MANCHESTER MUSLIM PREPARATORY SCHOOL

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Risk Assessment Policy

CONTENTS

Last reviewed on:	August 2026
Next review due by:	August 2027

1. Purpose and Aims

Manchester Muslim Preparatory School (MMPS) is committed to safeguarding and promoting the welfare, health and safety of pupils, staff, visitors and others who may be affected by School activities.

The purpose of this policy is to ensure that risks are identified, assessed and managed in a systematic, proportionate and effective way.

The School aims to ensure that:

- significant and foreseeable risks are identified
- consideration is given to who may be harmed and how
- appropriate control measures are put in place to eliminate or reduce risk so far as is reasonably practicable
- identified control measures are implemented and monitored
- risk assessments are reviewed and updated when necessary
- staff understand their responsibilities for identifying, reporting and managing risk
- particular consideration is given to pupils who may be more vulnerable because of their age, SEND, disability, medical needs or other individual circumstances
- risk assessment supports the safe participation of pupils in worthwhile educational, pastoral and enrichment activities without creating unnecessary bureaucracy.

Risk assessment at MMPS may relate to health and safety, safeguarding, pupil welfare, premises, activities, educational visits, individual pupils, staff, contractors and other aspects of School provision.

The level of assessment and documentation required will be proportionate to the nature and significance of the risk.

2. Scope and Legal Framework

This policy applies to all areas of MMPS provision and to risks arising from School activities which may affect pupils, staff, volunteers, visitors, contractors or other persons.

It applies, as appropriate, to:

- activities taking place on the School premises
- educational visits and activities away from the School
- premises, equipment and working practices
- safeguarding and pupil-welfare risks
- online and contextual risks
- individual pupils or members of staff where specific circumstances require individual assessment
- contractors and other persons undertaking work on behalf of the School
- activities taking place outside normal School hours where the School remains responsible for the provision.

This policy has regard to relevant legislation and statutory guidance, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Education (Independent School Standards) Regulations 2014, particularly paragraph 16 of Part 3
- Equality Act 2010
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Regulatory Reform (Fire Safety) Order 2005, as amended
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Control of Asbestos Regulations 2012
- Manual Handling Operations Regulations 1992
- Work at Height Regulations 2005
- Health and Safety (Display Screen Equipment) Regulations 1992
- current Department for Education guidance on the Independent School Standards
- current Department for Education and Health and Safety Executive guidance relating to health and safety and risk management in schools
- Keeping Children Safe in Education 2026
- the Statutory Framework for the Early Years Foundation Stage for group and school-based providers, applicable from 1 September 2026.

Under the Independent School Standards, the School must ensure that the welfare of pupils is safeguarded and promoted through the effective implementation of a written risk assessment policy and that appropriate action is taken to reduce risks which are identified.

Where more specific legislation or guidance applies to a particular area, activity or individual, the relevant requirements will be followed alongside this policy.

3. Definitions

For the purposes of this policy:

Hazard
Something with the potential to cause harm.

Risk
The likelihood that a person may be harmed by a hazard, together with an indication of how serious that harm could be.

Risk assessment
A systematic process of identifying significant hazards, considering who may be harmed and how, evaluating the existing controls and deciding whether any further action is required.

Control measure
An action, precaution or arrangement used to eliminate a hazard or reduce the likelihood or severity of harm.

Competent person
A person who has sufficient skills, knowledge and experience to identify hazards, assess the associated risks and identify sensible control measures appropriate to the activity or

situation.

4. Roles and Responsibilities

4.1 Manchester Islamic Educational Trust Ltd / Board of Trustees

Manchester Islamic Educational Trust Ltd (MIET), as the registered proprietor and employer, has overall responsibility for ensuring that appropriate arrangements are in place to manage risks to the health, safety and welfare of pupils, staff and others affected by School activities.

The board of trustees will maintain appropriate oversight of significant risks and the effectiveness of the School's risk-management arrangements.

4.2 Headteacher

The Headteacher has overall operational responsibility for risk management within MMPS and for ensuring that this policy is effectively implemented.

The Headteacher will:

- ensure that significant risks relating to MMPS provision are identified and appropriately assessed
- ensure that suitable control measures are implemented
- allocate responsibility for completing risk assessments to appropriately competent staff
- ensure that significant concerns or actions arising from risk assessments are followed up
- ensure that risk assessments are reviewed where required
- seek specialist advice or support where a risk cannot be adequately assessed or controlled within the School
- ensure that relevant information is communicated to staff and others who need to know
- report significant matters to MIET or the board of trustees where appropriate.

4.3 MIET Health & Safety Lead

The MIET Health & Safety Lead is responsible for coordinating and overseeing Trust/building-wide health and safety arrangements relating to the premises and specialist compliance matters.

This includes, as applicable:

- statutory and routine premises safety checks
- contractor health and safety arrangements
- electrical safety and testing arrangements
- water hygiene and Legionella controls
- asbestos management
- fire-safety systems and associated premises checks
- other specialist inspections, testing and compliance requirements relating to the building.

The MIET Health & Safety Lead will provide advice and support to the Headteacher and relevant staff and will ensure that significant premises-related findings and required actions are communicated to the appropriate person.

The Headteacher remains responsible for ensuring that any premises-related risk affecting

MMPS pupils, staff or activities is appropriately addressed within the School's operational arrangements.

4.4 Designated Leads and Staff Completing Risk Assessments

Staff who are responsible for an area, activity or individual may be required to complete or contribute to a risk assessment.

This may include, for example, the H&S Coordinator, DSL, EVC, SENDCo, EYFS Lead, teachers or other members of staff with relevant responsibility or knowledge.

The person completing a risk assessment must:

- have sufficient knowledge of the activity, area or circumstances being assessed
- identify significant hazards and those who may be harmed
- consider existing control measures and whether further action is required
- seek advice where the assessment is outside their competence
- ensure that identified actions are communicated to the appropriate person
- review the assessment where circumstances change or where other review triggers arise.

4.5 All Staff and Volunteers

All staff and volunteers have a responsibility to:

- take reasonable care of their own health and safety and that of others
- follow control measures and safe working arrangements
- cooperate with risk-assessment processes
- familiarise themselves with relevant risk assessments where required
- report hazards, unsafe conditions, incidents or concerns promptly
- inform the appropriate person where an existing risk assessment no longer reflects the circumstances.

4.6 Contractors

Contractors are expected to assess the risks arising from their own work and to provide appropriate risk assessments and method statements where required.

Contractors must comply with the School's and MIET's health and safety arrangements and must inform the appropriate School or Trust representative of any significant risk which their work may create for pupils, staff or others.

4.7 Pupils and Parents/Carers

Pupils and parents/carers are expected to follow reasonable safety instructions and arrangements communicated by the School and to report hazards or concerns to a member of staff where appropriate.

5. When Risk Assessments Are Required

Risk assessments will be completed where there is a significant or foreseeable risk to the health, safety or welfare of pupils, staff or others.

A written risk assessment will normally be required where:

- legislation or statutory guidance requires one
- an activity, area or situation presents significant risk
- a pupil or member of staff has individual needs which create additional or different risks
- a new activity, process, item of equipment or working arrangement is introduced
- premises or environmental conditions create a particular risk
- adverse weather or environmental conditions create a significant or unusual risk which requires additional control measures or a change to normal arrangements
- an external provider, contractor or specialist activity introduces additional risks
- safeguarding or pupil-welfare concerns require specific risk-management arrangements
- an educational visit or out-of-school activity requires assessment under the Educational Visits and Out-of-School Activities Policy
- an accident, incident, near miss or other concern indicates that existing arrangements may not be sufficient.

Risk assessment may include, as appropriate:

- premises and site safety
- fire and emergency arrangements
- hazardous substances
- manual handling
- working at height
- electrical or equipment-related risks
- lone working
- first-aid needs
- activities and practical tasks
- adverse weather and environmental conditions, including snow and ice, extreme heat, high winds or other conditions affecting the safe use of the site or outdoor activities
- educational visits
- safeguarding and child-on-child risks
- online and contextual risks
- individual pupil needs, including SEND, disability, medical or behavioural needs
- staff-specific risks, including new or expectant mothers and young workers
- contractor activities
- significant events or unusual activities.

Not every routine activity requires a separate written risk assessment. Where risks are low and adequately controlled through established procedures, existing assessments or normal supervision arrangements, additional paperwork will not be created unnecessarily.

Where there is doubt about whether a written assessment is required, advice should be sought from the Headteacher, H&S Coordinator, MIET Health & Safety Lead or another appropriate specialist lead.

6. Risk Assessment Process

Risk assessment at MMPS will be proportionate to the nature and significance of the risk. Assessments should focus on significant and foreseeable risks rather than minor or trivial hazards.

The person completing the assessment should have sufficient knowledge of the activity, area or circumstances being assessed and should involve other staff, pupils or relevant specialists where their knowledge will assist the assessment.

The following process will normally be followed:

Step 1 – Identify the hazards
Identify anything with the potential to cause significant harm.

Step 2 – Identify who may be harmed and how
Consider who may be affected and the nature of the possible harm. This may include pupils, staff, volunteers, visitors, contractors or members of the public.

Particular consideration should be given to individuals or groups who may be more vulnerable because of their age, SEND, disability, medical needs, pregnancy, inexperience or other individual circumstances.

Step 3 – Consider existing control measures
Identify the precautions and arrangements already in place to prevent or reduce harm.

Step 4 – Evaluate the risk and decide whether further action is required
Consider both:

- how likely it is that harm could occur
- how serious the consequences could be.

MMPS will normally record the level of risk as:

- **High**
- **Medium**
- **Low**

The purpose of the rating is to assist professional judgement and prioritise action. It should not replace consideration of the actual circumstances.

Step 5 – Identify any further control measures required
Where existing controls are not sufficient, identify what further action is required, who is responsible for completing it and, where appropriate, the required completion date.

Step 6 – Record the significant findings
Written assessments should record, as appropriate:

- the activity, area or situation being assessed
- the hazards identified
- who may be harmed and how
- existing control measures
- any further action required
- the person responsible for completing the action
- the risk level
- the date of the assessment and the person completing it.

Step 7 – Implement and communicate the controls
The assessment is not complete simply because it has been written. Required control measures must be implemented and relevant information communicated to those who need to understand or follow them.

Step 8 – Review and update
The assessment must be reviewed when required under Section 11 of this policy and updated where circumstances or risks have changed.

Where circumstances change unexpectedly, staff must respond appropriately to the immediate risk and must not continue with an activity or arrangement simply because it was previously assessed as safe.

7. Control Measures and Implementation

Risk assessment must lead to appropriate action. Identifying a risk without implementing suitable controls is not sufficient.

Control measures should be proportionate to the level of risk and, where reasonably practicable, should follow the general hierarchy below:

1. **Eliminate the hazard** – remove the hazard or avoid the activity where this is reasonably practicable.
2. **Substitute** – replace the hazard, activity, equipment or process with a safer alternative.
3. **Reduce or isolate the risk** – use physical safeguards, barriers, separation, safer equipment or changes to the environment.
4. **Introduce safe systems and procedures** – use clear instructions, supervision, training, staffing arrangements, access controls or other procedural measures.
5. **Use personal protective equipment (PPE)** – where other controls do not adequately manage the risk.

When additional control measures are identified, the risk assessment should state:

- what action is required
- who is responsible for completing it
- when it should be completed, where a timescale is necessary.

The person responsible for the relevant area, activity or provision must ensure that required actions are implemented.

Where a control measure cannot be implemented immediately, appropriate interim arrangements must be put in place where necessary to reduce the risk.

Where a significant risk cannot be adequately controlled, the activity, area or arrangement must not continue until the Headteacher, MIET Health & Safety Lead or another appropriate competent person is satisfied that the risk has been reduced to an acceptable level.

The implementation of significant control measures should be monitored to ensure that they remain effective and continue to be followed in practice.

Where monitoring identifies that a control measure is ineffective, not being followed or no longer appropriate, the risk assessment must be reviewed and further action taken.

8. Specific and Individual Risk Assessments

A general or activity-based risk assessment may not adequately address the circumstances of every individual or situation.

A specific or individual risk assessment must be considered where a pupil, member of staff or particular situation presents additional or different risks which are not sufficiently addressed by existing arrangements.

This may include, where appropriate:

- pupils with SEND, disabilities or medical conditions
- pupils with behavioural, emotional or safeguarding needs where these create an identifiable risk of harm
- pupils who may be particularly vulnerable because of their individual circumstances
- significant child-on-child safeguarding concerns where specific risk-management arrangements are required
- staff who are pregnant, have recently given birth or are breastfeeding
- young workers under the age of 18
- staff with a disability, medical condition or other circumstances affecting their health and safety at work
- temporary changes in an individual's circumstances which materially affect risk
- recruitment or safeguarding situations where a specific written risk assessment is required or permitted under the School's relevant procedures.

Individual assessments should:

- be proportionate to the nature and level of risk
- take account of the person's particular circumstances
- involve the individual, parents/carers or relevant professionals where appropriate
- identify reasonable adjustments or additional control measures where required
- be shared only with those who need the information to manage the risk
- be reviewed when circumstances change or where there is reason to believe that the assessment is no longer effective.

Existing or generic risk assessments may be used as a starting point, but they must not replace consideration of the particular circumstances of the individual.

Where the assessment relates primarily to safeguarding, SEND, medical needs, behaviour or another specialist area, it must be completed and managed in conjunction with the relevant School policy and designated lead.

9. EYFS Risk Assessment Requirements

The requirements of this policy apply fully to the Early Years Foundation Stage (EYFS). In addition, risk management within the EYFS must comply with the safeguarding and welfare requirements of the statutory EYFS framework.

MMPS will take all reasonable steps to ensure that staff and children in the EYFS are not exposed to avoidable risks and must be able to demonstrate how risks are identified and managed.

The School will determine where a written risk assessment is helpful or necessary. Written assessments should be used where they support safe practice, address a significant or particular risk or provide appropriate evidence of how risks are being managed.

Risk assessments within the EYFS should consider, where relevant:

- the age and developmental stage of the children
- supervision and staffing
- the indoor and outdoor environment
- equipment and resources
- activities and routines
- transitions and movement between areas
- SEND, medical or other individual needs
- safeguarding considerations
- adverse weather or environmental conditions
- any other significant risk relevant to the children or provision.

Where aspects of the EYFS environment require regular safety checks, arrangements must identify:

- what needs to be checked
- when or how frequently it will be checked
- who is responsible for carrying out the check
- how any identified risk will be removed or minimised.

Risk assessment must remain proportionate and should not unnecessarily restrict children from participating in appropriate play, exploration, physical activity or outdoor learning.

For EYFS outings, potential risks and hazards must be assessed and appropriate steps taken to remove, minimise or manage them. The assessment must include consideration of the staff:child ratio required for the particular outing. Detailed requirements for EYFS outings are set out in the School's Educational Visits and Out-of-School Activities Policy.

10. Communication and Training

Relevant information arising from risk assessments must be communicated to the people who need it in order to work, supervise or participate safely.

The person responsible for the relevant activity, area or provision must ensure that significant hazards, control measures and required actions are communicated clearly and in a timely way.

This may include communication with:

- staff
- pupils, where age and understanding make this appropriate
- volunteers

- contractors
- parents/carers, where relevant
- external providers or other persons affected by the assessment.

Staff must be familiar with the risk assessments relevant to their work and must follow the identified control measures and safe working arrangements.

Staff who are required to complete risk assessments must have appropriate knowledge, instruction or training for the task. Where the assessment is outside their competence, advice must be sought from the Headteacher, H&S Coordinator, MIET Health & Safety Lead or another appropriate specialist.

Training requirements will be proportionate to the responsibilities of the individual and the nature of the risks involved.

The School will provide or arrange refresher guidance or training where:

- legislation or guidance requires it
- responsibilities change
- monitoring identifies gaps in knowledge or practice
- an accident, incident or near miss indicates that further training is needed
- a new or unfamiliar risk is introduced.

Records of relevant risk-assessment training will be retained where appropriate.

11. Monitoring, Review and Records

Risk assessment is an ongoing process. Assessments must remain current, relevant and effective and must be reviewed when circumstances indicate that this is necessary.

A risk assessment must be reviewed where:

- there has been a significant change to the activity, area, equipment, environment or persons affected
- a new hazard or risk has been identified
- there is reason to believe that the assessment or an existing control measure is no longer effective
- an accident, incident or significant near miss has occurred
- a safeguarding, behaviour or welfare concern indicates that existing arrangements may not adequately manage the risk
- there has been a significant change in an individual pupil's or staff member's needs or circumstances
- relevant legislation, statutory guidance or professional advice changes
- monitoring identifies that control measures are not being implemented or followed
- the planned review date is reached.

Standing or regularly used risk assessments will normally be reviewed at least annually unless legislation, statutory guidance or the nature of the risk requires a different review frequency.

Review does not require an assessment to be rewritten where the risks and control measures remain appropriate. The review should nevertheless be recorded so that the School can demonstrate that the assessment has been considered and remains current.

The Headteacher and H&S Coordinator will maintain appropriate oversight of MMPS risk assessments and actions arising from them. The MIET Health & Safety Lead will maintain or oversee records relating to Trust/building-wide premises and specialist health and safety compliance within their area of responsibility.

Significant outstanding actions must be followed up until they have been completed or otherwise appropriately resolved.

Risk assessments and associated records will be retained securely for an appropriate period in accordance with the School's record-retention arrangements and any specific legal or regulatory requirements applying to the assessment.

Monitoring of risk assessments may include:

- review of completed assessments
- checking that identified control measures have been implemented
- site or activity checks
- consideration of accident, incident and near-miss records
- discussion with staff and, where appropriate, pupils
- internal or external health and safety audits
- reporting significant matters to the Headteacher, MIET or board of trustees.

Lessons identified through monitoring and review will be used to improve future risk-management arrangements.

12. Links with Other Policies

This policy should be read alongside other relevant MMPS and MIET policies, procedures and risk-management arrangements.

These include, as applicable:

- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Educational Visits and Out-of-School Activities Policy
- First Aid Policy
- Administering Medicines Policy
- Fire Safety and Emergency Evacuation Policy
- SEND Policy
- Behaviour Policy
- Online Safety and Acceptable Use policies
- Staff Code of Conduct
- Prevent Risk Assessment and associated safeguarding arrangements
- relevant premises, contractor and statutory compliance arrangements managed by MIET.

Where a specialist policy or procedure applies to a particular risk, that policy should be followed in conjunction with the principles set out in this Risk Assessment Policy.

Nothing in this policy replaces any more specific statutory requirement, specialist assessment or control measure applicable to a particular activity, premises risk or individual circumstance.

APPENDIX 1 – MMPS HIGH / MEDIUM / LOW RISK RATING GUIDANCE

MMPS uses a simple **High / Medium / Low** approach to support professional judgement when assessing risk.

The rating should take account of:

- the likelihood that harm could occur
- the potential seriousness of the harm
- the effectiveness of the control measures already in place
- the particular circumstances and people who may be affected.

A numerical scoring system is not required.

Risk Level	Guidance	Action Required
HIGH	There is a significant risk of serious harm because of the likelihood of an incident, the possible consequences or a combination of both. Existing controls are not sufficient to make the risk acceptable.	The activity or arrangement must **not proceed or continue** until additional controls have been introduced and the risk has been reduced to an acceptable level. The matter must be escalated to the Headteacher and, where relevant, the MIET Health & Safety Lead or another appropriate specialist.
MEDIUM	A foreseeable risk remains which requires specific precautions, supervision or other control measures. The risk can normally be managed safely provided the identified controls are implemented.	Ensure all identified control measures are in place before proceeding. Consider whether the risk can reasonably be reduced further. Monitor the controls and review the assessment if circumstances change.
LOW	The likelihood and/or potential severity of harm is low and suitable controls are already in place.	The activity or arrangement may proceed using the identified controls and normal safe working practices. Continue to monitor and review where necessary.

Applying the Rating

The risk level should normally reflect the risk **after existing control measures have been taken into account**.

Where additional controls are identified, the risk should be reconsidered once those controls have been implemented.

Risk ratings are a tool to support decision-making and must not replace professional judgement. A risk should not be rated as Low simply to allow an activity to proceed.

Where there is uncertainty about the appropriate rating or whether the available controls are sufficient, advice should be sought from the Headteacher, H&S Coordinator, MIET Health & Safety Lead or another appropriately competent person.

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APPENDIX 2 – MMPS RISK ASSESSMENT TEMPLATE

Activity / Area / Situation: ____

Location: ____

Person completing assessment: ____

Role: ____

Date of assessment: _____________________

People who may be affected: ____

Relevant policy / procedure (if applicable): ____

Hazard / Risk Identified	Who Might Be Harmed and How?	Existing Control Measures	Risk Level H / M / L	Further Action Required

Action Plan

Complete this section where further action has been identified.

Action Required	Person Responsible	Target Date	Completed / Date

Overall Assessment

Following consideration of the identified hazards and control measures, the overall level of risk is:

☐ High ☐ Medium ☐ Low

Can the activity / arrangement proceed?

☐ Yes

☐ Yes, subject to the control measures and actions identified above

☐ No – the activity / arrangement must not proceed until further controls have been implemented

Additional comments, if required:

Assessment and Review

Assessment completed by: ____

Signature: ____________________________________ **Date:** ___________________

Reviewed / approved by, where required: ____

Role: ____ **Date:** ___________________

Next planned review date, where applicable: _______________________________

This assessment must also be reviewed sooner if there is a significant change, an accident, incident or near miss, a new hazard is identified, existing controls are found to be ineffective or there is any other reason to believe that the assessment is no longer valid.