



*Darul Madinah will nurture our learners into model citizens that exemplify the
Inherent values of Islam make a positive contribution to the community and are
champions of their faith.*

Risk Assessment Policy

This policy is in line with the Mission Statement of the School

Document Control

- **Policy Status:** Statutory
- **Owner:** Directors
- **Date of Last Review:** August 2026
- **Date of Next Review:** August 2027
- **Review Period:** Annually

Risk Assessment & Health and Safety Management Policy

Mission Statement

Darul Madinah will nurture our learners into model citizens that exemplify the inherent values of Islam, make a positive contribution to the community, and are champions of their faith.

1. Introduction

Darul Madinah is committed to providing and maintaining a safe, healthy, secure, and supportive environment for all pupils, staff, visitors, volunteers, and contractors. The school recognises that effective risk assessment and health and safety management are essential in safeguarding the wellbeing of everyone within the school community and in ensuring compliance with statutory responsibilities.

The school understands that while all risks cannot be eliminated entirely, they can be identified, assessed, monitored, and controlled effectively through robust systems and procedures. Risk assessment is therefore embedded within the daily operation, leadership, safeguarding, curriculum delivery, educational visits, premises management, and wider strategic planning of the school.

This policy outlines the school's approach to identifying hazards, reducing risks, promoting safe practice, and responding effectively to emergencies or incidents.

2. Legal Framework

This policy is informed by the following legislation and guidance:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Control of Substances Hazardous to Health Regulations (COSHH)
- Equality Act 2010
- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children
- Early Years Foundation Stage Framework (EYFS)
- Independent School Standards
- Prevent Duty Guidance
- Data Protection Act and UK GDPR

3. Purpose of Risk Assessment

The purpose of risk assessment at Darul Madinah is to:

- identify hazards that may cause harm;
- evaluate risks to pupils, staff, and visitors;
- implement appropriate control measures;

- ensure safe learning and working environments;
- reduce accidents, injuries, and incidents;
- promote a culture of vigilance and responsibility;
- ensure legal compliance;
- support safeguarding and welfare arrangements.

Risk assessment is considered an ongoing process rather than a one-off activity.

4. Roles and Responsibilities

Directors

The Directors are responsible for ensuring that appropriate health and safety systems are implemented across the school. They provide strategic oversight, review compliance, monitor risks, and ensure adequate resources are available to maintain safe practices.

The Directors also monitor safeguarding, site safety, emergency planning, and compliance with statutory requirements through regular review meetings and audits.

Headteacher

The Headteacher has overall responsibility for the day-to-day implementation of this policy. This includes ensuring that risk assessments are completed, reviewed, and monitored effectively across all areas of the school.

The Headteacher is responsible for:

- overseeing health and safety procedures;
- ensuring staff receive appropriate training;
- responding to health and safety concerns;
- monitoring site security;
- ensuring safe educational provision;
- reporting significant incidents to Directors.

Designated Safeguarding Lead (DSL)

The DSL is responsible for managing safeguarding-related risks, including:

- pupil welfare concerns;
- online safety risks;
- Prevent-related risks;
- attendance concerns;
- site safeguarding procedures;
- visitor safeguarding arrangements.

The DSL works closely with leadership to ensure safeguarding remains central to all risk management processes.

Staff

All staff members are responsible for maintaining safe practice within their areas of responsibility. Staff must:

- remain vigilant to hazards and risks;
- report concerns immediately;
- follow school procedures;
- supervise pupils appropriately;
- contribute to safe environments;
- complete training as required.

Staff are expected to take reasonable care of their own safety and the safety of others.

Site Staff and Contractors

Site staff are responsible for maintaining the safety of the premises, equipment, and outdoor areas. Contractors working on site must comply with school safeguarding and health and safety procedures at all times.

All contractors and visitors are supervised appropriately unless relevant checks have been completed.

5. The Risk Assessment Process

The school follows a structured approach to risk assessment which includes:

Identifying Hazards

Potential hazards are identified through inspections, observations, incident reviews, safeguarding concerns, audits, and ongoing monitoring of the school environment.

Hazards may include:

- unsafe equipment;
- fire risks;
- trip hazards;
- unsafe behaviour;
- safeguarding concerns;
- online risks;
- medical needs;
- security threats;
- environmental hazards.

Identifying Who May Be Harmed

The school considers who may be affected by identified hazards, including:

- pupils;

- EYFS children;
- staff;
- visitors;
- volunteers;
- contractors;
- pupils with SEND or medical needs.

Particular consideration is given to vulnerable individuals and those requiring additional support.

Evaluating Risk

Risks are evaluated according to:

- likelihood of harm occurring;
- severity of potential harm;
- existing control measures;
- environmental factors;
- safeguarding implications.

The school prioritises risks requiring immediate action.

Implementing Control Measures

Where risks are identified, appropriate actions are taken to reduce or eliminate the risk. Control measures may include:

- supervision arrangements;
- staff training;
- environmental changes;
- safety equipment;
- restricted access;
- maintenance work;
- safeguarding interventions;
- policy changes.

Recording and Reviewing

Risk assessments are recorded and reviewed:

- annually;
- after incidents or accidents;
- after significant changes;
- following safeguarding concerns;
- following site alterations;
- after national or local emergencies.

6. Daily Risk Management

Daily risk management forms part of the school's operational practice. Staff carry out ongoing visual checks of classrooms, outdoor areas, entrances, equipment, and shared spaces to identify hazards promptly.

Any concerns identified are reported immediately to leadership or site staff and addressed without delay.

Daily monitoring includes:

- classroom safety;
- outdoor provision;
- gates and access points;
- toilets and hygiene areas;
- equipment safety;
- fire exits;
- cleanliness and infection control;
- pupil supervision arrangements.

7. Safeguarding and Risk Management

Safeguarding is central to all risk assessment processes.

The school recognises that risks to children may arise from:

- neglect or abuse;
- radicalisation;
- online exploitation;
- bullying;
- unsafe adults;
- poor attendance;
- emotional wellbeing concerns;
- inappropriate use of technology.

The school ensures that safeguarding concerns are identified, reported, recorded, and managed in line with safeguarding procedures.

Prevent Duty responsibilities are incorporated into the school's wider safeguarding and risk management systems.

8. Educational Visits and Outdoor Learning

Risk assessments are completed for all educational visits and off-site activities before the visit takes place.

Risk assessments consider:

- travel arrangements;
- supervision ratios;
- medical needs;
- emergency procedures;
- venue safety;
- first aid arrangements;
- weather conditions;
- safeguarding considerations.

Educational visits must be approved by leadership before taking place.

9. Medical Needs and Allergies

The school recognises the importance of supporting pupils with medical conditions, allergies, and additional health needs.

Individual healthcare plans and risk assessments are completed where necessary. Staff receive relevant information and training to ensure children's needs are managed safely and appropriately.

Medication is stored securely and administered in accordance with school procedures.

The school also ensures that dietary requirements and allergies are communicated effectively to all relevant staff.

10. Premises and Site Security

The school maintains secure premises through:

- controlled access systems;
- visitor sign-in procedures;
- visitor identification badges;
- secure gates and entrances;
- CCTV monitoring where appropriate;
- staff supervision;
- safeguarding checks.

Unknown individuals on site are challenged appropriately.

The school regularly reviews premises security arrangements to ensure the safety of pupils and staff.

11. Fire Safety and Emergency Procedures

The school maintains comprehensive fire safety procedures in line with legal requirements.

Fire exits are clearly marked and kept free from obstruction at all times. Fire drills are conducted regularly and recorded appropriately.

The school maintains emergency procedures for:

- fire evacuation;
- lockdown situations;
- intruders;
- severe weather;
- utility failure;
- infectious disease outbreaks;
- critical incidents.

Staff receive training on emergency procedures and responsibilities.

12. COSHH and Hazardous Substances

Hazardous substances are stored securely and used in accordance with COSHH regulations.

Only authorised staff may access cleaning chemicals or hazardous materials. Staff receive guidance regarding safe handling, storage, and use of substances.

COSHH records and product safety information are maintained and reviewed regularly.

13. Hygiene and Infection Control

The school promotes high standards of hygiene and infection prevention throughout the setting.

This includes:

- regular handwashing;
- cleaning routines;
- sanitisation procedures;
- safe food preparation;
- infection control measures;
- appropriate waste disposal.

The school follows public health guidance where required.

14. Accident and Incident Reporting

All accidents, incidents, injuries, and near misses are recorded and reviewed appropriately.

Leadership reviews incidents regularly to identify patterns, emerging risks, or areas requiring further action.

Where necessary, risk assessments are updated following incidents.

The school complies with RIDDOR reporting requirements where applicable.

15. Staff Training

The school ensures that staff receive appropriate health and safety training, including:

- safeguarding;
- fire safety;
- first aid;
- manual handling;
- Prevent awareness;
- COSHH awareness;
- food hygiene;
- educational visits procedures.

Training records are maintained and monitored by leadership.

16. Monitoring and Review

The school continuously monitors health and safety practice through:

- site inspections;
- safeguarding audits;
- accident reviews;
- fire safety checks;
- learning walks;
- leadership monitoring;
- external inspections and audits.

Directors review health and safety compliance regularly.

This policy is reviewed annually or sooner if:

- legislation changes;
- significant incidents occur;
- inspection outcomes require updates;
- operational changes are made.

17. Conclusion

Darul Madinah is committed to maintaining a proactive culture of health, safety, safeguarding, and risk awareness. Through effective leadership, robust procedures, continuous monitoring, and shared responsibility, the school aims to provide a secure environment where all pupils can learn, develop, and thrive safely.