



Giggling Panda Chinese School

Risk Assessment Policy

Policy Type	Statutory
Approval Committee	Senior Management Committee
Last Review	August 2025
Next Review	August 2026

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1 Related Information

1.1 Availability of Statutory Policies

All statutory policies are available on the School's website.

1.2 Statutory Guidance

This statutory policy has been reviewed in accordance with the following guidance:

11. The standard in this paragraph is met if the proprietor ensures that relevant health and safety laws are complied with by the drawing up and effective implementation of a written health and safety policy.

16. The standard in this paragraph is met if the proprietor ensures that—
(a) the welfare of pupils at the school is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and (b) appropriate action is taken to reduce risks that are identified.

1.3 Supporting Documents

The following policies should be read in conjunction with this policy:

Health and Safety Policy

1.4 Terminology

School means Giggling Panda Limited and affiliated sub branches of the business.

2 Overview

Risk assessment training is provided for specific roles and will be provided on specific areas, as appropriate where identified by the Senior Management Committee.

Risk assessment will consider:

- Hazard - something with the potential to cause harm
- Risk - an evaluation of the likelihood and possible impact of the hazard
- Analysis of existing control measures - physical measures and procedures - to determine if they are adequate to treat, terminate or tolerate the risk
- Details of the additional control measures needed.

The risk assessment process will consist of the following 5 steps:

- ☐ Identify who might be harmed and how?
- ☐ Assessment of existing control measures
- ☐ Need for additional control measures
- ☐ Signed and dated by the individual carrying out the risk assessment
- ☐ Monitoring and review of the assessment to ensure risk is being managed effectively.

Risk assessments are to be carried out by individual members of staff with specific responsibility for a particular event or activity, equipment or facility where there is potential for someone (staff, student or visitor) to be harmed. Harm may arise for several reasons including poor condition of equipment or facilities, introduction of new equipment, failure to comply with operating procedures, lack of training or changes to people, buildings or equipment. The Deputy Headteacher will be responsible for the maintenance of risk assessment records and for appropriate directing training where it is needed.

2.1 Specific Areas of Risk

The following areas have been identified as presenting significant risks in the School. The role holder is responsible for ensuring health and safety in each area and, implicit in this, the preparation and review of appropriate risk assessments.

- ☐ Minor injury during lessons
- ☐ Infection and disease while on site
- ☐ Covid-19 and other pandemic risk

2.2 Review

Risk assessments will be reviewed:

- ☐ When there are changes to the activity
- ☐ After a near miss or accident
- ☐ When there are changes to the type of people involved in the activity
- ☐ When there are changes in good practice
- ☐ When there are legislative changes.

2.3 Professional Support for Risk Assessment

The School employs a CMIOSH qualified Health and Safety adviser who conducts a review and audit of health and safety and risk management at the School. The Health and Safety adviser reviews the practice and procedures in selected departments, conducts risk assessments, provides training for staff and advises the School on compliance with pending and in force legislation.