



## Risk Assessment Policy

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## 1. SCOPE

This guidance is applicable to all those with responsibility for developing / implementing risk management strategy and undertaking risk assessments for activities which are under their control. This includes the Commentary on Regulatory Requirements September 2018 and in line with the Health and Safety at Work Act 1974.

## 2. OBJECTIVES

The objectives of this policy are:

- to ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare;
- to meet the ISSR requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools;
- to ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be a significant risk including school trips;
- that identified control measures are implemented to control risk so far as reasonably practicable;
- that those affected by school activities have received suitable information on what to do and suitable training to suitably control the risk
- that the risk management strategy and risk assessments are recorded and reviewed where appropriate; and
- to identify those in the school responsible for conducting risk assessment and monitoring its implementation.
- To ensure those who are responsible for conducting risk assessments and monitoring its implementation are competent and qualified to perform the task

## 3. GUIDANCE

3.1 TKAT are responsible for the overarching risk management policy of the school. The overall strategy will be formally reviewed on an annual basis and that where practicable the responsibilities of senior managers may be delegated.

Key areas of risk for the school include the following:

- pupil supervision (including safeguarding and welfare requirements).
- school trips
- management of visitors on school premises including visiting speakers
- fire and emergencies or traffic and pedestrian interaction on site
- management of hazardous substances (Control of Substances Hazardous To Health, 2002)
- use of hazardous equipment e.g. in Science, Art and premises. ( Hot Works, Confined Spaces, Working At height)
- the suitability of staff to undertake designated roles and checks to ensure that they are competent and qualified for the task

Further, consideration must be given to risk areas which are not directly related to health and safety, including but not limited to:

- Financial
- Recruitment procedures including governing body oversight
- Reputational
- Radicalization, including the prevention of fundamentalism and extremism
- Pupil self-harming
- Security.

3.2 The ISSRs identifies that *"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 appropriate action is taken to reduce risks that are identified"*.

The detail required (non-exhaustive) should include:

- When to complete risk assessments
- Who is responsible for drafting and checking
- Records to be kept (GDPR, The Data Protection Act 2018)
- Training requirements for staff

#### 4. RISK MANAGEMENT STRATEGY

The risk management strategy will include the assignment of roles to competent persons (either internal or external) and associated training will be provided. The School will be responsible for the implementation of the Risk Assessment Policy.

This guidance is applicable to general risk assessment. Where specialist skills are required eg asbestos, fire, water quality and hazardous substances, there is separate policy guidance in place. Teaching area risk assessment checklists are also in place for guidance.

Staff will receive guidance on risk assessment as part of their CPD training (EduCare). Risk assessment training will be provided on specific areas where identified by SLT members.

A template risk assessment form is included at Appendix 1 to this guidance. The school adopts the CLEAPSS Advisory Service model risk assessments for lessons in Science. Standardized risk assessment attached with Appendix 3.

Risk assessments will take into account:

- Hazard - something with the potential to cause harm
- Risk - an evaluation of the likelihood of the hazard causing harm
- Risk rating - assessment of the severity of the outcome of an event
- Control measures - physical measures and procedures put in place to mitigate the risk.

The risk assessment process will consist of the following 6 steps:

- (a) what could go wrong?
- (b) who might be harmed?
- (c) how likely is it to go wrong?
- (d) how serious would it be if it did?
- (e) what are you going to do to stop it?
- (f) how are you going to check that your plans are working?

The School will be responsible for the maintenance of risk assessment records.

As a general rule, risk assessments will be reviewed:

- (a) when there are changes to the activity
- (b) after a near miss or accident
- (c) when there are changes to the type of people involved in the activity
- (d) when there are changes in good practice
- (e) when there are legislative changes
- (f) annually if for no other reason

A (non- exhaustive) list of areas which will require risk assessment is included at Appendix 2.

## 5. MONITORING AND REVIEW

The Trustees of The Khalsa Academies Trust have the responsibility to ensure that the Head teacher and Senior Leaders implement this policy consistently.

However, all staff are responsible for keeping themselves informed of the policies and procedures.

This policy will be reviewed annually.

## APPENDIX 1 - RISK ASSESSMENT TEMPLATE

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What are the risks?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Level of Risk (1-4)	Action by whom?	Action by when?	Done	Arrangements for monitoring by senior staff

You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

Key

1 – low risk, 2 – moderate risk, 3 – high risk, 4 – very high risk

## APPENDIX 2 - AREAS REQUIRING RISK ASSESSMENT (NON-EXHAUSTIVE)

### *Educational*

- science experiments
- sport and PE activity
- Duke of Edinburgh award
- art
- music
- drama & dance
- general classroom
- school trips
- after-school activities

### *Support*

- catering and cleaning
- caretaking and security
- maintenance
- grounds / traffic management
- office (The Health and Safety (Display Screen Equipment) Regulations 2002) HSE DSE [Assessment](#)
- site visitors
- fire & emergencies
- Contractors

### Pupil Safeguarding and Welfare

#### *Staff Recruitment*


The overall strategy will be formally reviewed on an annual basis.

**Availability:** This policy is available on the school website and to parents on request from the School Office. It is also available on the school intranet.

## APPENDIX 3 – Standardized Risk Assessment Form






<b>Control Measures</b>	<b>Do they adequately control the risk?</b>		<b>Changes /Additions needed to control</b>	<b>Implemented Y/N &amp; Date</b>
1.				
2.				
3.				
4.				
5.				

<b>List here any Personal Protective Equipment that should be worn</b>	
<b>Goggles</b> <b>Boots</b> <b>Gloves</b>	
<b>Other Hazards Identified</b>	<b>Where you have identified other hazards record the additional control measures you are going to put in place to mitigate these below:</b>

**Where you have identified other hazards record the additional control measures you are going to put in place to mitigate these below:**

- Whole Academy Slips, Trips & Falls Risk Assessment
- Personal Protective Equipment, Manual Handling, Working at Height, Working Alone,
- Risk Advice Note PAT Testing
- Premises & Facilities Manual

The above risk assessments will form part of a suite of risk assessments relating to the activity which involves the electrical appliances. Additional task specific risk assessments may also include (but not limited to) –

- Noise Risk Assessment, (if applicable)
- Hand Arm Vibration Risk Assessment, (if applicable)
- Manual Handling Risk Assessment, (if applicable)
- Asbestos Risk Assessment, (if applicable)
- Working at Height Risk Assessment, (if applicable)
- Lone Working Risk Assessment (if applicable)
- 

**Note:** Health and safety in our Academy is the responsibility of everyone and is about taking a sensible and proportionate approach to ensure that the learning environment provides a healthy and safe place for all who use it, including staff, volunteers, visitors and students

**Assessor Details**

Name;	Position:
Signature;	Date of Assessment

<b>Manager</b>	
Name	Signature

APPENDIX 3 – EVENT PLANNER

## **Event Planning**

As part the Health and safety at work act 1974 It is the responsibility of the event planner to ensure this has been completed to the best of their knowledge and as far as reasonably practicable.

The Academy management team and employees have an important role in the management of health and safety. When planning academy events this involves checking that; arrangements, systems are in place and working as they should, in line with relevant health and safety legislation, for example (list is not exhausted);

- physical controls are in place and working.
- risk assessments have been conducted.
- staff have undertaken training
- Relevant consents have been approved, internally and externally.
- procedures are in place and regularly reviewed.

This event planner includes information to help you plan and manage your event.

### **Information for planner**

This information will allow for a safe system of work during an event. This has been created from HSE sources to ensure all relevant information has been included.

It is important that all information below has been filled out and relevant requested documents have been attached when submitting this document to the Estates, Compliances and Health and safety officer. Failure to include all information may delay the approval of the event or cancellation. All Plans should be submitted 30 days prior to the event starting. Please allow 5 working days prior to a decision once plan has been received. If you require any advice/support in completing this document please contact: Joe Millington, E-mail [J.Millington@TKAT.org.uk](mailto:J.Millington@TKAT.org.uk)

<b>Scope of Event</b>	
Academy Name:	
Academy Contact Name:	
Academy Contact Telephone:	
Academy Contact Email:	
Academy Address:	
Event Name:	
How Many Planned Participants:	
Scale of Event (Small, Medium, Large)	
Please attach map to show activities e.g. entrances and exit, alternative fire evac route if necessary, First aid stations, Access and egress for emergency services etc.)	

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<b>Event Description/Specification</b>
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Planned Start Date:	
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Planned Completion Date:	
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Special Requirements:
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Cultural influence to be considered:
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<b>Risk Assessment</b> (e.g. asbestos, working at height, time restraints):
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Risk	Rating (H/M/L)	Escalate? (Y/N)

(Please Continue on spare sheet or attach risk assessments)

<b>Contractors</b> (This includes all outside organizations entering academy grounds):				
<b>Contractor Name, Address &amp; website URL</b>	<b>Risk Assessments Attached</b>	<b>Method Statement Attached</b>	<b>Public Liability Attached</b>	<b>Relevant Qualifications and experience demonstrated and evidence provided</b>

(Please Continue on spare sheet or attach risk assessments)

<b>Key Contacts &amp; Designated Roles</b>	
Designated Safeguarding lead for the event:	
Do staff have valid and enhanced DBS ?	
Does the schools current public liability insurance cover this event ? if no please provide a copy of temporary insurance certificate.	
Designated Fire Marshall Lead for the event:	
How Many Fire Marshalls will be present for the event: (Please List)	
Designated Lead First Aider:	
How Many First Aiders will be present for the event: (Please List) HSE Requirement 1 to 50	
Is the fire evacuation plan needing to be altered for this event: If Yes please attach drawing showing alterations and why	
Will this event require any permits to work: <b>(e.g. Hot Work, Working at Height, Confined Space)</b>	
Does the event require Planning permission from local council?	
Is food being served? If yes by which contractor or staff and provide relevant qualifications and food management sheet to be attached with nutritional information and allergen. Please also	

provide method statements	
Is electrical equipment being plugged into school power supplies? Please provide PAT Test certificate of item. Will trail wires be overhead or covered with protectors	
DDA (Disability Discrimination Act) and accessibility plan been created? Please indicate on drawing how this will be done	
Will a security company be required for this event?	
If temporary structures are to be created like Marques and stages have CDM 2015 (Design and Management Regulations)	

#### Interim Inspections

- This inspection should be conducted each day or for one day events this should be conducted over periodic time of inspections.

Interim Inspection 1				
<b>Description of Inspection</b>				
Issues/Deficiencies Identified			Action and Timescale	
Inspected By:				
	Position	Name	Signature	Date
Academy (Principal/SLT)				
Event Planner				

#### Interim Inspection 2

**Description of Inspection**

**Issues/Deficiencies Identified**

**Action and Timescale**


**Inspected By:**

	<b>Position</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Academy (Principal/ SLT)				
Event Planner				



Completion Inspection				
<b>Description of Inspection</b>				
<b>Date of Inspection:</b>				
<b>Project Completed on Time:</b>		YES/NO		
<b>Certification/Manuals Received:</b>		YES/NO		
<b>Interim Issues Resolved:</b>		YES/NO		
If no, please provide details below				
<b>Issue/Deficiency</b>			<b>Action and Timescale</b>	
<b>Authorised By:</b>				
	<b>Position</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
	Site Manager or Facilitator			
Pre-Sign Off (Pre-30 Days)	Compliance, Estates and Health and Safety			
	Event Planner			
	Contractor			
	Principal/ SLT			

## THIRD-PARTY USE OF CATERING FACILITIES

<b>Name and Unit Number of the Catering Facilities (the "Venue"):</b>
<b>Name and Address of the Third Party ("you" or the "third party"):</b>
[insert legal entity, company number and registered address]

Please see below the terms and conditions which you are required by The Khalsa Academy Trust (**TKAT**) to comply with in order to provide catering services at the Venue for the event you have been contracted by your customer to provide.

### Section A

#### PERMITTED AND NON-PERMITTED AREAS/EQUIPMENT

The catering facilities located at the Venue will be used by non-TKAT employees on the following occasions:

Date	Proposed Start Time	Proposed Finish Time

The following areas / equipment within the catering facilities will be accessible to the third party:

Area/Equipment	Time Access Required	
	From	To
1		
2		
3		
4		
5		
6		
7		
8		

The following areas / equipment ARE NOT ACCESSIBLE / PERMISSIBLE for use by the third party at any time:

Area / Equipment Not Accessible / Not Permissible For Use
1
2

3	
4	
5	
6	
7	
8	

## THIRD-PARTY USE OF CATERING FACILITIES

### Section B

#### HYGIENE AND SAFETY INFORMATION

#### **Smoking Policy:**

Smoking in a kitchen, food preparation room or food store is illegal and is not permitted

The Designated Smoking Area Is Located:

#### **Cleaning of the premises after use:**

All areas of the premises must be cleaned and left tidy after use. Exceptions are:

#### **COVID-19 Controls in place:**

Copy of up to date COVID-19 Risk Assessment received and reviewed:

Date of Risk Assessment:

Assessment Completed/ Reviewed by:

#### **Removal of Refuse:**

The rubbish accumulated during the use of the facilities must be cleared after use.

The refuse skip / container is located at the following location:

Broken glass must be placed in a strong cardboard box and clearly labelled "**Broken Glass – Handle With Care**". The box must be left next to the skip / container.

#### **Damage to Equipment:**

Any equipment damaged by the third party will be repaired at their expense.

The following equipment that will be used by the third party has the defects as listed:

<b>Equipment:</b>	<b>Defects:</b>

#### **First-Aid Facilities:**

The First-Aid Box is situated at:

A trained first-aider can be contacted by:

The nearest Accident and Emergency Unit is situated at:

To contact the emergency services from this location, you need to dial:

#### **Fire Evacuation Procedures:**

The Fire Alarm Sounds Like:

LEGALLY PRIVILEGED

The evacuation routes from the facilities are:	
To contact the emergency services from this location, you need to dial:	
The Fire Assembly Point is:	
Fire Extinguishers / Fire Blankets are located:	
Emergency Gas and Electric shut offs are positioned:	
In the event of a fire and subsequent evacuation, if it is safe to do so, windows and doors should be closed and gas/electricity supplies shut off.	

## THIRD-PARTY USE OF CATERING FACILITIES

### Section C

#### INSURANCE

#### **Insurance Requirements:**

Access to the Venue is conditional on receipt by us of confirmation that you hold and maintain public liability and products liability insurance with a limit of £10,000,000 any one occurrence and in the annual aggregate in respect of products liability).

Please enclose a copy of your public liability insurance policy or a broker's letter confirming cover when returning this form. Failure to provide confirmation of cover will result in you being denied access to the Venue.

## THIRD-PARTY USE OF CATERING FACILITIES

### Declaration by Authorised Representative for and on behalf of the Third Party

I **[insert name]** (authorised representative acting for and on behalf of the third party) confirm, accept and understand that the information and conditions listed in Sections "A", "B" and "C" of this document and will take responsibility for ensuring that the information is communicated to the relevant people and the conditions are complied with.

On behalf of the third party, I further confirm and accept the following:

- the third party shall indemnify and hold harmless TKAT and the owner of the Venue against all and any liabilities, costs, claims, expenses, demands, losses or proceedings TKAT and or the owner of the Venue may suffer or incur arising out of the third party's access and use of the catering facilities and the provision of catering services at the Venue, including, without limitation, any breaches of legislation or statutory regulations affecting the provision of the catering services provided by the third party and any loss or damage to property (including but not limited to the Venue, the catering facilities and any plant, equipment, fixtures fittings or other property belonging to the Venue owner, TKAT or any visitor to the Venue).
- the third party has been appointed by its customer and consequently TKAT shall have no liability to the third party in respect of any breach by the customer of the terms of such appointment or in respect of any act or omission of the customer (including, without limitation, the cancellation or postponement of the customer's event for any reason).
- Any equipment, furniture, stock or other property of any sort brought into the Venue by the third party remains under the care and control of the third party and is brought into the Venue entirely at the third party's own risk.

Signed for and on behalf of **[insert third party legal entity]**

By (authorised signatory).....

Name:.....

Position:.....

Date:.....