Inspired Online
Risk Assessment Policy
2025-2026

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Date:	September 2025
Review date:	September 2026

Policy Aims and School Vision

The Inspired Philosophy

As part of the Inspired Group, we are also guided by the philosophy of the Inspired group:

- *A child's education is the single most important consideration for any parent or carer*
- *At Inspired, we believe that it is an individual's total educational experience that instils the knowledge, attitudes, beliefs, and values that they will carry with them for life.*
- *We believe that this set of knowledge, attitudes, beliefs, and values, instilled by education, will form the basis of how we approach the future.*

Inspired schools believe that these are the foundations on which we build and plan our lives. At King's InterHigh and Academy21, we welcome students with varied plans, including attending university, college, obtaining an apprenticeship, or going into the workplace. Being part of Inspired allows us to cater for our rich and varied student community through an inclusive and positive approach that maintains high expectations of all our students with their own aspirations.

Our vision and aims

Both King's InterHigh and Academy21 welcome students with a variety of prior education experiences and with varied aims. This is fundamental to what we do - our vision is to be a flexible home for all students and so we seek to offer a curriculum and experience that allows students to pursue learning interests, fits around other priorities and gives them the structure needed to work towards their goals. We seek to create the conditions for this – a purposeful learning environment, the ability to focus and challenge oneself and a sense of safety and value for every child.

We have core aims that underpin this vision. They are to:

1. provide a **high quality, positive and inclusive learning experience and environment** that inspires all students to discover, develop and fulfil their potential and make outstanding progress in their learning whatever their starting point.
2. promote **desirable behaviour and a culture of mutual respect and maximum engagement** in learning through our actions and wider culture.
3. **recognise the successes and development of each student**, be it social, emotional, academic, or otherwise, that develops self-esteem, and respect for self and others.

There are some broader themes to our vision that are worth detailing:

Participation: We believe educational success comes from students actively participating in learning through attending live classes or using lessons recordings and resources actively; submitting set work; engaging with their peers or just following feedback to improve. As a school we set conditions for our staff and students to be reflective on their efforts and act with integrity, building a culture of improvement and contribution to community that ultimately makes everyone's impact on the world a positive one.

Holistic development: In a rapidly evolving digital world, we take seriously the holistic development of our students and aim to equip students with the tools and attitudes to navigate technology and global relationships positively. We have robust actions in place to keep school free from more negative instances that might occur in other settings such as bullying or disruption.

Inclusivity and flexibility: We are inclusive, and we want every child, regardless of additional needs, to be the best version of themselves through the support of our flexible schooling and adaptive teaching.

Purpose

The purpose of this Risk Assessment Policy is to outline a structured approach to identify, assess, and manage risks across all aspects of Inspired Online Schools' operations. This policy aims to promote a proactive risk management culture, enhance decision-making, and safeguard the well-being of employees, contractors, stakeholders, and the organisation.

This policy sits alongside the Inspired Online Health & Safety Policy and should be read in conjunction. As part of that, it is our policy to provide, as far as is reasonably practicable, a safe and healthy workplace and safe systems of work for our employees and any others who may be affected by our activities or products.

King's InterHigh & Academy21 is committed to ensuring the safety of all students and staff are paramount.

The school aims to ensure that:

- All risks that may cause injury or harm to staff, students and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- Risk assessments are conducted and reviewed on a regular basis
- Legislation and statutory requirements

This policy is based on the following legislation, HSE Guidance and Department for Education (DfE) guidance:

Health & Safety Executive: Managing risks and risk assessment at work

Paragraph 16 of part 3 of The Education (Independent School Standards) Regulations 2014 which requires proprietors to have a written risk assessment policy

Regulations 3 and 16 of The Management of Health and Safety at Work Regulations 1999 require employers to assess risks to the health and safety of their employees, including new and expectant mothers

Employers must assess the risk to workers from substances hazardous to health under regulation 6 of The Control of Substances Hazardous to Health Regulations 2002

Under regulation 2 of The Health and Safety (Display Screen Equipment) Regulations 1992, employers must assess the health and safety risks that display screen equipment pose to staff

DfE guidance on the Prevent duty states that schools are expected to assess the risk of students being drawn into terrorism

Scope

This policy applies to all employees, contractors, and stakeholders involved in Inspired Online Schools' operations. It encompasses risk assessments for all activities, processes, and projects undertaken by the organisation.

Under the Management of Health and Safety at Work Regulations, Inspired Online Schools is required to undertake risk assessments to identify any hazards at the workplace and to determine the precautions that need to be taken to safeguard those who might be at risk.

Risk assessments are the responsibility of all managers and are a key element in our procedures for health and safety. Line Managers are responsible for the assessment of working practices within their span of control and either

appropriate training, or support will be given. In both cases, there will be a need for all parties to cooperate if the process is to be effective. Experienced managers will provide the necessary support and guidance to other managers in completing risk assessments.

The assessment should identify the hazards and assess the risks to employees and any others who may be affected by what the Company does, e.g., contractors, visitors, and temporary employees.

The assessments must consider the special needs of those who have disabilities, who are young and inexperienced, and those who are expectant or nursing mothers. The assessment must also specifically consider fire risks.

Risk assessments are also required for work away from the office e.g., project work and Inspired Online Schools events. The relevant manager in control is responsible for undertaking the assessments in these cases.

Inspired Online Schools is also required to consult with employees on the outcome of risk assessments. The main channel for this is through employee management. All risk assessments will be on SharePoint. Inspired Online Schools will require tenders/quotes from external contractors to include a method statement or a summary risk assessment.

Principles

Inspired Online Schools adheres to the following principles in conducting risk assessments:

- **Proactive approach**: Identifying and assessing risks proactively to prevent incidents and mitigate potential harm.
- **Inclusivity**: Involving all relevant stakeholders in the risk assessment process to gather diverse perspectives.
- **Continuous improvement**: Regularly reviewing and updating risk assessments to reflect changes in operations, technology, and external factors.
- **Compliance**: Ensuring that risk assessments comply with relevant laws, regulations, and industry standards.
- **Transparency**: Communicating risk assessment findings and mitigation strategies to all relevant parties.

Definitions

Risk assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm
Hazard	Something with the potential to cause harm to people, such as chemicals or working from height
Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
Control measure	Action taken to prevent people being harmed

Responsibilities

On a company-wide basis, H&S issues, including risk management is monitored and reviewed by The Executive Team, led by the CEO. The Executive Team, are responsible for the implementation of H&S policies and procedures, including risk assessment. The Executive Team, led by the CEO, has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Executive Team, or in their absence the nominated member in charge, is responsible for ensuring that all risk assessments are completed and reviewed. Furthermore, the Executive Team is responsible for:

- Endorsing the risk assessment process and supporting its implementation.
- Allocating necessary resources for risk assessments and risk mitigation efforts.
- Promoting a culture of risk awareness and accountability.

Managers are responsible for the implementation of H&S policies and procedures relevant to their area. As H&S at work is an integral part of good management it is therefore the direct responsibility of line management at all levels. Every Senior Manager and Manager has the prime responsibility to ensure that the operations of their department do not constitute a hazard to employees and others and that risk assessment procedures are developed, understood and implemented within their areas.

All employees are responsible for reporting and identifying H&S risks and improvements. All employees should notify their line manager of any hazards to H&S that they notice, and any suggestions they may wish to make regarding H&S. The Executive Team will assist with any H&S matters. Failure to cooperate with these procedures may result in disciplinary action. Our Code of Conduct outlines expectations on all employees.
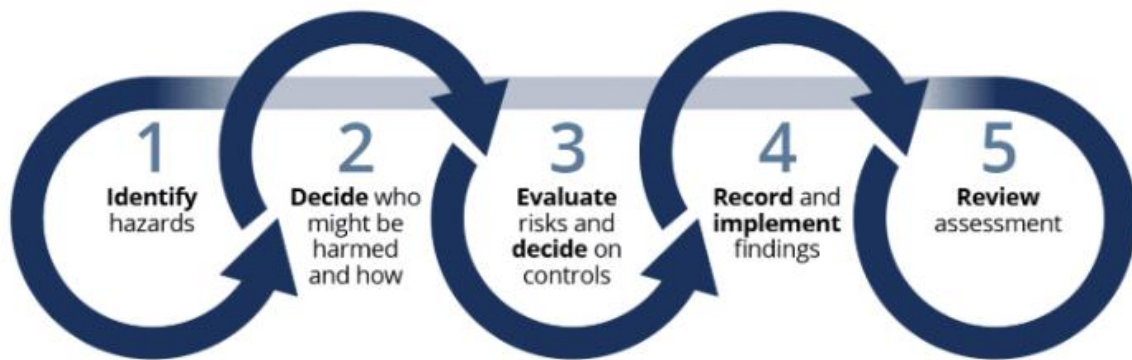
All school staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required
- Familiarising themselves with risk assessments
- Implementing control measures identified in risk assessments
- Alerting the Executive Headteacher to any risks they find which need assessing

Others, including commissioners, parents/carers, students are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

Risk assessment process

When assessing risks in the school, we will follow the process outlined below, with additional steps to ensure accessible Risk Assessments.

This **assessment of risk is defined by five clear steps.** We have captured these five steps in the graphic below. You will see this graphic throughout the module to call out which step you are reviewing.

1	2	3	4	5
Identify hazards	**Decide** who might be harmed and how	**Evaluate** risks and **decide** on controls	**Record** and **implement** findings	**Review** assessment

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment. Managers are responsible for undertaking risk assessments in their areas. Employees within each area should be involved in the assessment. Risk assessments will be undertaken to identify the hazards and assess the risks to employees and any others who may be affected by what we do.

Step 1: identify hazards – we will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, students and visitors.

Hazards are something which could potentially cause harm. The risk assessment indicates the likelihood that the harm will occur and the potential severity. We will assess whether a risk could be eliminated, e.g., by changing working practices and if not, we will consider how it can be minimised.

Step 2: decide who may be harmed and how – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance students with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control the risks and do everything that is reasonably practicable to climate the hazard and protect people from harm.

Follow the Hierarchy of Controls below to consider the most effective forms of control.
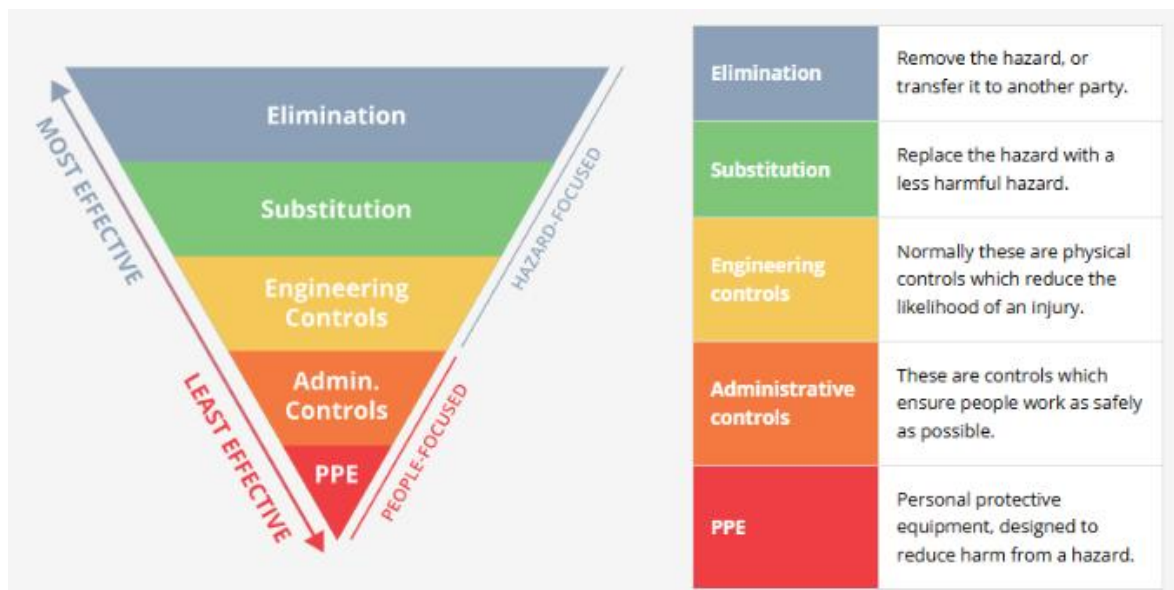
Step 4: record significant findings – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment.

Step 5: review the assessment and update, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or students spotted a problem?
- Have we learnt anything from accidents or near misses?

Inform employees and stakeholders of changes to risk assessments in a timely manner.

Step 6: retaining and review risk assessments – risk assessments are retained for 3 years after the length of time they apply. Risk assessments are securely disposed of or permanently deleted.

Load the Risk assessment to the central SharePoint.

All risk assessments must be documented, including:

- The identified risks and their descriptions.
- The assessment of likelihood and severity.
- Mitigation strategies and control measures.
- Responsible parties and deadlines for mitigation actions.

Repeat the assessment at regular intervals. Particularly if there have been significant changes in your area.

Training and awareness
Inspired Online Schools will provide training to employees and stakeholders on the risk assessment process and the importance of risk management.

Compliance
Failure to comply with this Risk Assessment Policy may result in disciplinary action, up to and including termination of employment or contract.

Review and revision

This Risk Assessment Policy will be reviewed annually and updated as necessary to reflect changes in operations, regulations, and best practices.

Links to other policies

This policy is linked and can be used in conjunction with the following school policies:

- Health and Safety
- Educational Visits
- SEND
- Behaviour
- Student Wellbeing
- Safeguarding and Child Protection

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