RYDE SCHOOL
WITH UPPER CHINE

Risk Assessment Policy

Policy date:	September 2026	
Date of next review:	Summer Term 2026-27	
Owner(s):	BGS	
Approval body:	Head Master	
Intended audience:	Staff	
ISI Regulatory Paragraph No:	16	
Location (tick as appropriate):	Website	
	Parent Portal	
	Staff Portal	✓
	Inspection folder	✓

This policy document should be read in conjunction with the School's Health and Safety Policy as required.

Introduction

Documented Risk Assessments are a requirement under the Management of Health and Safety at Work Regulations 1999. The School is required to assess the risks to the health and safety of workers (and any others who may be affected by the work carried out) for the purpose of identifying measures needing to be taken to comply with relevant legislation. Carrying out these written assessments will help to identify all the protective and preventive measures that must be taken to comply with the Regulations.

1. Completion and Authorisation:

It is the responsibility of those identified in Appendix A ("Authorisers") who have been delegated responsibility of health and safety oversight to ensure that risk assessments are in place for the respective areas identified.

Risk Assessments should be in date and when prepared brought to the attention of relevant personnel.

Other than as set out below, signed risk assessments are stored online and are available for all staff to view and for inspection by the HSE, Governing Body and the outside Inspectorates as required.

Risk assessments relating to trips and visits are to be stored within Evolve. Those relating to personal issues may be held on the individual's HR file where appropriate.

2. Recording:

The School will follow the Health and Safety Executive's 5 stage approach to Risk Assessments:

Step 1 – Identify the hazards
Step 2 – Decide who might be harmed and how
Step 3 – Evaluate the risks and decide on precautions
Step 4 – Record significant findings
Step 5 – Review assessment and update if necessary.

All Risk Assessments are now completed online, either using the School programme or Evolve for School Trips. For the correct completion of the forms, it is important that risks are assessed both before and after the implementation of control measures. Assessors will receive EMail reminders to review assessments according to the set review date. A sample is shown in Appendix B and additional guidance to the assessment of risk is given in Appendix C and D.

3. Monitoring:

A. Risk assessments (other than those for one off occasions) should be reviewed and revised by the Assessor and signed off by the Authoriser:-

- Annually
- When there is reason to suspect the assessment is no longer valid. This may become apparent through accidents and near misses, safety complaints, ill-health trends, or the employer may become aware that a relevant piece of legislation has fallen out of date.
- When there has been a significant change in the matters to which the assessment relates, such as the introduction of new work equipment, changes in management personnel, new markets or applications for the School's products, cutbacks in training etc.

B. In addition to any written risk assessments produced by listed departments, the Risk Manager is used to monitor and manage risk, accidents, near misses etc. All findings are recorded and significant trends are brought to the attention of the Health and Safety Committee.

C. Risk Assessments will be internally audited by the Estates & Operations Director on an annual basis.

D. There will be an external health and safety audit of the School's premises and accommodation every two years.

E. The Director of Estates & Operations will monitor the completion of risk assessments through random sampling.

4. Types of Risk Assessment

Generic Risk Assessments are acceptable where activities/processes/operations are consistent across the workplace. However, these must be adapted, as appropriate, to consider particular individuals and specific issues relating to the environment at Ryde School or the area where the activity is taking place. They should also be signed and dated to confirm that all relevant staff have been made aware of the contents through inset training/induction or otherwise.

Specific Risk Assessments, which the School must have in place under current regulations are listed below, with responsibility for preparation listed in Appendix A

a. Fire Risk
b. Young workers placed within the School for work experience by external agencies
c. New and expectant mothers

d. Control of Substances Hazardous to Health (CoSHH) and Chemical Data Sheets
e. Radioactive Substances - CLEAPSS L93
f. Lone working
g. Workplace equipment
h. Confined space

Other Specific Risk Assessments may be produced using a generic template, but are in place for one dedicated task or event. Other assessments may be referenced in the specific assessment and will have very prescriptive controls for the individual or task, for example a one off trip, and return to work assessment or functions such as a wedding, or external letting.

Dynamic Risk Assessments are constant, on the spot assessments of the situation/task that are not written down. These should not be relied on completely for a task, as there is no written evidence of the control measures in place. Dynamic risk assessments alone will not be accepted by the HSE in any accident investigation. However they can be noted in a full Risk Assessment as an ongoing assessment of the risk.

As part of the measures for the control of contractors on site risk assessments and where applicable method statements must be obtained and in place before the contracted task is undertaken. It is the responsibility of the Head of Department instigating and overseeing the contracted works to obtain these and share them with the Estates Manager.

External clubs and users of the School facilities will also be asked to conduct their own risk assessments as part of the contractual agreement between Ryde School Ltd and the hirer.

5. Guidelines for Written Risk Assessment

Guidance for completing the Ryde School Risk Assessment is given in Appendix D.

The completed assessments should be signed and dated by the Assessor and Authoriser.

6. Risk Areas of the school (“Ryde School Risk Areas Register”)

The School maintains a list of those areas where, through the presence of specific hazards, there is a high risk of injury to all (particularly students) and the control measures in place. This list is stored within the Risk Assessment Manager accessible to all staff.

Appendix A

Area	Assessor	Authoriser
Activities, Recreation, Trips and Visits	Trip Organiser	Deputy Head
Art Department	Head of Art	Head of Senior School
Catering	Head Chef	Estates & Ops Director
CDT Department	Head of CDT	Head of Senior School
Centenary House	Centenary House Master	Head of Senior School
Cleaning	Top Mops (External)	Estates & Ops Director
Control Of Substances Hazardous to Health (COSHH) and Chemical Data Sheets	Departmental Heads of the following departments: Maintenance, Catering, Cleaning, DT and Science	Estates & Ops Director
Confined space	Estates Manager	Estates & Ops Director
External Areas	Estates Manager	Estates & Ops Director
Fire Risk	External Contractor	Estates & Ops Director
Fiveways	Head of Prep	Deputy Head
HR related	HR Manager	Estates & Ops Director
Prep School	Prep School Senior Teacher	Head of Prep School
Lessons (other than covered on this list) in senior school	HOD's	Head of Senior School
Lone working	Estates Manager	Estates & Ops Director
Maintenance Department	Estates Manager	Estates & Ops Director
Medical Department	Matron	Estates & Ops Director
Millfield Boarding House	Millfield House Master	Head of Senior School
New and expectant mothers	HR Manager	Estates & Ops Director
Premises (Asbestos; Gas; Electricity; Estate; Fire; Water)	Estates Manager	Estates & Ops Director
Health & Safety (other than covered in this list)	Estates Manager	Estates & Ops Director
Pupil Welfare including supervision, safeguarding, bullying, *Prevent*)	Head of Pastoral Care	Deputy Head
Routine Events including shows	Event Organiser	Deputy Head
Science Department	Head of Science	Head of Senior School
Senior School (building)	Estates Manager	Estates & Ops Director
Special Events	Estates Manager	Estates & Ops Director
Specialist Maintenance/Construction work	Relevant contractor	Estates & Ops Director
Sports Department	Head of Sports	Deputy Head
Workplace equipment	Relevant departmental Head of Department	Estates & Ops Director
Young workers placed within the School for work experience by external agencies	Academic areas - Deputy Head Other areas - Estates Manager	Estates & Ops Director

Appendix B - Ryde School Risk Assessment Form

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RISK ASSESSMENT FOR:		Date of Assessment:	
Type of risk assessment: *(General/ Specific /Specific (trips/visits), Specific (other))*		**Ongoing or one-off?:**	
Name of Assessor: *(i.e. person preparing this assessment)*		**Assessor Signature:** *(physical signature unless being uploaded to Evolve)*		***Review Date:*** *(n/a if one-off)*	

What are the Hazards?	Who might be harmed and how?	Severity	Probable Frequency	Risk Score	Risk Rating	What existing control measures are in place to reduce the risk?	Revised Probable Frequency	Risk Score	Risk Rating	What further action/control measures are still required to reduce the risk	Date to complete further action
		1	1	1	Low		1	1	Low		

Circulation List

This should be circulated by the Assessor after authorisation by the Authoriser to the following individuals set out below (or communicated to staff via Inset or staff meetings if indicated):

- _____
- _____
- _____
- _____

Name of Authoriser: *(i.e. person preparing this assessment)*		Authoriser Signature: *(physical signature unless being uploaded to Evolve)*	

Appendix C

RYDE SCHOOL WITH UPPER CHINE		LIKELIHOOD				
		1. VERY UNLIKELY (freak event - no known history)	**2. UNLIKELY** (unlikely sequence of events)	**3. LIKELY** (foreseeable under unusual circumstances)	**4. VERY LIKELY** (easily foreseeable - odd incident may have occurred)	**5. ALMOST CERTAIN** (common occurrence - aware of incidents)
SEVERITY	1. **NEGLIGIBLE** (First Aid injury/illness - no real visible injury/pain)	**1 LOW**	**2 LOW**	**3 LOW**	**4 LOW**	**5 LOW**
	2. MINOR INJURY (Minor cuts, bruises - no long term effects)	**2 LOW**	**4 LOW**	**6 LOW**	**8 MEDIUM**	**10 MEDIUM**
	3. MODERATE (Heavy bruising, deep flesh wound, 3 day lost time accident)	**3 LOW**	**6 LOW**	**9 MEDIUM**	**12 HIGH**	**15 HIGH**
	4. SEVERE (Lost time accidents and major injuries)	**4 LOW**	**8 MEDIUM**	**12 HIGH**	**16 HIGH**	**20 HIGH**
	5. VERY SEVERE (Long term disability or death)	**5 LOW**	**10 MEDIUM**	**15 HIGH**	**20 HIGH**	**25 HIGH**

THIS MATRIX SHOULD BE USED TO ASSIST IN DETERMINING WHAT RISK RATING IS REQUIRED WHEN CARRYING OUT YOUR RISK ASSESSMENTS

Appendix D

Guidance on Completing The Ryde School Risk Assessment Form

Activity
Identify the **activity** for which the risk assessment is being completed *(e.g. use of a particular piece of equipment).*

People at Risk
Identify the people at risk *(e.g. employees, volunteers, contractors, visitors, students, members of the public).*

Additional Information
Cross reference to other available documentation, such as general risk assessments, data sheets, safe working procedures, operations manuals, HSE guidance, British Standards and standard texts.

Hazard Identified
Identify each hazard involved in the activity in a separate box. Remember that a hazard is something with the potential to cause harm*, e.g,:*

Fire	*Electrical*	*Chemical Substances*	*Working at height*
Falling objects	*Slips, Trips and Falls (STF)*	*Temperature - heat/cold/sunburn*	*Manual handling*
Vehicles	*Noise*	*Smoke and dust*	*Machinery*
Room layouts and furniture	*Lighting (too much or too little)*	*Cabling*	

Who and how might someone be harmed?
The risk is the potential for the harm to be realised. To help evaluate this, decide what could be the outcome of the hazard being realised and record this together with the way in which the harm could occur. *(e.g. Trip on broken stair nosing resulting in a fall down the flight of stairs)*

Risk Rating (without control measures in place)
This is the evaluation of the potential for the harm to be realised. To determine the risk rating, look at the likelihood and the severity of the outcome if the

Control Measures
Detail the existing control measures already in place *(e.g. dust extraction, machine guarding, training, maintenance, testing and personal protective equipment).* It is important to think about the hierarchy of control when thinking about existing arrangements. That is, whether there are alternative ways to carry out the activity which could completely eliminate the hazard or reduce the risk associated with it, before considering separation, safe systems of work or personal protective equipment.

Revised risk rating are the Control Measures Adequate?
Calculate a revised risk rating taking account of the reduced probable frequency as a result of existing control measures in place.

If the residual risk rating is High (12 or over) then the activity should be stopped until suitable measures are put into place to reduce the residual risk to low or medium (see below).

If the residual risk rating is medium (8 to 10), further action/control measures may be required to reduce the risk level to as low as is reasonably practicable and discussion must take place with a line manager.

Remember that action must be taken to control risk ‘so far as is reasonably practicable’, even in the event of a Low (6 or below) risk rating.

Reducing risk could be achieved by guarding, safety procedures/working practices, training, mechanical assistance, contracting out etc. Personal Protective Equipment (PPE) should only be considered as the last resort if alternative control measures cannot achieve a lower risk level.

Additional Action Required
If no further action is required then this box can be left blank though it would be good practice to enter ‘none’. If further action is required then identify in full what additional control measures need to be put in place. It is likely that a follow up report to management will be required to plan the implementation of items detailed in this section.

hazard is realised. Calculate a risk rating (severity x probable frequency) and assign a risk rating (High/Medium or Low) based on Appendix C. This rating should be calculated before any control measures have been applied	**Action by** Make a decision about who needs to take the action to control the risks to an acceptable level.