ACHIEVE BEYOND SCHOOLS

"We R.A.I.S.E. each other"

Risk Assessment Policy

Independent School Standards: paragraphs 16 and 34

Latest review and update	September 2026
Next external review and update	September 2027

AIM

At Achieve Beyond Schools, we ensure that risks are identified and managed as part of an overarching policy with a view to promoting children's welfare. We ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips. Risk assessments identify control measures and implement control risks, as far as reasonably practicable, to mitigate identified risks. Risk assessments identify those in schools responsible for conducting risk assessments and its implementation, and that risk management strategy and risk assessments, are recorded and reviewed when appropriate or at least annually.

All risk assessments are stored electronically on our shared drive and each risk assessment considers the following:

- **risk or hazard** (e.g. general risk of pupil with challenging behaviour)
- **risk to pupil** (e.g. getting injured, being upset/assaulted by other pupils)
- **risk to others** (e.g. assaults on adults)
- **likelihood (level) of risk** (a) (high, medium or low)
- **Magnitude of risk** (b) (high, medium or low)
- **overall risk factor** (c) (e.g. high, medium or low)
- **preventative measures** (e.g. pupils to be briefed about appropriate behaviour; expectations discussed; pupils always supervised; families regularly communicated with, etc.).

A common-sense approach to risk assessments is adopted and we do not ask adults to list every possible danger; only those that are significant or likely. We organise and develop appropriate preventative and protective measures to keep pupils and adults safe from harm, and we monitor and review arrangements to ensure required standards are achieved.

We recognise the intrinsic value of all pupils learning outside the classroom. Regular local walks and educational visits form an intrinsic part of the educational provision we offer and help to support the curriculum whilst also enhancing the social, emotional, and behavioural development of our pupils.

ROLES AND RESPONSIBILITIES

The Executive Head is responsible for day-to-day responsibility for ensuring risk management in schools. The risk management strategy will include the assignment of roles to competent persons (either internal or external) and associated training. This guidance is applicable to general risk assessment. Teachers are responsible for pupils' individual risk assessments and the Head of School is responsible for on-going activities on and off-site and educational excursions. All colleagues are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with Leaders to enable the Proprietor Body to comply with health and safety duties.

WHAT IS A RISK ASSESSMENT?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation. We complete them for the following activities:

- individual pupils, particularly in light of their EHCP needs
- supervision of pupils' behaviour generally
- trips and activities
- work experience placements
- use of the materials, buildings and facilities
- specific curriculum areas, such as catering
- fire and emergencies.

TYPES OF EDUCATIONAL VISITS

Regular activities (Type 1)

These include regular visits undertaken as part of the normal school timetable, for example:

- trips to local parks
- trips to local sports facilities
- local walks
- trips to local shops and supermarkets
- other local amenities i.e. farms
- trips within Stafford and the local area.

Single event activities (Type 2)
These are one-off activities that are, by nature, more complex than regular and routine off-site trips. They may involve travelling further afield, or by public or hired transport. For example:

- trips to visitor attractions, museums or galleries
- trips to forests or parks further away than the vicinity of our schools
- trips to sports facilities outside of the local area
- any trips involving access to bodies of water
- any trips which require travel on public or hired transport.

Adventurous or residential activities (Type 3)
These are activities that involve or require delivery by accredited or qualified instructors or are visits that include at least one overnight stay. For example:

- visits to the local outdoor education centre
- outdoor adventure activities such as canoeing, abseiling, archery or similar
- activities which are more complex or present a higher level of risk, e.g. go-karting
- residential trips in the UK or abroad, including those delivered by an approved provider.

Activities which are undertaken with a registered provider (e.g. Standon Bowers) are also risk assessed by the provider.

SINGLE EVENT ACTIVITIES

Risk assessments must be carried out well in advance of any visit (**at least one week prior to the date of the event**) and must be approved by the Head of School. The person who signs the risk assessment off needs to be someone other than the person who completed the risk assessment. It is the responsibility of the Executive Head to ensure adults and pupils are well prepared for the activity and that it is thoroughly discussed well in advance of the trip/activity. Risk assessment forms are available to all adults on the shared drive, where there are also exemplars. A full risk assessment for the whole visit, including each significant activity, must be made, and appropriate planning undertaken, because of this. The risk assessment must include first aid arrangements. An exploratory visit should, as appropriate, be considered and carried out prior to the event, to better assess risks.

Safety must always be the prime consideration and pupils must not be placed in situations which expose them to an unacceptable level of risk. If the risks cannot be mitigated, then the **visit must not take place**.

TYPES OF RISK ASSESSMENT REQUIRED FOR DIFFERENT TYPES OF ACTIVITY

Type 1 activities

These are covered by blanket consent forms and follow generic risk assessments for that activity (including for specific pupils within the group) which are updated on a termly basis. Generic risk assessments can be found on the shared drive under ***risk assessments***. Every time a group leader takes a pupil/group of pupils off site for a type 1 activity, they must follow the following safety procedures:

- the Head of School needs to be informed that the trip is taking place
- at least one first aid kit is to be taken
- mobile phones taken containing telephone numbers for the school, one being the Head of School
- all pupils and adults to be signed out of school
- group leader to inform the Head of School of their estimated time of return to school.

Type 2 activities

These are covered by blanket consent forms but **must** be separately risk assessed. The risk assessment must include:

- details of the group leader in charge of the trip and other adults involved
- ratio of adults to pupils which must reflect the specific needs of pupils in the group
- the educational objectives of the trip
- the desired benefits of the trip
- an assessment of any **significant** risks
- an assessment of the **specific risks relating to each pupil** in the group (or reference to existing individual pupil risk assessments).

Type 3 activities

These require additional consent from parents/carers and must be carefully risk assessed. In particular, the following need to be considered when risk assessing these activities:

- the programme of activities and their suitability for the group
- the level of supervision required
- the suitability and/or competency of adults to lead the activity/ies
- the suitability of providers.

The planning documentation and risk assessments for any off-site adventurous activities or residential trips must be submitted the Executive Head at least **four weeks** before the date of the activity and approval must be given before the trip can take place.

INDIVIDUAL RISK ASSESSMENTS

Pupils all have an Individual Risk Assessment (IRA) which highlights known behaviours and associated risks. This information is obtained from pupil documents like their ECHP, information shared via the family at the parent interview and pupil observation. Adults make dynamic risk assessments and when appropriate a

consequence is applied. The IRA is kept as a live document with any new or unknown triggers, behaviours and risks being added as and when they are displayed to ensure teams are aware of current risks and how to support the behaviours.

DESIGNATED GROUP LEADER

For every educational visit, a group leader will be appointed, and the composition of accompanying adults planned to ensure an appropriate level of supervision and expertise. The group leader will be responsible for all aspects of the educational visit.

The adults-to-pupil ratio should not only reflect the nature of the trip but also the gender balance and ages of those pupils going. The Executive Head or Head of School can advise on appropriate adult-to-pupil ratios and all personnel must be authorised by a Leader.

Before booking a visit, the group leader should obtain written or documented assurance that providers, such as tour operators, can provide copies of their own risk assessments and have appropriate safety measures in place. The following factors should also be taken into consideration:

- type of visit/activity and the level at which it is being undertaken
- location, routes, and modes of transport
- competence, experience and qualifications of supervisory adults
- ratios of supervisory adults to pupils.

A school contact must be organised, and all the accompanying adults must have their details. All those who need to, have names and contact details of everyone in the group, as well as full details of the arrangement. All adults on the visit, the school contact and the Head of School have a copy of the following details:

- the address and phone number of the visit's venue and a contact name
- the names of all the adults and pupils travelling in the group
- the contact details of parents/carers and the colleague's next of kin
- risk assessment documents
- a contingency plan for any delays including a late return home.

Dates, times, costings and arrangements of the proposed trip should be checked with the Head of School or Executive Head. Transport and other arrangements should then be made and confirmed in writing. An assessment of individual pupils should also be made, taking into consideration the pupil's age, maturity, level of fitness, temperament and the suitability of the activity.

Whether the visit is to the local park, museum or swimming pool, or includes a residential stay in the UK or abroad, it is essential that detailed, formal planning takes place before setting off. This involves considering the dangers and difficulties which may arise and making plans to reduce them. The planning of the visit will be led by

the group leader in consultation with accompanying adults. The person planning the visit is advised to keep the Head of School updated once all stages of the assessment have been undertaken. For residential visits at home or abroad, or for potentially hazardous activities, the Executive Head must be satisfied that the visit has been planned effectively and that risks are minimised. For some visits, especially residential trips, a parents/carers' meetings may be held as the planning of the trip progresses. Regardless of whether a meeting is held, families should be sent details of the proposed trip, which should include the following:

- dates, times and the proposed itinerary
- transport arrangements
- information to prepare pupils, including those with particular learning, behaviour and medical needs
- cost and payment arrangements, including the payment of refundable or non-refundable deposits and details of extra costs, guidance on pocket money etc.
- details of adults and supervision ratios
- details of the expectations for pupils going on the trip
- details of any equipment, clothing etc. the pupils need to take
- emergency procedures including contact details and permission for emergency medical treatment if the parents/carers cannot be contacted
- a consent form which must be signed for the child to be allowed to go on the trip/partake in the activity.

We will ask parents/carers to provide their latest emergency contact numbers and any medical information detailing any known medical conditions or allergies their children have. Once these are known, if the group leader has any doubts as to whether a given pupil should attend, they should discuss this with a Leader.

A full list of members of the party along with the detailed arrangements, to include consent forms and risk assessments, must be provided to the Executive Head and an electronic copy kept on the schools' shared drive.

During the school visit/activity it is essential that all pupils are supervised with the degree of care that would be expected from a responsible parent/carer in similar circumstances. The organiser should be prepared to modify plans in the light of circumstances and in the interests of the party's welfare. It is the responsibility of the group leader to see that all adults accompanying the visit have copies of relevant documentation on pupils' medical conditions and emergency contact numbers. The group leader should ensure that all adults are aware of the emergency procedures and appropriate child protection and safeguarding procedures are in place. They are also responsible for:

- appropriate risk assessments have been carried out
- pupils and adults understand the expectations of acceptable pupil behaviour
- all necessary actions have been completed **before** the visit begins

- training needs have been assessed and met and the needs of adults and pupils considered
- at least one adult is suitably competent to instruct the activity
- non-teaching supervisors on the visit are appropriate people to supervise children
- ratio of adults to pupils is appropriate
- parents/carers have signed the consent forms
- arrangements have been made for the medical and educational needs of all pupils on the educational visit
- adequate first-aid provision will be available
- travel has been well organised and the plan is clear.

SUITABILITY OF ADULTS

All adults who lead trips are competent and understand their responsibilities to assess and manage risk. Induction for new colleagues includes information on procedures for off site visits and activities. We provide appropriate training and information for colleagues responsible for educational visits. All adults who lead or accompany educational visits have been subject to Enhanced DBS checks.

EMERGENCY PROCEDURES

Risk assessment proformas contain clear guidance on emergency procedures for off-site activities/trips. The schools also have an emergency response plan detailing the actions to be taken by leaders in the event of a major incident or emergency concerning an off-site activity or trip. All accidents are reported and recorded via our accident procedure.

REPORTING TO THE HEALTH & SAFETY EXECUTIVE (HSE)

Achieve Beyond Schools are legally required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (SI 1995/3163) (RIDDOR) to report certain accidents, injuries and fatalities involving pupils, adults and visitors. Further detail is available in our health and safety policy, and full details are available at https://www.hse.gov.uk/riddor/.