



Polska Szkoła im. Świątego Jana Pawła II w Leicester

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School Details

School Name:	Polska Szkoła im. św. Jana Pawła II w Leicester
Address:	Polish Community Centre, Wakerley Road, Leicester, LE5 4WH
Website:	www.polskaszkolaleicester.co.uk
Email:	polskaszkolaleicester@gmail.com
Headteacher:	Monika Grablewska
Deputy Headteacher:	Tomasz Pawelek
Manager:	Patrycja Zencuch
Type of School:	Polish Saturday Supplementary School (Charity)

Background and Purpose

This policy forms part of and should be read in conjunction with the Health and Safety Policy of Polish School of St. John Paul II in Leicester. It is designed to confirm how the school addresses the requirement to undertake Risk Assessments to prevent or control the hazards and risks presented to its staff, students, volunteers, and where appropriate, members of the public potentially affected by the school's activities.

The policy requires all teachers, volunteers, and members of the Governing Body / Leadership Team to:

1. ensure all existing and any new activities are subject to a valid risk assessment with suitable and sufficient preventive and protective measures planned and implemented;
2. avoid any activity which involves a risk to health and/or safety that has not been subject to a valid risk assessment;
3. implement appropriate preventive and protective risk control measures, including the provision of training and information necessary to reduce the risk to health and/or safety to the lowest reasonably practicable level;
4. review assessments as necessary to ensure they remain current and valid.



Definitions

Risk Assessment

A formal, systematic analysis of tasks or activities that identifies hazards and the level of risk presented, so that decisions can be made about what is reasonably practicable to reduce or prevent harm.

Hazard

Anything arising out of a school activity or environment that has the potential to cause harm to an individual's health and/or safety.

Risk

The likelihood that a hazard will be realised, considering the severity of the potential outcome. Risk levels are classified as follows:

Risk Level	Likelihood	Typical Outcome
LOW	Unlikely to occur under controlled conditions.	Injury relatively slight; minor cuts or bruising.
MEDIUM	More likely to occur; harm is foreseeable without controls.	Outcome could be more serious; e.g. sprain, significant injury.
HIGH	Likely to occur; harm expected without immediate action.	Serious injury or major harm is likely; immediate action required.

Policy Statement

Polish School of St. John Paul II in Leicester recognises and fully accepts the benefits of the principles and practices relating to risk assessment as a means of determining suitable and sufficient arrangements for the management of health and safety.

All existing activities undertaken by the school are subject to a risk assessment in accordance with the Risk Assessment Procedure set out in this document. Records of all assessments are retained to assist in the implementation of any specified risk control measures.

The objective of risk assessment at this School is to reduce the risks presented by any identified hazard to the lowest level that is reasonably practicable, whilst enabling children to access enriching, developmental activities in a safe environment.

The school carries out two types of risk assessment:

- **Generic risk assessments** - completed for hazards or activities common throughout the school (e.g. classroom use, arrival and departure of pupils, fire evacuation).
- **Specific risk assessments** - completed for tasks, events, equipment, locations or circumstances with specific or significant risks (e.g. Sports Day, educational visits, use of specialist equipment).



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Risk assessments may be conducted by the Headteacher, Deputy Headteacher, School Manager, teachers or other competent persons. Assessment will not be delegated to anyone who is not comfortable carrying out the task, or who does not have sufficient authority to ensure that their recommendations are implemented.

All risk assessments must be reviewed at least annually, or following any incident, near-miss, significant change in activity, or change in legislation or guidance.

Roles and Responsibilities

Role	Responsibility
Headteacher Monika Grablewska	• Overall responsibility for health and safety at the school. • Approve and sign off risk assessments. • Ensure this policy is implemented and reviewed annually. • Monitor overall compliance with health and safety policies and procedures. • Act as the senior point of contact in the event of a serious incident.
Deputy Headteacher Tomasz Pawełek	• Support the Headteacher in overseeing the implementation of health and safety procedures. • Monitor staff compliance with relevant risk assessments, policies and procedures. • Ensure teachers and volunteers follow agreed instructions and safety requirements. • Conduct or coordinate risk assessments for school activities, events and specific circumstances where appropriate. • Ensure risk assessments are reviewed following an incident, near miss or significant change in circumstances. • Report significant hazards or concerns to the Headteacher or School Manager. • Support teachers and volunteers in implementing appropriate control measures.
Manager Patrycja Zencuch	• Oversee the day-to-day implementation of health and safety procedures. • Maintain and organise risk assessment and health and safety records. • Maintain the Accident Book and coordinate accident and incident reporting, including RIDDOR where applicable. • Support the Headteacher and Deputy Headteacher in implementing school policies and procedures. • Ensure relevant health and safety documentation is kept up to date. • Support staff and volunteers with the practical implementation of risk assessments and control measures.
Teachers and Volunteers	• Follow all control measures set out in relevant risk assessments. • Report any new or unforeseen hazards, accidents or safety concerns promptly to the Headteacher, Deputy Headteacher or School Manager. • Do not undertake an activity requiring a risk assessment unless an appropriate assessment has been completed.



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Role	Responsibility
	• Attend relevant training as required. • Cooperate with the Manager in implementing risk control measures and maintaining a safe environment for pupils, staff and volunteers.

Risk Assessment Procedure

All risk assessments at Polish School of St. John Paul II in Leicester must follow this seven-step process:

Step 1	Identify the hazards - consider everything that has the potential to cause harm in connection with the activity, environment, or equipment.
Step 2	Decide who might be affected and how - consider pupils (by age and ability), staff, volunteers, parents/carers, and members of the public where relevant.
Step 3	Evaluate the level of risk and consider preventive measures - assess the likelihood and severity of harm and determine whether existing controls are adequate or whether further measures are needed.
Step 4	Consult with relevant persons - discuss with teaching staff, parents/carers, and where appropriate the children themselves, to identify practical and effective controls.
Step 5	Record the assessment in writing - using the school's standard risk assessment template, documenting hazards, risk level, control measures, and the person responsible.
Step 6	Implement the control measures - put the agreed measures into practice before the activity takes place.
Step 7	Review and revise - review the assessment after any incident, near-miss, change in activity, or at least annually.

Records

Risk assessment records, including revisions and associated documentation, will be maintained by the School Manager and made available to the Headteacher and Deputy Headteacher as required. Records will be held securely and made available for inspection by relevant authorities where required.

Monitoring

The operation of this policy and the effectiveness of risk assessment arrangements will be reviewed at least annually by the Headteacher, with support from the Deputy Headteacher and School Manager:



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- whether all activities have a current, valid risk assessment;
- whether control measures have been implemented and are effective;
- whether any incidents or near-misses have occurred that require a revision to existing assessments;
- any changes in legislation, statutory guidance, or best practice;
- any significant changes to activities, staffing, premises, or equipment.

Reporting Procedures

All staff and volunteers are aware of the need to report major new hazards as soon as they are identified. Reports should be made to the Headteacher, Deputy Headteacher or School Manager immediately.

Whenever a significant new hazard is identified, it will be:

- highlighted on the corresponding risk assessment form;
- communicated to all relevant staff and volunteers;
- displayed on the staff notice board where appropriate.

Accidents, incidents, and near-misses involving pupils, staff, or visitors must be recorded in the School's Accident Book. Serious incidents must be reported to the relevant authorities in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) where applicable. The Manager is responsible for coordinating this reporting.

Legislative Framework and Guidance

This policy has been developed with reference to the following legislation, statutory guidance and professional guidance:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Children Act 1989 and 2004
- DfE: Health and Safety - Responsibilities and Duties for Schools (GOV.UK, updated April 2022)
- HSE / Play Safety Forum: Children's Play and Leisure - Promoting a Balanced Approach (2012)
- Playwork Foundation: Managing Risk in Play Provision – Implementation Guide (David Ball, Tim Gill and Bernard Spiegel)
- Association for Physical Education (afPE): Safe Practice in Physical Education, School Sport and Physical Activity (PESSPA)



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Approval and Review

Policy Prepared By:	Patrycja Zencuch (School Manager/ DDSL)
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