Giggling Panda Chinese School

Risk Assessment Policy

Last review: August 2026
Next review: August 2027

1. Policy Statement

Giggling Panda Chinese School recognises its duty to ensure the health, safety and welfare of all students, staff, volunteers, and visitors during its weekend teaching sessions. The purpose of this policy is to outline the School's approach to identifying and managing risks in line with relevant UK health and safety legislation and good practice.

Risk assessment is an ongoing process used to identify potential hazards, evaluate the level of risk, and determine control measures to prevent injury or harm. All staff and campus leads share responsibility for maintaining a safe environment for teaching and learning.

2. School Context

The School operates on weekends across several campuses in North and Greater London. Lessons are typically one hour in duration, with children supervised by trained staff and volunteers. The School hires classrooms and facilities from local schools and venue providers, who retain responsibility for the structural and statutory safety of the premises.

3. Roles and Responsibilities

The Head Teacher has overall responsibility for risk management across all campuses. Each campus has a Deputy Headteacher or Campus Lead who oversees day-to-day health and safety arrangements, conducts activity-specific risk assessments, and ensures that any identified risks are addressed promptly.

All staff and volunteers are expected to take reasonable care for their own safety and the safety of others, report hazards or incidents to the campus lead, and follow safety instructions at all times.

4. The Risk Assessment Process

Risk assessment at Giggling Panda Chinese School follows a straightforward five-step process:

1. 1. Identify potential hazards that could cause harm.
2. 2. Decide who might be harmed and how.
3. 3. Evaluate the level of risk and determine existing control measures.
4. 4. Identify additional measures needed to reduce risk.
5. 5. Record, implement, and monitor control actions.

Risk assessments may cover general teaching activities, classroom layout, fire evacuation, arrival and dismissal procedures, the use of any specialist equipment or materials, and any off-site events.

5. Collaboration with Venue Providers

The School works in partnership with its venue providers and host schools to ensure that hired facilities are safe and compliant. Host schools remain responsible for building maintenance, fire alarm systems, and statutory inspections. The School ensures that any issues affecting the safe delivery of weekend classes are reported promptly to the venue management or hire company.

6. Specific Areas of Risk

The following areas are considered as presenting potential risks within the School's operations:

- Minor injuries during lessons or play activities.
- Slips, trips, and falls within classrooms and corridors.
- Fire safety and evacuation procedures.
- Arrival and pick-up times when students enter or leave the site.
- Use of electrical devices or teaching aids.
- Communicable illnesses or general hygiene risks.

7. Recording and Review

Risk assessments are recorded and kept by each campus lead. They are reviewed whenever there is a significant change to the activity, following an incident, or if there are updates to best practice or legal requirements. Records of risk assessments are available for inspection by parents, venue providers, or relevant authorities upon request.

8. Training and Awareness

All staff and volunteers receive basic guidance on health and safety procedures during induction. Campus leads ensure that all personnel are familiar with emergency exits, first aid arrangements, and procedures relevant to their site.

9. Review and Approval

This policy is reviewed annually by the Senior Management Committee and approved by the Head Teacher. It may be updated earlier if there are changes to legislation, operations, or venue arrangements.

Appendix A – Campus and Venue Information

The School operates at the following campuses. Each venue's management retains responsibility for the maintenance of fire alarms, signage and premises safety during the hire period.

Campus	Venue Provider	Location	Fire Assembly Point
The Compton School	School Space	North Finchley	Playground / Field (TBC)
The Archer Academy	School Plus	East Finchley	Car Park
Chiswick School	School Plus	Chiswick	Main Car Park
St Margaret's School	Direct Hire	Watford	Main Car Park
Hammersmith Academy	School Space	Hammersmith	Car Park