



Risk Assessment Policy

Reviewed: June 2024

Date of next review: August 2025

1. Policy Statement

Dar ul Madinah is committed to providing a safe and secure learning environment for all pupils, staff, visitors, and contractors. We recognise that effective risk management is essential in fulfilling our duty of care and upholding the Independent School Standards and Health and Safety legislation.

We aim to identify potential risks and implement proportionate control measures to eliminate or minimise harm. Risk assessment is a proactive process embedded across all areas of school life.

2. Legal Framework

This policy is written in accordance with:

- The Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- DfE Guidance on Health and Safety for Schools
- The Independent School Standards (Part 3 – Welfare, health and safety of pupils)

3. Scope

This policy applies to:

- All areas of the school premises
- All off-site activities (including trips and visits)
- Staff, pupils, visitors, volunteers, and contractors
- All school activities and operations

4. Roles and Responsibilities

Role	Responsibility
Proprietor	Ensures the school has robust risk management systems in place.
Headteacher / Deputy Headteacher	Oversees implementation of the policy and ensures risk assessments are regularly reviewed.
Health & Safety Lead	Maintains the risk assessment log, conducts audits, and provides training.
Staff	Carry out activity-specific risk assessments and report any hazards or concerns.
Pupils	Encouraged to act safely and responsibly and report unsafe conditions.

5. Types of Risk Assessments

Dar ul Madinah undertakes risk assessments in the following areas:

- General site safety (classrooms, playgrounds, hallways, entrances)
- Fire safety and emergency evacuation
- Educational visits and trips
- Hazardous substances (e.g. cleaning products)
- Infection control (including COVID-19 and communicable diseases)
- Individual pupil risk assessments (e.g. medical/SEND/behavioural needs)
- Contractor/visitor access

6. The Risk Assessment Process

The school follows the 5-step model recommended by the HSE:

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precautions
4. Record the findings and implement them
5. Review and update the assessment regularly or when significant changes occur

7. Monitoring and Review

- Risk assessments are reviewed annually or following any significant change (e.g. renovations, new equipment).
- Ongoing assessments are carried out by site staff, SLT, and relevant coordinators.
- A central Risk Assessment Record is maintained and audited termly.
- Updates are reported to the Proprietor and shared with staff.

8. Training and Communication

- All staff receive risk assessment training as part of induction and ongoing CPD.
- Key findings from assessments are communicated clearly to relevant staff and pupils where appropriate.
- A culture of “if in doubt, report it” is promoted to ensure risks are managed proactively.

9. Linked Policies

- Health & Safety Policy
- Safeguarding & Child Protection Policy
- Behaviour Policy
- Educational Visits Policy
- Fire Safety & Emergency Evacuation Procedures
- First Aid & Medical Needs Policy

