



Francis Holland Schools

Risk Assessment Policy

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Risk Assessment Policy

This policy applies to:

Francis Holland Regent's Park

Francis Holland Sloane Square

Francis Holland Prep

Francis Holland Schools Central Trust Functions

Where there are differences between the schools these have been clearly highlighted.

Related Policies:

Anti-bullying Policy

Fire Safety Policy

First Aid and Accident Reporting Policy

Health and Safety Policy

Safety during Educational Visits Policy

Safeguarding and Child Protection Policy

Recruitment, Selection and Disclosure Policy

1. Introduction

Francis Holland Schools Trust recognise their responsibility to safeguard and promote the welfare of pupils in its care. This includes all pupils from EYFS to Sixth Form. The Trust is also responsible for taking all reasonably practicable steps to secure the health and safety of staff and other visitors to, and users of, the premises. As part of managing this responsibility, risk assessments are completed for any activity that might pose significant risk. The purpose of a risk assessment is to identify hazards and evaluate any associated risks, then identify appropriate measures to control those risks. This includes looking at areas such as:

- Safeguarding and Child Protection
- Pupil Welfare
- Supervision
- Health and Safety
- Fire safety
- Site security
- School Trips (see Safety on Educational visits policy for further information)
- Departments e.g. science
- Staff recruitment (for further information, please see the school's Recruitment, Selection and Disclosure Policy)

In addition, some topic specific risk assessments are required by legislation, for example those concerning substances hazardous to health and asbestos.

Risk assessments can assist in the identification of requirements for levels of instruction, information, training and supervision that may be required for an activity.

2. Method of Assessing Risk

Each School has a responsibility to ensure that the risk posed to pupils, staff, property, contractors and visitors are reduced as far as reasonably practicable. Risk assessments are carried out by individual members of staff with specific responsibility for the particular events or activity, equipment or facility (as listed above) where there is potential for someone (staff, pupil or visitor) to be harmed. Harm may arise for a number of reasons including poor condition of equipment or facilities, introduction of new

equipment, failure to comply with operating procedures, lack of training or changes to people, buildings or equipment.

Risk assessment can be broken down into 5 steps:

- 1 Identify the hazard
- Step 2 Decide who or what might be harmed and how
- Step 3 Evaluate risk and decide on precautions
- Step 4 Record significant findings and implement them
- Step 5 Review the assessment and update if necessary

Risk assessments are reviewed at least annually, but updated as soon as required (for example, after a near-miss, a change of circumstances, a change of equipment, personnel etc).

SCHEDULE OF REVIEW FOR KEY RISK ASSESSMENTS							
Type of risk assessment	Description	Person responsible		Format of review		Location of risk assessment	
		Regent's Park	Sloane Square & FHP	Regent's Park	Sloane Square & FHP	Regent's Park	Sloane Square & FHP
Facilities	Relating to routine facilities tasks, i.e working at height, manual handling	Facilities Manager	Facilities Manager	Reviewed on an ongoing basis as needed, with a full review in Sept. Review signed off by the Facilities Director	Reviewed on an ongoing basis as needed, with a full review in Sept. Review signed off by the Facilities Director	Hardcopies kept on file in Facilities Office	Hardcopies kept on file in Facilities Office and stored on Sharepoint
Fire	Internal fire risk assessment	Facilities Manager	Facilities Manager	Internal reviews conducted annually in January. Review signed off by the Facilities Director. External risk assessment conducted every three years	Internal reviews conducted annually in January. Review signed off by the Facilities Director. External risk assessment conducted every three years	Hardcopies kept in the Facilities Manager's office	Hardcopies kept in the Facilities Manager's office and electronically in shared drive
Space	A general assessment of the safety of individual spaces	Assistant Head (Ops) / Senior Deputy Head	Deputy Head (Academic) / Operations Manager (FHP)	Reviewed annually in September, review signed off by the Head.	Reviewed annually in September, review signed off by the Head.	Hardcopies kept in Assistant Head (Operations) office	Stored electronically in shared drive
Trip	Including travel to/from the trip, activity specific risks and medical needs	Trip organiser/EVC	Trip organiser / EVC	Prepared individually for each trip and signed off by EVC (day trips) and the Assistant Head Operations (residential trips)	Prepared individually for each trip and signed off by the EVC (or Deputy Head for residential trips)	Hardcopies retained by EVC and stored in Evolve	Stored on Evolve and electronically in shared drive
Dept / Lessons	Relating to activities and spaces specific to higher risk departments: PE, Art, Music, Drama and Science.	Head of Dept	Head of Dept	Reviewed annually in September. Review signed off by the Deputy Head	Reviewed annually in September. Review signed off by the Deputy Head or Operations Manager	Electronically in shared drive	Stored electronically in shared drive

Safeguarding / Pupil Welfare	Relating to mitigating risks that could affect the safety, wellbeing and protection of pupils.	Designated Safeguarding Lead	Designated Safeguarding Lead	Risk assessments are prepared and reviewed on an individual basis according to pupil need.	Risk assessments are prepared and reviewed on an individual basis according to pupil need.	Electronically on CPOMS	Electronically on CPOMS
Recruitment related issues	Relating to Safer Recruitment and vetting checks, disciplinary matters or general legislative requirements	Director of People	Director of People	Safer Recruitment RA's reviewed fortnightly, others annually as required	Safer Recruitment RA's reviewed fortnightly, others annually as required	Electronically in shared drive or individual SCR files	Electronically in shared drive or individual SCR files

As part of the process, staff training needs are identified and staff given access to appropriate training courses.

3. Health and Safety

In accordance with the school's Health and Safety Policy and its responsibilities under the Management of Health and Safety at Work Regulations 1999, the school will assess the risks to the health and safety of staff, students and others affected by the school's activities.

The school will ensure that a common-sense and proportionate approach is applied to risk assessment management – the school understands that a separate risk assessment is not required for every activity. Areas which will be considered, for example, are: premises and equipment; educational trips, off-site activities and visits; security around the site which backs onto several public rights of way; critical incidents; medical considerations.

The Facilities Manager for each school holds all Health and Safety RAs centrally. For further information, please contact the Facilities Managers at each school.

(For the location of all other RAs contact the Assistant Head Operations and Co-curricular (RP), Director of Operations (SSq) and Operations Manager (FH Prep)).

For full details regarding the schools' approach to the management of health and safety risks, please see the school's Health and Safety Policy.

4. Specialist Risk Assessments

The Facilities Managers arrange for specialists to carry out the following risk assessment and servicing:

- Fire safety
- Asbestos
- Legionella / Water quality
- Gas safety
- Electrical safety
- Hazardous substances

5. School Trips

Pupils are normally involved only in low-risk activities while at the school, or when on school trips. The pre-activity risk assessment will identify whether specialist instructors are required for specific

medium-risk activities for older pupils (e.g. sailing, skiing). Pupils are always given a safety briefing before participating in these activities, are required to wear the appropriate protective equipment and to follow instructions. Any high-risk activities, such as rock-climbing, will be allowed only under the control of specialist instructors.

6. Pupil Welfare

Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed, and where appropriate, action will be taken to mitigate the risks identified, which will be recorded and then regularly monitored and reviewed.

The format of risk assessment for pupil welfare may vary and may be included as part of the School's overall response to a welfare issue or using a risk assessment form. Regardless of the format used, the approach will be systematic with a view to promoting student welfare.

The information obtained through this process and the action agreed will then be shared, as appropriate, with other staff, parents and third parties in order to safeguard and promote the welfare of a particular pupil or of pupils generally.

Risk assessments are electronic and stored on the shared drive. Assessments relating to individual pupils will also be held electronically on CPOMS.

Assessing Pupil Welfare

Where any of the following criteria are met, the school will conduct a risk assessment regarding pupil welfare:

- A pupil either returning to the school after a fixed-term exclusion or joining from another school after a permanent exclusion. This will be determined on a case-by-case basis (i.e. if the exclusion is linked to a bullying incident we would review their interaction with others)
- A pupil with either a clinical tendency or historical tendency towards behavioural, social or emotional difficulties and participating in any off-site school visits/trips.
- A pupil expressing suicidal ideation
- A pupil who has self-harmed

All risk assessments regarding pupils' welfare will take into account previous behaviour, and outline specific measures, including both punitive sanctions and pastoral support, to ensure the risk of behaviour being repeated is minimised and managed.

Care will be taken to ensure that pupils with SEND are not excluded from school activities as a result of behavioural difficulties, unless it is sufficiently severe as to directly interfere with the education or safety of other pupils.

7. Safeguarding / Child Protection

With regards to safeguarding risks, and in accordance with current statutory guidance, including [Keeping children safe in education 2025](#) and [Working together to safeguard children - GOV.UK \(www.gov.uk\)](#) and [Part 3 of the ISSRs](#), the Schools have systems in place to identify students who may be in need of extra help, or those who are suffering, or are likely to suffer significant harm, and will take appropriate action to address and mitigate those risks by working in conjunction with social care, the Police, health services and other services, where necessary.

Sexual Violence or Sexual Harassment

Where there has been a report of sexual violence, the DSL will undertake an immediate risk assessment. If there has been a report of sexual harassment, the need for a risk assessment will be considered on a case-by-case basis by the DSL.

8. Considerations regarding Staff and the Recruitment Process

For full details regarding safer recruitment and the necessary checks which mitigate risks in the recruitment of staff, please see the school's Recruitment, Selection and Disclosure Policy.

A Risk Assessment will be completed by the People Team, and approved by the Head, before allowing any staff member to begin work while awaiting a DBS or a delayed overseas check. This process does not apply to Prep staff who work directly with children, who must not start work until their DBS check has been fully completed.

All details of the risk assessment conducted will be recorded.

9. Strategic Risk

Each year the Council of Governors examine the major risks faced by the Schools, to ensure systems are in place to monitor and control these risks and to mitigate any impact that they may have on the Schools in the future, for example the impact of VAT on fees, loss of income, financial controls and the safe recruitment of staff. A central risk register is maintained for the purposes of reviewing and monitoring risks in the Schools.

The Council assesses the principal risks as being potential loss of reputation, declining school rolls and failure in safeguarding of pupils. It is recognised that systems can provide reasonable but not absolute assurance that major risks have been managed adequately.

Financial Risk - The Trust's Fraud Risk Assessment is reviewed annually by Governors as part of the annual audit process. Our auditors test that selected areas at risk of fraud have been assessed, existing controls identified, reviewed and improvements are suggested where appropriate.

Key controls applied by the Council and in the Schools include:

- An established organisational structure with clear lines for reporting
- Terms of reference and regular training for Governors
- Comprehensive strategic planning, budgeting and management reporting
- Formal written policies which are reviewed each year
- Monitoring of financial, investment and professional performance
- Vetting procedures as required by law for the protection of the vulnerable

10. Record Keeping and Review

Risk assessments are kept whilst relevant. Risk assessments are reviewed and updated regularly (usually annually, after an incident or near miss, or when new processes and machinery/equipment are introduced).

11. Training

All staff receive information on the school's arrangements for risk assessments and specialist training is given where required. A number of key staff are IOSH (or equivalent) trained.

Guidance on completion of risk assessments is available from the Assistant Head Operations and Co-curricular (RP), Deputy Head Co-curricular and Operations (SSQ), and the Operations Manager (FHP), Educational Visits Coordinator and the Facilities Manager.

12. Support Areas

- Catering: risk assessments and training are undertaken for every item of catering equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training from the contractor to their employees covers risk

assessments, protective equipment and safety notices. All catering staff are food hygiene trained and certificated.

- Cleaning: Francis Holland Schools outsources cleaning but ensures the cleaning contract team receive training relevant to risks associated with cleaning activities, such as COSHH, manual handling and slips and trips and evidence of this is reviewed by the Director of Estates & Facilities.
- Facilities: a number of risk assessments have been created for facilities duties, with particular emphasis in training given to minimising the risk of injury from manual handling and working at heights, lone working, asbestos, control of contractors on site.
- Office staff: risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen. These workstation assessments are completed initially by way of a display screen equipment self- assessment form with actions required then followed up by the Facilities Manager.

13. Buildings

Buildings are included in the risk assessment process through a number of audits and other actions:

- Independent Health & Safety Audit
- Independent Fire Risk Assessment
- All buildings are subject to a program of 5 yearly NIECC inspections, annual boiler inspections, and PAT testing

Specialist equipment is under a maintenance contract (e.g. fume cupboards, dust extraction, PE Equipment)

14. Review

Policy author/s	Trust: Chief Operating Officer RP: Assistant Head Operations, and Deputy Head Pastoral SSq: Director of Operations, and Senior Deputy Head Pastoral Prep: Operations Manager, and Senior Deputy Head
This review	SLTs: Autumn 2025
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The Francis Holland Schools Trust is an educational charity which manages three leading independent girls' schools in central London, across three sites.

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