

# Risk Assessment Policy 2026

## Summary

The International British Theatre School (IBTS) is committed to maintaining the highest standards of safety and wellbeing for all children, staff, and visitors.

Risk assessments are an essential part of our operations, ensuring that hazards are identified, evaluated, and controlled in a consistent and proactive manner.

---

## Policy Statement

IBTS will undertake and regularly review risk assessments in accordance with the **Health and Safety at Work Act 1974**, the **Management of Health and Safety at Work Regulations 1999**, and the **Statutory Framework for the Early Years Foundation Stage (EYFS 2024, sections 3.64–3.66)**.

Risk assessments help to:

- Prevent accidents and incidents.
- Promote a safe, secure, and inclusive environment.
- Comply with statutory health and safety duties.
- Support staff in making informed decisions about safety management.

The **Director** holds overall responsibility for ensuring this policy is implemented across all IBTS settings. The **Manager** is responsible for ensuring that risk assessments are carried out, monitored, and reviewed regularly.

---

## When Risk Assessments Will Be Conducted

Risk assessments must be carried out:

- Whenever there is a **change to equipment, premises, or environment**.

- Before introducing **new activities or performances**.
- When a **child's individual needs** require specific consideration.
- Before **outings, trips, or off-site visits**.
- Following any **accident, incident, or near miss**.

Not all risk assessments require formal written documentation; however, those relating to the premises, employment, activities, or the working environment must be recorded in writing for reference and inspection purposes.

---

## **Daily Safety Checks**

Before each session:

- Staff complete a **Daily Environment Safety Checklist** (see appendix).
- Visual inspections of indoor and outdoor spaces are conducted.
- Hazards are immediately removed or mitigated before children arrive.

During each session:

- Staff remain alert to potential hazards.
- Any new or emerging risks are reported to the Manager.
- Unsafe areas are cordoned off until made safe.

---

## **Responding to Hazards**

If a hazard is identified:

1. The area or equipment must be made safe immediately.

2. The Manager must be informed as soon as possible.
3. A risk assessment review will be completed, detailing:
  - Nature of the hazard
  - Level of risk
  - Actions taken
  - Preventative measures for recurrence
4. Any procedural or policy changes required will be implemented promptly and shared with all staff.

---

## Recording and Monitoring

- All **accidents, incidents, and dangerous occurrences** are recorded in the **Accident and Incident Log**.
- Patterns or recurring risks will be identified and addressed through staff meetings and training.
- Risk assessments will be reviewed **annually** or following any significant change.
- Completed assessments will be stored securely and made available for inspection by **Ofsted, HSE**, or other authorised bodies.

---

## Staff Responsibilities

All staff are required to:

- Participate in risk assessments as part of their daily duties.
- Report hazards, concerns, or unsafe conditions immediately.

- Follow control measures identified within risk assessments.
- Attend regular training and refreshers on health and safety awareness.

---

## **Training and Awareness**

- Staff induction includes risk assessment principles and procedures.
- Refresher training occurs annually or following any major update.
- The Manager and Director review the training matrix each year to ensure all staff remain competent in safety management.

---

## **Related Policies**

- **Health and Safety Policy 2026**
- **Fire Safety Policy 2026**
- **Manual Handling Policy 2026**
- **Outings and Trips Policy 2026**

---

**Reviewed:** 15 November 2025

**Next Review Due:** 15 November 2026

**Policy Owner:** Ben Whiteside, Director  
**International British Theatre School**