



FIRST BRIDGE SCHOOL

# **Risk assessment policy**

Reviewed: March 2026  
Next review: August 2026

## Introduction

At First Bridge School we formally risk assess the following:

- **individual pupils, particularly in light of their SEND including EHCP needs**
- **trips, activities and visitors**
- **use of the premises and facilities.**

All risk assessments are stored electronically.

We never rely on risk assessments produced by others.

Each risk assessment considers the following:

- **Risk or hazard**
- **Risk to pupil** (e.g. getting injured)
- **Risk to others** (e.g. injury to staff)
- **Level of risk**
- **Likelihood of risk**
- **Overall risk**
- **Preventative measures** (e.g. expectations made clear; pupils supervised at all times; families regularly communicated with, etc.)

A common-sense approach to risk assessments is adopted and we do not ask staff to list every possible danger; only those that are significant or likely.

We organise and develop appropriate preventative and protective measures in order to keep pupils and staff safe from harm, and we monitor and review arrangements to ensure required standards are achieved.

We recognise the intrinsic value of all pupils learning outside the classroom. Regular local walks and educational visits form an intrinsic part of the educational provision we offer and help to support the curriculum whilst also enhancing the social, emotional and behavioural development of our pupils.

We ensure that all staff who lead trips are competent and understand their responsibilities to assess and manage risk.

We provide training, including at induction, on effective risk assessment.

## **Risk assessments of individual pupils within Behaviour Support Plans and dynamic risk assessment**

Pupils all have behaviour support plans (BSPs) which incorporate strategies to mitigate individual risks (which are described as typographies of behaviour) which highlights known behaviours and associated risks.

Content of BSPs is rooted in pupil documents such as their ECHP and professional reports, information shared via the family, and observations of pupils.

Staff understand the importance of dynamic risk assessment (the continuous process of identifying hazards, evaluating risks, and adjusting control measures in real time as conditions change during an activity).

The BSP is kept as a live document with any new or unknown triggers, behaviours and risks being added as and when they are displayed to ensure that the staff team are aware of current risks and how to support the behaviours.

## **Risk assessments of trips, visits and visitors**

The aim of a risk assessment is to prevent risks or significantly reduce them. Pupils must not be placed in situations which expose them to an unacceptable level of risk. Safety must always be the prime consideration. If the risks cannot be mitigated, then the visit must not take place and all risk assessments should be based on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What happens if there is an accident and first aid is required?
- What steps will be taken in an emergency?

An assessment of individual pupils should always be made, taking into consideration the pupil's age, maturity, level of fitness, temperament and the suitability of the activity.

The ages and natures of our pupils' SEND means that we facilitate regular local trips and one-off, specific trips only. We do not facilitate trips requiring significant travel, or adventurous and/or residential activities.

## **Regular local trips**

These include regular visits undertaken as part of the normal school timetable, such as local walks to the shops, parks, play spaces and sports facilities.

## **One-off, specific trips**

These are one-off activities that are more complex than routine local trips. They may involve travelling further afield, including by public or hired transport, such as trips to visitor attractions, parks, and play and sports facilities further away than the vicinity of the school.

## **Processes**

The headteacher, who is also the Designated Safeguarding Lead (DSL), takes day-to-day responsibility for risk assessment, and is readily available to give advice on the planning of educational visits and risk assessments.

Risk assessments must be carried out in advance of any visit (at least the day before for regular local trips; on the same day for daily community walks which will always be subject to dynamic risk assessment; and at least two weeks before the date of one-off, specific trips) using the required templates, and must be approved by the headteacher. The risk assessment must cover the entire visit, including travel arrangements to and from the location. The risk assessment must always include first aid arrangements.

An exploratory visit should, as appropriate, be considered and carried out prior to the event, to better assess risks.

## **Types of risk assessment required**

### **Regular local trips**

These are covered by blanket consent forms and generic risk assessments for that activity (adapted for specific pupils).

Every time a member of staff takes a pupil/group of pupils off site for regular local trip, they must follow the following safety procedures:

- the headteacher or leader-in-charge needs to be informed that the trip is taking place and know the estimated time of return to school.

- at least one trained first aider must attend and one first aid kit is to be taken.
- a mobile phone containing telephone numbers for the school and senior leaders must be taken.

Generic risk assessments are reviewed and updated regularly by senior leaders and staff to ensure that they reflect the current needs of pupils.

### One-off, specific trips

These are also covered by blanket consent forms but must be separately risk assessed.

The risk assessment must include:

- details of the trip leader and other staff members involved
- ratio of staff to pupils which must reflect the specific needs of pupil/s
- the educational objectives and desired benefits of the trip
- an assessment of any significant risks
- an assessment of the specific risks relating to each pupil (and/or reference to existing individual pupil risk assessments).

All risk assessments must be signed off by the headteacher before the trip can take place.

It is essential that detailed, formal planning takes place before setting off. This involves considering the dangers and difficulties which may arise and making plans to reduce them. The headteacher must be satisfied that the visit has been planned effectively and that risks are minimised.

For one-off, specific trips, parents and carers must know in advance:

- dates, times and the proposed itinerary
- transport arrangements
- information to prepare pupils, including those with particular learning, behaviour and medical needs
- details of staffing and supervision ratios
- details of any equipment, clothing etc. the pupils need to take
- emergency procedures including contact details and permission for emergency medical treatment if the parents/carers cannot be contacted.

During the school visit/activity it is essential that all pupils are supervised with the degree of care that would be expected from a responsible parent/carer in similar circumstances.

The trip lead should be prepared to modify plans in the light of circumstances and in the interests of the pupil's welfare. It is the responsibility of the trip lead to see that all staff accompanying the visit have copies of relevant documentation on pupils' medical conditions and emergency contact numbers.

## **Visitors**

Visitors who attend the school to deliver activities or presentations (for example, a puppet show or workshop) are risk assessed in advance using the required template. Staff must consider the nature of the activity, the environment in which it will take place, and any potential hazards arising from equipment, props, staging, or interaction with pupils. Suitability checks will be confirmed where visitors will have direct contact with pupils, and staff must always remain present to supervise pupils at all times. The activity will be reviewed against pupils' individual risk assessments, and staff should carry out dynamic risk assessment during the session to respond to any emerging risks. Appropriate arrangements for safeguarding, behaviour management, space, and emergency procedures should be confirmed before the visit takes place, consistent with our wider approach to risk assessment and safety planning.

## **Risk assessments of the premises and activities therein**

We regularly review our written premises risk assessment, which includes consideration of the day-to-day activities that take place in each of our classrooms, sensory room and the outside learning and play space. We also commission annual fire risk assessments. Please see our health and safety policy for further detail.