

Widford Lodge  
PREPARATORY SCHOOL



**16a**  
**Risk Assessment**

**This policy applies to all pupils at Widford Lodge School including those in the EYFS**

Reviewed and Approved by the Proprietor April 2026  
Next Review April 2027

## Intent and Purposes

Widford Lodge School is committed to achieving and maintaining the highest standards of health and safety for all employees, pupils and anyone else who may be affected by the school's activities. The Proprietor and Headteacher will ensure that all activities, educational visits, materials and equipment are suitably managed. The aim is that any hazards associated with our activities are identified and eliminated or minimised to an acceptable level by:

- Identifying and managing major risks as part of an overarching health and safety policy to promote the safety and welfare of everyone in our school
- Undertaking suitable and sufficient risk assessments for activities
- Implementing identified control measures to control risk
- Providing information on what to do to those affected by school activities
- Recording and reviewing risk assessments regularly
- Training those responsible for conducting risk assessments and monitoring their implementation.

This policy has been written in accordance with "The Management of Health and Safety at Work Regulation 1999".

The Headteacher is responsible for ensuring that:

- All risk assessments are identified and completed
- Responsibilities are delegated for educational visits, premises, early years and departmental risk assessments where appropriate
- Staff responsible for completing risk assessments have received suitable training and guidance
- Risk assessments are reviewed on an ongoing basis to ensure risks are effectively managed.

Staff are responsible for ensuring that:

- They participate in risk assessment processes and familiarise themselves with risk assessments
- They implement control measures identified in risk assessments and alert the Headteacher to any risks identified that need to be assessed.

Pupils, parents and visitors are responsible for following the school's advice in relation to risks and reporting any hazards to a member of staff. Contractors, club leaders and hirers of the school premises are required to provide evidence that they have adequately risk assessed their planned work or activities.

## Procedures

At Widford Lodge we are committed to ensuring that pupils are safe and appropriately supervised both in school and during school activities or educational visits offsite. The safety of pupils is of paramount importance and we maintain vigilance over the pupils at all times and ensure that procedures are followed by all members of staff. Sensible and effective risk management relies on every member of the school staff ensuring risk is managed responsibly and proportionately by promoting risk awareness rather than risk avoidance.

Our policy on Arrangements for Safeguarding and Child Protection should be read in conjunction with this risk assessment policy and outlines how we safeguard and promote pupil welfare, including our understanding of the need to respond to current issues including the threat of radicalisation and child sexual exploitation. Our Supervision of Pupils policy outlines our procedures to ensure that pupils are appropriately supervised whilst on the school site and on educational visits offsite. Our First Aid policy outlines our procedures to ensure that accidents and first aid are handled and documented appropriately. We seek to address minor issues which could potentially escalate into

bullying if left unchecked and through our pastoral care and Anti Bullying policy we aim to ensure that all pupils feel valued and know they can raise concerns which will be dealt with promptly and appropriately.

Our Safer Recruitment policy outlines the procedures we follow to check the suitability of all of our staff. In the unlikely event that an enhanced DBS report has not been received before a member of staff is due to start work, we will only allow that member of staff to begin working if a satisfactory barred list check has been undertaken and a comprehensive risk assessment and supervision programme has been implemented.

We recognise that health and wellbeing are vitally important and we are committed to ensuring that pupils and staff have access to a range of tools and support. We follow the Zones of Regulation programme for self regulation and have a staff wellbeing policy and assistance programme. In the event of specific/individual risks or situations in relation to pupils or staff, we would complete a risk assessment and share this with relevant staff. Each risk assessment completed for a trip has a section for Support Needs which is separate from medical needs, where staff identify any particular additional support for pupils or staff.

A risk assessment is the method by which we formally evaluate any potential hazards that could result from a particular activity or situation. The risk is an evaluation of the likelihood of the hazard occurring and its potential severity and the assessment then outlines the measures and procedures that are put in place to minimise these risks. We use templates provided by our health and safety adviser, Judicium.

Risk assessments are carried out for classrooms and for school based activities on an annual basis and more frequently if required, for example if there are any changes to the site. The updates to these risk assessments are co-ordinated by the office manager and approved by the relevant member of staff; all relevant staff are made aware of the updated risk assessments at inset training in September each year. Generic risk assessments are also completed for routine visits to our school field and for fixtures, although each offsite fixture is given due consideration by the teacher responsible. Parents are advised of offsite fixtures, including the method of transport and expected return time to school.

The Early Years Foundation Stage requires childcare providers to conduct risk assessments and review them regularly. We have risk assessments in place for our outdoor and indoor pre school and Reception areas; many risks are assessed as ongoing with checks carried out as part of the daily routine and evidenced as such. Any issues identified are reported to the site manager immediately.

For trips and outings, the lead member of staff is required to complete a diary request form beforehand and discuss this with the Headteacher or Educational Visits Co ordinator. Once the trip has been approved, the lead member of staff then completes a risk assessment and submits this to the Educational Visits Co ordinator for approval in advance of the date of the trip. The lead member of staff must ensure that all other relevant staff have read and signed the risk assessment in advance of the trip.

Staff wishing to arrange for a visiting speaker or company to come to the school complete a visitor approval form and submit this to the Headteacher or the Educational Visits Co ordinator. Consideration is required to be given to the appropriateness of the speaker and the topic to be discussed, as well as the supervision of the visitor while they are onsite.

The Educational Visits Co-ordinator reports to the half termly meetings of the Health and Safety Committee regarding risk assessments for trips that have taken place/are about to take place and discusses any issues arising and possible improvements needed. The procedures to be followed with regard to trips and visitors are detailed in full in the Educational Visits policy.

The Proprietor, in conjunction with the Headteacher, arranges for specialists to carry out regular reviews and risk assessments of : fire safety, asbestos, gas and electrical safety and health and safety. The school site is secured with fencing and gates and access for visitors is controlled via entry buzzers. School staff use keypad codes for the gates and car park. Full details of the health and safety procedures and responsibilities are outlined in our Health and Safety policy.

As part of their induction, new staff are advised of the procedures for completing and familiarising themselves with risk assessments. Specialist training is provided for those who need it, for example the Educational Visits Co ordinator. Staff are reminded at staff meetings of relevant risk assessments and health and safety procedures. All staff are required to attend annual training which includes safeguarding, health and safety and risk assessment.

All regulatory policies are reviewed annually, including Health and Safety, Safeguarding, Supervision of Pupils, Fire Prevention and Action and staff are reminded to familiarise themselves with key points.

Pupils are made aware of the concept of risk and how to keep safe through the PSHEE and Computing curricula as well as via assemblies and pastoral discussions.

### Risk Assessment Process

Risk assessments follow the guidance from the HSE, using the following five steps:

1. We will identify the hazards that could cause injury or harm for activities, processes and substances.
2. For each hazard we will establish who might be harmed and how.
3. We will evaluate the risk from the hazard by estimating the potential severity of harm (using the categories low, medium, high and very high) and the likelihood that harm will occur.
4. We will establish the existing control measures to mitigate risk and record our findings, identifying whether any further control measures are required
5. We will review risk assessments when activities change, after near misses or accidents, when staff change and on an annual basis.

Appendix 1 – Risk assessment template for classroom based activities and fixtures

Appendix 2 – Risk assessment checklist for visitors to school

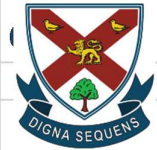
Appendix 3 – Risk assessment template for offsite trips

Appendix 4 – Expected practice – Travel on foot

Appendix 5 – Expected practice – Travel by coach

Appendix 6 – Expected practice – Travel by train

Appendix 1:



# WIDFORD LODGE PREPARATORY SCHOOL



## RISK ASSESSMENT FOR SCHOOL BASED ACTIVITY

PERSON RESPONSIBLE FOR CARRYING OUT RISK ASSESSMENT		DATE OF RISK ASSESSMEN	Sep-25	AREA COVERED BY RISK ASSESSMENT	REVIEW DATE	Sep-26
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POTENTIAL HAZARD	WHO MAY BE AFFECTED?	Risk Level	Likelihood	CONTROL	Residual Risk	FURTHER ACTION?
		low	medium		low	
					low	

This Risk Assessment has been seen and agreed by all members of staff/parent helpers/External club leader involved:

Name	Signed	Date

If no further actions required - show cells as green

**Appendix 2 - Risk Assessment Checklist for Visitors to School**

**Policy 11 Educational Visits Policy**

**Appendix 5 - Risk Assessment Checklist for Visitors to School**

**To be completed prior to visit:**

Member of staff arranging visit	
Name of visitor and company as applicable	
Date of visit	
Start and end time of visit	
Where will visitor be based?	
Classes involved	
Is it in the diary?	
Has Michelle been informed?	
Who will supervise the visitor (s)?	
Has the visitor been informed they need to bring ID with them?	
Has the visitor been informed that they must treat anything that they may see/hear whilst in the school building confidentially?	
Has the visitor been informed not to bring nuts with them?	
What is the reason for the visit? Is the visitor and the content of their speech/presentation suitable ie balanced and representative?	
Has a satisfactory Google Search of the visitor been carried out?	

**To be completed on the day:**

<b>Action</b>	<b>Signature of person carrying out</b>
Visitor's ID checked, signed in, provided with information about fire procedures	
Visitor informed of rules regarding: - mobile phone use - confidentiality of all information seen or viewed whilst on the school premises - where to go during breaks and accompanied to their base by a member of staff	
Visitor supervised during time here	
Visitor signed out	

**After the visitor has left please return completed form to Edward Callaway**

### Appendix 3 – Risk Assessment Off-site visit (Policy 11 – Educational visits, Appendix 2)

#### RISK ASSESSMENT - EDUCATIONAL VISITS



<b>Venue:</b> (include post code & tel no) <b>Brief description of activities</b>		<b>Date(s) of Educational Visit:</b>	<b>Date:</b> <b>Depart:</b> <b>Return:</b>
<b>Class(es):</b> (indicate no. of pupils)	Number of pupils	<b>Adult-to-Pupil Ratio:</b>	
<b>Visit Leader:</b> (including mobile no.)		<b>Date Assessment Completed:</b>	
<b>Checked by:</b> (including signature)		<b>Date Assessment Approved:</b>	

Are any activities <b>venue led?</b> i.e. not by school staff	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Venue LOTC mark:</b> (Learning Outside the Classroom)	Yes * <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Venue supplied risk assessment attached:</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Any adventure activities e.g.</b> Caving/Climbing/Trekking? Watersports	Yes * <input checked="" type="checkbox"/> No <input type="checkbox"/>
How will you be <b>travelling</b> to the venue?	Foot <input type="checkbox"/> Coach <input checked="" type="checkbox"/> Train <input type="checkbox"/> Other <input type="checkbox"/>	<b>Special / medical needs</b> of attendees attached:	Yes * <input checked="" type="checkbox"/> No <input type="checkbox"/>
Are you intending to adhere to standard <b>WL procedure(s)</b> re: Educational Visits?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>* Please attach further RAs / checklists / information</b>	

Details of <b>Coach Company</b> : (Company, post code & tel. no)	<b>EYFS ONLY: Insurance details + DBS check</b>		
Nearest <b>Hospital</b> : (Name, post code & tel. no)			
Has the staff member downloaded the 'What 3 Words' app, in case of needing to call the emergency services?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	What are the 'What 3 words' for the location?

Any **additional risks or hazards** that you consider are not covered by the above:

<b>Significant Hazards</b> List what could cause harm	<b>Who</b> Might be Affected?	<b>Control Measures</b> How will the risk be minimised?	<b>Residual Risk</b> After controls are implemented, (High / Medium / Low)
Covid contamination	All	No pupil or member of staff will leave the school if they are unwell with a new continuous cough, high temperature or loss of taste or smell. Anyone developing these symptoms after leaving school will be segregated immediately by school staff and dealt with under the school's covid plan.	
School staff will follow Widford's <del>xxxx</del> travel procedures		Procedures attached to this risk assessment and read by all staff	

<b>Significant Hazards</b> List what could cause harm	<b>Who Might be Affected?</b>	<b>Control Measures</b> How will the risk be minimised?	<b>Residual Risk</b> After controls are implemented, (High / Medium / Low)
COVID-19 Risk Management	Staff, Children, Accompanying parents, venue staff	Widford Lodge staff to liase with the venue and receive written documentation on measures to be in place to manage risk of Covid-19 infection. Widford Lodge staff to document the measures to be put in place for all Widford Lodge pupils and staff attending the trip.	

Signatures: (Supervising adults)		Crisis and incident lanyard taken:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Post trip review: (Date & review summary)			

## EXPECTED PRACTICE – TRAVEL ON FOOT

Appropriate standards of pupil behaviour expected at all times.

Children walk in pairs or single file as pavement width dictates (not 3-4 abreast).

The group should keep together as far as possible. Lead teacher should set an appropriate pace and check regularly for stragglers.

Follow the Green Cross Code at all times.

Crossing roads:

- Where possible, use a pedestrian crossing.
- Children wait by roadside until told it is safe to cross.
- Lead child told where to wait, once across (allow enough room for following children).

- Member of staff to remain in road to control children crossing and any traffic until last child has crossed safely (this should be done as teacher-tag (relay)).

Be aware of other pedestrians.

Children encouraged to look where they are going for themselves, too.

## Appendix 5 – Expected practice – travel by coach

# EXPECTED PRACTICE – COACH TRAVEL

Adhere to 'Travel on Foot' procedure when walking to/from pick-up/drop-off points

Use a reputable coach company at all times (EYFS require driver to be DBS checked)

Whilst adhering to appropriate adult-pupil ratio, a minimum of two members of staff to travel on each coach.

Coach to have seatbelts fitted

Teacher to check all pupils have seatbelt fastened before journey

Head count pupils on and off coach

Children to remain properly seated at all times with seatbelt worn correctly.

Note taken of emergency exit doors before journey commences

In the event of an emergency, children are to remain seated and calm until otherwise instructed and staff to follow the Crisis and Incident Action Plan

If food and drink is permitted, agree with driver, ensure litter is cleared

On leaving the coach, children told where and how to assemble.

Be prepared for travel sickness, identify those most likely to suffer

Appropriate standards of pupil behaviour expected at all times

Member of staff to check coach is clear (sweeper) and remain on the coach until all children are accounted for.

Ensure staff are aware of the parent collection arrangements after the event.

<b>Potential Hazards Identified</b>	<b>Level of Risk</b> High, Med, Low	<b>Who might be harmed?</b> Pupils, staff, volunteers
Those associated with road traffic accident	L	All
Motion sickness	L	All
Unpredictable behaviour of pupils affecting ability of driver to control vehicle	L	Pupils
Supervision of pupils in case of a breakdown	L	All
<p><b>What control measures are in place to reduce the level of risk from the potential hazards identified?</b></p>	<p><b>What further measures need to be introduced in order to reduce the risk which are PARTICULAR to your trip? These would normally relate to the list on the left.</b></p>	

## Appendix 6 – Expected practice – Travel by train

# EXPECTED PRACTICE – TRAIN TRAVEL

Adhere to 'Travel on Foot' procedure when walking to/from stations/venue

Higher Adult-pupil ratio for younger children - Younger children to travel in smaller groups with designated adult.

Where possible, head count pupils on and off carriage (this can be in smaller groups lead by an adult)

Children remain with designated adult at all times

Note taken of emergency exit doors as journey commences

Children should remain seated or hold onto the handrails/poles

In the event of an emergency, children are to remain seated and calm until otherwise instructed and staff to follow the Crisis and Incident Action Plan

If food and drink is permitted, ensure litter is cleared

Before leaving the carriage, children told where and how to assemble.

Appropriate standards of pupil behaviour expected at all times

Members of staff to check platform/carriage is clear before getting on/off train

Ensure staff are aware of the parent collection arrangements after the event.

Close supervision of pupils walking to the station, crossing roads, group sizes

Keep away from platform edge (stand behind solid yellow lines)

Where possible, allow train to depart before walking along platform

Take extra care if there is a gap between the carriage and the platform (younger children may need assistance)

Secure luggage to allocated compartments

Do not block aisles

Children should not use the toilets, unless absolutely necessary and must be supervised.

Ensure adequate adult supervision at all times

Pupils instructed what to do if they are separated from the group (underground)