



Risk Assessment Policy

Policy Reviewed by:	Hayley Richardson-Byrne / Suzy Hollett
Date:	01.09.2026
Policy Verified by:	Senior Management Team
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Key Personnel	
Proprietor	Sara Llewellyn
Designated Safeguarding Lead (DSL)	Suzy Hollett
Deputy Headteacher	Natalie Lovelock
HR Manager	Hayley Richardson Byrne
Business Manager	Sophie Illingworth
IT Manager	Jamie Martin
Teaching Staff	Joe Ross Ryan Colvin

1. Policy Statement

Maple Haven School is a specialist independent SEND school supporting up to 14 primary-aged pupils.

The school is committed to ensuring that risks to pupils, staff, volunteers, visitors and contractors are identified, assessed and managed effectively. Effective risk assessment forms an essential part of safeguarding, health and safety, educational provision and pupil wellbeing

Maple Haven School adopts a stage not age approach and recognises that pupils may require different levels of supervision, support and risk management depending on their developmental stage, EHCP outcomes, communication needs, sensory profile, medical needs and individual circumstances.

The school recognises that many pupils may experience additional vulnerabilities due to their SEND needs. Risk assessments therefore play an important role in ensuring pupils are supported safely whilst being encouraged to develop independence, confidence and resilience.

The Proprietor, Sara Llewellyn, has overall responsibility for ensuring suitable risk assessment arrangements are in place throughout the school

2. Aims

This policy aims to:

- Promote a safe environment for pupils, staff and visitors.
- Ensure risks are identified and managed appropriately.
- Support safeguarding and pupil welfare.
- Comply with legal and regulatory requirements.
- Promote a positive culture of safety and accountability.
- Support safe participation in all educational activities.

- Reduce the likelihood of accidents, injuries and incidents.
- Ensure risk management is proportionate to individual needs.
- Support continuous improvement in health, safety and safeguarding practice.

3. Maple Haven School Context

Maple Haven School supports pupils with a range of SEND needs which may include:

- Autism Spectrum Condition (ASC).
- Social, Emotional and Mental Health (SEMH) needs.
- Communication and interaction differences.
- Sensory processing differences.
- Learning difficulties.
- Medical conditions.
- Emotional regulation difficulties.

The school recognises that some pupils may require:

- Individual risk assessments.
- Positive Behaviour Support Plans.
- Medical risk assessments.
- Educational visit risk assessments.
- Personal Emergency Evacuation Plans (PEEPs).
- Enhanced supervision arrangements.

Risk assessment procedures are intended to support participation rather than unnecessarily restrict opportunity.

4. Legislative Framework

This policy has regard to:

- The Education (Independent School Standards) Regulations 2014.
- The Management of Health and Safety at Work Regulations 1999.
- The Control of Asbestos Regulations 2012.
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH).
- The Health and Safety (Display Screen Equipment) Regulations 1992.
- The Regulatory Reform (Fire Safety) Order 2005.
- Manual Handling Operations Regulations 1992.
- The Work at Height Regulations 2005.
- Keeping Children Safe in Education (KCSIE) 2026.
- Working Together to Safeguard Children 2026.
- Equality Act 2010.

- Data Protection Act 2018.
- UK General Data Protection Regulation (UK GDPR).

5. Definitions

Risk Assessment

A structured process used to identify hazards, evaluate risks and determine appropriate control measures.

Hazard

Anything that has the potential to cause harm, injury or ill health.

Risk

The likelihood that harm could occur and the potential severity of that harm.

Control Measure

An action or procedure designed to eliminate or reduce risk.

6. Roles and Responsibilities

Proprietor

Sara Llewellyn is responsible for:

- Providing strategic oversight of risk assessment arrangements.
- Ensuring suitable risk assessments are completed and reviewed.
- Monitoring implementation of this policy.
- Ensuring sufficient resources are available to manage risk effectively.
- Reviewing significant incidents and emerging risks.
- Promoting a positive culture of safety and safeguarding.

Deputy Headteacher

Natalie Lovelock is responsible for:

- Supporting day-to-day risk management.
- Ensuring risk assessments are completed and implemented.
- Monitoring educational and behavioural risks.
- Supporting staff in managing risk safely.
- Reporting significant concerns to the Proprietor.

Designated Safeguarding Lead

Suzy Hollett is responsible for:

- Reviewing safeguarding risks.
- Supporting risk assessments for vulnerable pupils.
- Monitoring safeguarding concerns that may influence risk management.

- Reviewing risk information recorded through CPOMS.
- Supporting staff in managing safeguarding-related risks.

Business Manager

Sophie Illingworth is responsible for:

- Maintaining the school's risk assessment records.
- Supporting health and safety compliance.
- Monitoring operational and premises-related risks.
- Supporting inspections and audits.
- Monitoring actions arising from risk assessments.

HR Manager

Hayley Richardson Byrne is responsible for:

- Maintaining records of risk-related staff training.
- Supporting risk management relating to staffing and workforce wellbeing.
- Supporting investigations where staff welfare concerns arise.

IT Manager

Jamie Martin is responsible for:

- Managing cyber security and information security risks.
- Supporting business continuity arrangements.
- Monitoring technology-related risks.
- Supporting data protection compliance.

Teaching Staff

Teaching staff, including Joe Ross and Ryan Colvin, are responsible for:

- Following risk assessments.
- Reporting hazards and concerns.
- Implementing agreed control measures.
- Supporting pupil safety and wellbeing.
- Contributing to risk assessment reviews where appropriate.

Pupils and Parents/Carers

Pupils and parents/carers are expected to:

- Follow school health and safety guidance.
- Cooperate with risk management arrangements.
- Report hazards, safety concerns or changes that may affect risk assessments.

Contractors

Contractors are required to:

- Provide appropriate risk assessments where necessary.
- Follow school health and safety procedures.
- Cooperate with school safeguarding and risk management arrangements.

7. Risk Assessment Process

Maple Haven School follows a structured approach to risk assessment.

Step 1: Identify Hazards

Consider activities, equipment, environments and situations that may cause harm.

Step 2: Identify Who May Be Harmed

Consider:

- Pupils.
- Staff.
- Visitors.
- Contractors.
- Vulnerable individuals.
- Pupils with SEND.
- Pupils with medical needs.

Step 3: Evaluate Risks

Consider:

- Likelihood of harm.
- Severity of harm.
- Existing controls.
- Additional measures required.

Step 4: Record Findings

Significant findings will be documented appropriately.

Step 5: Review and Update

Risk assessments will be reviewed:

- Annually.
- Following incidents.
- When circumstances change.
- When new risks emerge.

Step 6: Retention

Risk assessments will normally be retained for a minimum of three years following their period of use.

8. Types of Risk Assessment

The school may maintain risk assessments relating to:

- Individual pupils.
- Educational visits.
- Medical needs.
- Positive behaviour support.
- Trampolining.
- Animal-assisted activities.
- Fire safety.
- Manual handling.
- Lone working.
- Premises and site safety.
- Contractors.
- Online safety and cyber security.
- Curriculum activities.

9. Safeguarding and Risk Management

Maple Haven School recognises that safeguarding and risk management are closely linked.

Where risk assessments identify concerns relating to:

- Welfare.
- Attendance.
- Behaviour.
- Emotional wellbeing.
- Child protection.
- Online safety.

information may also be recorded and monitored through CPOMS.

CPOMS may be used to:

- Monitor vulnerable pupils.
- Record safeguarding concerns.
- Identify patterns and trends.
- Support safeguarding reviews.
- Inform individual risk assessments.

The DSL, Suzy Hollett, will review information where safeguarding concerns influence risk management arrangements.

10. Monitoring and Evaluation

This policy will be monitored by:

- Sara Llewellyn, Proprietor.

- Natalie Lovelock, Deputy Headteacher.
- Suzy Hollett, DSL.
- Sophie Illingworth, Business Manager.

Monitoring activities may include:

- Risk assessment reviews.
- Safeguarding audits.
- CPOMS reviews.
- Accident and incident analysis.
- Fire safety reviews.
- Premises inspections.
- Staff feedback.
- Parent feedback.
- Pupil voice.
- Health and safety audits.

Findings will inform future planning and continuous improvement.

11. Related Policies

This policy should be read alongside:

- Health and Safety Policy.
- Child Protection and Safeguarding Policy.
- First Aid Policy.
- Medical Needs Policy.
- Fire Safety Policy.
- Risk Management Policy.
- Educational Visits Policy.
- Behaviour Policy.
- Accessibility Policy.

12. Review

This policy will be reviewed annually or sooner where:

- Legislation changes.
- National guidance changes.
- Significant incidents occur.
- Inspection findings require amendment.
- School circumstances change.