



KENT COLLEGE
WEST CAIRO

Risk Assessment Policy

Owner	Business Manager
Applied to	Junior School and Senior School
Date last reviewed	September 22 nd , 2025
Date of next review	September 22 nd , 2026
Review period	1 year

Scope

This policy is applicable to all those with responsibility for developing / implementing risk management strategy and undertaking risk assessments for activities which are under their control.

Objectives

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
- To meet the BSO requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips
- That identified control measures are implemented to control risk so far as reasonably practicable.
- That those affected by school activities have received suitable information on what to do.
- That the risk management strategy and risk assessments are recorded and reviewed when appropriate.
- To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

Guidance

- The Business Manager and Governors will be responsible for the overarching risk management policy of the school. The overall strategy will be formally reviewed on an annual basis.
- The management of the checking, updating and training will be delegated to the Business Manager.
- This guidance is applicable to general risk assessment. Where specialist skills are required, eg hazardous chemicals, fire, mountain sports etc separate guidance is taken.
- Risk assessment training will be provided on specific areas were identified by the Business Manager or other member of staff as appropriate
- Risk assessment templates and training are available on The College Google Drive.
- The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science and Design & Technology.
- Risk assessments will take into account:
 - Hazard - something with the potential to cause harm
 - Group/groups who will be subject to risk
 - Risk - an evaluation of the likelihood of the hazard causing harm by making a
 - Risk rating - assessment of the severity of the outcome of an event by making a calculation
 - Control measures already in place- physical measures and procedures put in place to mitigate the risk
 - Additional controls required
- The risk assessment process will consist of the following 6 steps:
 - What could go wrong
 - Who might be harmed
 - How likely is it to go wrong
 - How serious would it be if it did
 - What are you going to do to stop it
 - How are you going to check that your plans are working
- The Business Manager will be responsible for the maintenance of risk assessment records.
- Risk assessments will be reviewed:
 - When there are changes to the activity
 - After a near miss or accident
 - When there are changes to the type of people involved in the activity
 - When there are changes in good practice
 - When there are legislative changes
 - Annually if for no other reason

You should review your risk assessment Annually and/or if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

