Szkoła Przedmiotów Ojczystych im. Marii Skłodowskiej-Curie

RISK ASSESSMENT POLICY AND PROCEDURES

Marie Skłodowska-Curie Polish Saturday School

Wimbledon-Putney • Registered Charity No. 1179554

Reviewed / updated	October 2026
Approval date	10.10.2026
Next review	October 2027
Review frequency	At least annually and after any serious incident or material change

1. Purpose

A This policy explains how the School identifies hazards, assesses risk and records proportionate control measures. It should be read with the Health and Safety Policy and applies to routine activities, new activities, events, trips and material changes to the way the School operates.

2. Definitions

A hazard is anything with the potential to cause harm. Risk is the combination of the likelihood of harm occurring and the potential severity of that harm. A risk assessment is a structured consideration of hazards, who may be harmed, existing controls, further action and residual risk.

3. Responsibilities

- The Board of Trustees oversees the School's risk-management arrangements.
- The Headteacher ensures that suitable assessments are completed and that actions are assigned and followed up.
- Assessments may be completed by the Headteacher, trustees, teachers or another competent person with sufficient knowledge of the activity.
- All staff and volunteers must report new or changed hazards promptly and follow the control measures that apply to them.

4. Assessment process

- Identify the activity and foreseeable hazards.
- Identify who may be harmed and how, including pupils, staff, volunteers, visitors and members of the public.
- Evaluate the risk, taking account of existing controls.
- Identify any additional controls needed to reduce risk so far as reasonably practicable.
- Assign an owner and target date for actions.
- Record the assessment where required and communicate relevant controls to those affected.
- Review effectiveness and revise when necessary.

5. Risk rating

The School may use Low, Medium, High and Very High ratings. The rating should reflect both likelihood and severity after existing controls. Very High risks require the activity to stop until risk is reduced. High risks require prompt additional controls and management attention. Medium risks require proportionate controls and monitoring. Low risks should still be kept under review.

6. Generic and specific assessments

Generic assessments may be used for recurring activities or hazards where circumstances are substantially the same. A specific assessment must be completed where a location, pupil need, activity, equipment, staffing arrangement or other circumstance creates materially different risk.

7. Safeguarding and individual needs

Risk assessment must not be used as a substitute for safeguarding procedures. Where an activity involves safeguarding, medical, disability or additional-needs considerations, the relevant information should be considered lawfully and on a need-to-know basis, with appropriate individual controls where necessary.

8. Review and records

Assessments will be reviewed when there is reason to believe they are no longer valid, after a significant accident, incident or near miss, when an activity or environment changes, and periodically as part of the School's annual policy review. Current assessments and completed actions will be retained in accordance with the School's record-management arrangements.

9. Approval

Approved by: Board of Trustees, Marie Skłodowska-Curie Polish Saturday School

Approval date: As recorded in the Document Control table on the first page