
- Traffic and pedestrian interaction on site.
- Management of hazardous substances (COSHH).
- Use of potentially dangerous equipment (e.g. in DT, Art, etc.).
- Staff suitability and vetting, including non-employed adults working with pupils offsite.
- Sports and Adventure training activities.
- School security, particularly in boarding and EYFS areas.
- Property maintenance, including mandatory compliance checks.
- First aid and the management of medical needs.
- Early Years Foundation State (EYFS) provisions.
- Cyber security and data protection.

3.3 Additional risk areas not directly related to physical health and safety include:

- Financial and operational risks.
- Recruitment procedures and oversight.
- Reputational risks.
- Safeguarding, including prevention of radicalisation and extremism.
- Pupil mental health and self-harm.
- Lone working (staff and contractors).

4. Areas Requiring Risk Assessments

4.1 Risk assessments must be produced for any activity where this is a potential for significant harm. Non-exhaustive examples include:

- **Educational Activities**
 - EYFS provisions
 - Science experiments
 - Design and technology activities
 - Sport and PE activities
 - Duke of Edinburgh Award
 - Art, Music, Drama, Dance and Cookery tasks
 - General classroom activities
 - School trips, events and adventurous activities including Wednesday Afternoon Activities
- **Non-Educational Activities**
 - Catering and food hygiene
 - Cleaning operations
 - Maintenance, grounds work and caretaking
 - Traffic and parking management

- Fire safety and emergency evacuation
- Safeguarding and welfare
- First aid and medical provisions
- Inclement weather and emergency school closure
- General office and administrative work
- Manual handling
- Cyber security and data protection
- Lone working

5. Risk Assessment Policy

- 5.1 **When:** Risk assessments must be conducted for all activities where there is the potential to cause harm (physical, emotional or reputational). If existing control measures are inadequate, further steps must be taken to reduce risk, or the activity must be modified or cancelled. Where generic assessments exist, these must be adapted to suit non-generic specific circumstances, such as the needs of the individual pupils, venue-specific risks or weather conditions.
- 5.2 **Who:** The individual responsible for planning or supervising the activity is accountable for the risk assessment. They “own” the risk and must ensure it is appropriately assessed and managed. Risk assessments must be reviewed and signed off by the relevant Head of Department or line manager. Advice and support may be sought from the Compliance Officer. Safeguarding related risks must also be reviewed by the Designated Safeguarding Lead (DSL) where appropriate.
- 5.3 **Records:** Heads of Departments or Areas are responsible for maintaining up to date records of all risk assessments in their areas. All records must be stored securely and be available for inspection.
- 5.4 **Training:** All staff will receive guidance on risk assessment as part of their induction training. Annual refresher training will be provided, within additional targeted training delivered where required. Contractors and visitors will be briefed on relevant risk controls as appropriate.
- 5.5 **Risk Assessment Components:** All risk assessments must consider the following:
- Hazard – Anything with the potential to cause harm.
 - Risk – The likelihood that a hazard will cause harm, and the severity of the outcome.
 - Risk Rating – A combination of likelihood and severity.
 - Control Measures – Steps taken to reduce the risk to an acceptable level.
- 5.6 **Risk Assessment Process:** Truro School follow the six-step model recommended by the Health and Safety Executive (HSE):
- Identify the hazards – what could go wrong?
 - Identify who might be harmed and how – pupils, staff, visitors, etc.
 - Evaluate the risks – how likely and how serious would the outcome be?
 - Decide on control measures – what are you doing, and what more could you do?
 - Record the findings – using the school’s risk assessment template.
 - Monitor and review – ensure that the assessment remains valid and effective.
- 5.7 **Review:** Risk assessments must be reviewed:

- When there are changes to the activity, location, equipment, or participants.
- Following any incidents, near misses or complaints.
- When changes in best practice or guidance occur.
- When relevant legislation or school policies are updated.
- Annually, even if no other changes apply.

6. Monitoring and Compliance

- 6.1 The Compliance Officer will conduct periodic audits of risk assessments to ensure compliance and effectiveness.
- 6.2 The DSL will oversee safeguarding related risk assessments.
- 6.3 Governors will receive an annual report on the school's risk management performance.