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MacIntyre School

Risk Assessment Guidance

Document Control

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MacIntyre School Risk Assessment Guidance

To be read alongside, and complement the MacIntyre Health & Safety Policy and Procedures, Section 2: Risk Management Framework.

1. Purpose

This guidance sets out how MacIntyre School manages risk assessments in line with statutory requirements and MacIntyre's overarching policy, while addressing school-specific activities, curriculum risks, and governance responsibilities.

2. Principles

Risk assessment is about managing risk sensibly, not eliminating all risk.

We aim to teach safely and teach safety, enabling pupils to learn and take appropriate risks as part of their development.

All risk assessments must follow the Health and Safety Executive's (HSE) Five Steps:

- Identify hazards
- Decide who might be harmed and how
- Evaluate risks and decide on controls
- Record findings
- Review and update

3. Types of Risk Assessment

Generic: For common school activities (e.g., classroom routines, playground use).

Specific: For individual pupils, high-risk activities, or events.

Dynamic: On-the-spot assessments for unforeseen risks.

4. School-Specific Risk Areas

Risk assessments must be completed for, but not limited to:

- **Premises and Facilities**
 - Fire safety and evacuation
 - Asbestos control
 - Legionella and water hygiene
 - Working at height
 - Electrical safety
- **Curriculum Activities**
 - Science experiments
 - Design & Technology
 - Physical Education
 - Music (including hearing protection), Drama, Dance
- **Educational Visits and Trips**
 - Day trips and residential visits
 - Duke of Edinburgh programmes
- **Individual Needs**
 - Medical conditions and first aid
 - Concerning behaviours
 - Safeguarding and child protection
- **Other Areas**
 - Catering and cleaning

- ICT and use of school vehicles
- Office-based activities

5. Responsibilities

Head of Education (Delegated Responsibility):

- Ensure all required risk assessments are completed and recorded.
- Maintain a risk assessment schedule covering premises, activities, and individual pupil needs.
- Ensure protocols for writing, approval, and communication of risk assessments are in place.
- Provide training and induction for staff on risk assessment processes.
- Review risk assessments at least annually, and after significant changes or incidents.
- Ensure educational visit risk assessments are scrutinised and signed off by the Senior Leadership Team (SLT).
- Monitor compliance and report to the Local Advisory Board.

Commercial and Business Lead (Competent Person):

- Oversee compliance and maintain risk assessment records.
- Oversee the completion and review of premises-related risk assessments.
- Ensure remedial actions are implemented promptly.

Teaching Staff:

- Complete risk assessments for curriculum activities and trips.
- Read and follow all relevant risk assessments.
- Report hazards and contribute to reviews.

All Staff:

- Apply safe practices and report hazards.
- Participate in training and reviews.

6. Approval and Review

Risk assessments for educational visits must be signed off by the Head of Education and reviewed by SLT.

All risk assessments must be reviewed:

- Annually
- After significant changes
- Following incidents or near misses

7. Storage and Access

All risk assessments are stored on both SharePoint and ClearCare and available to staff. Signed copies must be retained in line with MacIntyre's retention schedule.

This guidance complements the MacIntyre-wide policy and provides additional clarity for school-specific contexts.