Risk Assessment Policy 2026

Approved by:	Alison Colwell, Principal	**Last reviewed on:**	September 2026
Date:	September 2026	**Next review due by:**	September 2027

This policy applies to Baleares International College at both sites, Sa Porrassa and Sant Agustí, unless a section says otherwise.

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1. Aims

This policy enables Baleares International College to meet its duty of care to students, staff and visitors by building a culture in which risks are identified, assessed and reduced as far as reasonably practicable, across all school activities on and off site. It gives staff a clear framework for completing, approving, sharing and reviewing risk assessments. It sits alongside the Health and Safety Policy, which sets out the school's wider arrangements.

2. Legal framework

- Ley 31/1995 de Prevención de Riesgos Laborales (PRL) and Real Decreto 39/1997 (Reglamento de los Servicios de Prevención) require the school to assess the risks to its workers and plan preventive action. The school does this with its external prevention service, Arxiduc Prevención, under the school's Plan de Prevención (current version dated 31 August 2026).
- Ley Orgánica 8/2021 (LOPIVI) requires the school to protect children from harm in all its activities.
- Real Decreto 171/2004 governs the coordination of business activities where contractors work on the school's premises.
- Specific regulations, such as those on hazardous chemical agents (Real Decreto 374/2001), apply to particular activities.
- UK guidance, including the Department for Education's advice on health and safety and on educational visits, is used as a benchmark of good practice.

3. What a risk assessment is

A **hazard** is anything with the potential to cause harm, for example chemicals, electricity, work at height, traffic or water. The **risk** is the chance, high or low, that someone could be harmed by a hazard, together with how serious the harm could be. A risk assessment is a careful examination of what could cause harm to people during an activity and what must be done to reduce the risk to an acceptable level. Once completed, the significant risks and control measures must be communicated to everyone involved.

4. Responsibilities

Role	Responsibility
Principal (Alison Colwell, Sa Porrassa; Andrew Beavon, Sant Agustí)	Overall responsibility; approves high-risk activities and all educational visits
Operations and Business Manager (Fernando Vasquez), Health and Safety Lead for both sites	Maintains the site and generic risk assessments with Arxiduc; advises staff; manages contractor risk assessments; keeps the central risk register
Heads of Primary and Secondary	Ensure risk assessments are in place in their phase and approve trips before the EVC
Educational Visits Coordinators (Laura Hodgson, Sa Porrassa; Andrew Beavon, Sant Agustí)	Review all trip risk assessments and support trip leaders

Role	Responsibility
Heads of Department	Risk assessments for departmental activities, including Science practical work and PE (on site and at off-site sports facilities)
Trip leaders	Complete the trip risk assessment and brief all accompanying staff
Duke of Edinburgh's International Award leader	Risk assessments for expeditions and Award activities
All staff	Take reasonable care of themselves and others, follow risk assessments, take part in risk assessment when asked and report hazards or defects on the maintenance app or to their line manager

The school provides training for staff who complete risk assessments, so that they have the knowledge and skills to do it well.

5. General risk assessments

Each department and area makes sure risk assessments are in place for its work activities. Risk assessments consider, where relevant:

- safeguarding and supervision of students, including staffing ratios;
- student behaviour and any individual needs, including SEND and medical needs;
- manual handling;
- slips, trips and falls;
- equipment and machinery;
- hazardous chemical agents;
- access to and from buildings, including drop-off and collection;
- staff who are pregnant or breastfeeding, and other especially sensitive workers (Articles 25 and 26 of Ley 31/1995), with Arxiduc.

Generic risk assessments are kept on the school's shared area and reviewed at least annually. They cover: use of the buildings; fire; drop-off and collection; use of off-site sports facilities, including walking there and back; Science laboratories; playground equipment and break-time supervision; the Nutrition room; and outdoor play in Early Years (Sant Agustí).

6. Educational visits and off-site activities

Risk assessment is a core part of approving any trip. Trips are approved in this order: line manager, then the Head of Secondary or Head of Primary, then review by the Educational Visits Coordinator, then approval by the Principal.

The trip leader completes the trip risk assessment (Appendix 3) and a trip proposal. At the outset, they judge the level of risk:

- **High:** trips abroad and trips with adventurous activities. These may need a year's planning.
- **Medium:** other residential trips and local trips with mild activities.
- **Low:** short local trips and regular visits. These may need two weeks' planning.

A single risk assessment may cover regular, recurring activities such as off-site PE. Every residential or overseas trip needs its own risk assessment, updated for each trip.

The assessment must consider the number, age, needs and experience of the students; transport and route; the destination and accommodation; formal and informal activities; timing, weather and conditions; security and personal safety; medical needs and first aid; and emergency arrangements, including an alternative plan. All accompanying staff are briefed on the risk assessment and confirm this in writing before the trip.

7. How to complete a risk assessment

1. Identify the hazards and who might be harmed. Walk through the activity or site and concentrate on significant hazards, not trivial ones.
2. Evaluate the initial risk by considering how likely harm is and how severe it could be:
    - **High:** an accident is likely, with the possibility of serious injury requiring hospital treatment.
    - **Moderate:** an accident is possible, causing minor injury requiring first aid or medical treatment but not hospital.
    - **Low:** an accident is unlikely, or would need only minor first aid.
3. Decide the control measures, working through the hierarchy of control in order (Appendix 1).
4. Evaluate the residual risk once controls are in place. An activity may go ahead only when the residual risk is low, or when a moderate residual risk has been specifically accepted by the Principal with the reasons recorded.
5. Record the findings, share them with everyone involved, and make sure the control measures are actually in place. A control measure written in a risk assessment must be carried out.
6. Review the assessment after the activity and note any changes needed next time.

8. Access to hazardous areas

Students do not have unsupervised access to hazardous areas such as cleaning stores, plant and boiler rooms, storage areas, Science laboratories and chemical stores, the Nutrition room and roof areas. These areas are kept locked when not in use. Only authorised maintenance staff may access roofs.

9. Contractors

Contractors must carry out their own risk assessments and provide them to the school before work starts. The member of staff engaging the contractor, with the Operations and Business Manager, checks that the contractor is competent, that suitable risk assessments are in place and that the work is coordinated with school activities, in line with Real Decreto 171/2004 and chapter 10 of the Plan de Prevención. Safeguarding requirements for contractors are set out in the Safeguarding Policy for Contractors and Visitors.

10. First aid

The school's first aid arrangements are based on its risk assessment and set out in the Health and Safety Policy (Appendix 3). They include staff holding paediatric first aid certificates, first aid kits taken on every trip, a defibrillator, and the designated first-aid room. Every trip risk assessment names the first aider on the trip.

11. Monitoring and review

All risk assessments are reviewed at least annually and also:

- when there is a significant change in the activity, equipment or people involved;
- after an accident, incident or near miss;
- when the law or guidance changes;
- before major building work.

Completed risk assessments are kept in a library on the school's shared area so staff can refer to and adapt them. This policy is reviewed annually by the Principal and the Operations and Business Manager.

Appendix 1: Hierarchy of control

When planning how to reduce a risk, consider the measures in this order. Do not jump straight to the easiest option.

1. **Elimination:** remove the hazard altogether, for example by changing the activity.
2. **Substitution:** replace the material, equipment or process with a less hazardous one.
3. **Engineering controls:** isolate people from the hazard, for example guards, barriers, ventilation or fall protection. Measures that protect everyone come before individual measures.
4. **Administrative controls:** safe procedures, supervision, training, signage, limiting time or numbers.
5. **Personal protective equipment:** goggles, gloves, lab coats or other PPE, used as the last line of protection.

Appendix 2: Risk assessment template

Field	Details
Risk assessment for	
Staff member responsible	
Completed by and date	
Approved by and date	
Review date	

Hazard	Initial risk (Low / Moderate / High)	Persons at risk	Control measures	Residual risk (Low / Moderate / High)

Appendix 3: Trip risk assessment template

Field	Details
Trip and destination	
Trip leader	
Date(s), departure and return times	
Number and ages of students	
Staff and other adults, and ratio	
Mode(s) of transport (attach transport risk assessment if using a coach or public transport)	
First aider on the trip and contact number	
Medical and SEND needs considered	
Nearest medical facility and contact number	
Alternative plan (e.g. bad weather)	

Hazard	Initial risk (Low / Moderate / High)	Persons at risk	Control measures	Residual risk (Low / Moderate / High)

Staff briefing: I have been briefed on this trip and have read the risk assessment	Name and signature	Date
Approval	Name and signature	Date
Line manager		
Head of Secondary or Head of Primary		
Educational Visits Coordinator		
Principal		