



## **RISK ASSESSMENT POLICY**

**April 2024**

**YVONNE SKILLERN**

**Review Date: April 2026**

### **Contents**

Introduction

Government Guidance

Health and Safety Executive (HSE) Guidance

- Definitions
- Sensible Risk Assessment

Aim

Statement of Intent

Responsibilities

- Local Governing Body
- Health and Safety Committee
- Headteacher
- The Health and Safety Manager (HSM)
- Staff with Whole School/Departmental/Area Responsibilities
- The Staff (including voice care)

Training

Risk Management Procedures

- Types of Risk
- Procedure for Making an Assessment
- Carrying out the Controls
- Risk Levels
- Seriousness of Injury
- Likelihood

Written Records of Risk Assessments

Monitoring and Review

Appendix A: Risk Assessment Template

## **Introduction**

Employers are required to conduct suitable and sufficient risk assessments. An employer with five or more employees must record significant findings of their risk assessments. Each risk needs to be managed and controlled as far as is reasonably practicable.

## **Government Guidance**

Highfield Academies take account of the Department for Education's (DFE) guidance [Health and Safety: Advice on Legal Duties and Powers](#).

The employees of Highfield Academies take a 'common sense' and 'proportionate' approach to risk assessment and risk management.

The guidance stresses that risk assessment should be accompanied by a 'benefit assessment', which weighs protection from harm against the provision of stimulating experiences.

## **Health and Safety Executive (HSE) Guidance**

### Definitions

The HSE definitions are:

A hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc.; and

The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

### Sensible Risk Assessment

The HSE advises that risk management is about taking practical steps to protect people from real harm and suffering, not bureaucratic back covering.

Taking a sensible approach to risk management is about:

- Ensuring that workers and the public are properly protected.
- Enabling innovation and learning, not stifling them.
- Ensuring that those who create risks manage them responsibly and understand that failure to manage significant risks responsibly is likely to lead to robust action.
- Providing overall benefit to society by balancing benefits and risks, with a focus on reducing significant risks; both those which arise more often and those with serious consequences.
- Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility.

Highfield Academies take note of the HSE advice in its risk management policies and practices.

## **Aims**

The aims of this document are to:

Explain Highfield Academies' requirements for risk assessment and management; and  
Set out the various responsibilities.

## **Statement of Intent**

Highfield Academies:

- Take all reasonable steps to provide safe and healthy conditions for pupils, employees and others who may be affected by its activities.
- Assess risks to the health and safety of staff, pupils and others affected by the actions.
- Take sensible and proportionate steps to ensure compliance with all relevant health and safety legislation.

## **Responsibilities**

This risk management document is largely dependent upon the total co-operation of every person who works in Highfield Academies. All employees of Highfield Academies co-operate in ensuring the health and safety of all staff, students and visitors and for carrying out suitable and sufficient assessments in accordance with this policy.

### The Active Learning Trust and the Local Governing Body

The Active Learning Trust is responsible for:

- Ensuring that Highfield Academies has in place a Health and Safety Policy and risk management procedures that are fit for purpose and reviewed annually.
- Ensuring that the Exec Head takes into account the views and recommendations of the staff.
- Ensuring a Governor is appointed to liaise with Highfield Academies on health and safety policies and procedures and the school's risk management.

### Health and Safety Committee (if in place)

Within its total responsibilities, the school Health and Safety Committee will:

- Take into account Highfield Academies' statement of intent and policies.
- Make and review regularly specific health, safety, welfare and security arrangements for implementing this policy including delegating to others where appropriate.
- Consider accident, incident and ill health records and statistics.
- Consider reports of any internal and external inspections.
- Consider the school's management of risks.
- Make recommendations on risk management.
- Make recommendations on risk management training.
- Ensure clear procedures for staff to report issues and concerns to senior leaders

### Headteacher

The Headteacher (or, when absent, their deputy) will be responsible for the overall implementation of Highfield Academies Health and Safety Policy.

As far as risk management is concerned the Head of Highfield Academies is the person responsible and therefore ensures:

- Safe working conditions for all persons in the school (staff, students, visitors etc.);
- Safe working practices and procedures throughout the school, including those relating to the provision and use of machinery and other apparatus;
- That staff are consulted appropriately on issues that affect them;
- In consultation with the Health and Safety Manager (HSM) which risk assessments should be considered exceptional and be written, taking into account *Health and Safety: Advice on Legal Duties and Powers* (see also the 'Written Records of Risk Assessments' section further down in this policy);
- That the health and safety training needs of all staff and students are identified and appropriate training provided;
- That staff, students and others promote health and safety and have a voice in suggesting ways of reducing risks;
- That sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out;
- Delegation to the HSM appropriate tasks for the day-to-day implementation of the policy;
- Delegate appropriate tasks to relevant staff.
- That relevant users are effectively using the school's health and safety management system.

### Health and Safety Manager (HSM)

PLEASE NOTE: THE RESPONSIBILITIES OF THE HSM MAY BE DISCHARGED BY A TEAM RATHER THAN A SINGLE INDIVIDUAL.

The HSM is a suitably qualified and 'competent person' (as defined below) and in connection with risk management is responsible to the Head and therefore:

- Manages, co-ordinates and monitors health and safety matters.
- Ensures that Highfield Academies' Health and Safety Policy and systems are implemented.
- Report regularly to the Head on health and safety issues.
- Participates in the work of the Health and Safety Committee (if in place).
- Liaises as appropriate with the member of the Local Governing Body with health and safety responsibility.
- Maintains a suitable system for reporting accidents, near misses and concerns about staff or student welfare.
- Ensures that suitable and sufficient risk assessments are carried out and appropriate controls are implemented.
- Advises the Head on which risk assessments should be written having taken into account *Health and Safety: Advice on Legal Duties and Powers* (see the 'Written Records of Risk Assessments' section further down in this example policy).
- Ensures that all contractors carry out suitable and sufficient risk assessments and have a risk management system in place before carrying out work in the school.
- Engages external health and safety experts as appropriate, receive their reports and take any necessary action.
- Meets with staff health and safety representatives.
- Ensures that teaching, administrative, catering and all ancillary staff are aware of aspects of the Health and Safety Policy that affect them.
- Ensures that contractors and persons hiring any part of the premises are aware of the school policy.
- Ensures that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out recorded and monitored, that the required notices are in place and that appropriate training is given to relevant staff in accordance with the school's Fire Safety Policy.
- Puts in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers understand and implement the Health and Safety Policy as appropriate.
- Oversees the efficient use of the school's health and safety management system to prompt and record the proper discharge of all necessary relevant risk management tasks.

A competent person is someone with the necessary skills, knowledge and experience to manage health and safety or else provide advice. The school has a duty under the *Management of Health and Safety at Work Regulations 1999* to ensure access to competent advice. The Active Learning Trust has appointed Handsam to act in the capacity of competent organisation for advice for schools on health and safety matters.

#### Staff with Whole School/Departmental/Area Responsibilities

Heads of departments/areas will be appropriately trained and are responsible to the Head through the HSM for the implementation and operation of the Health and Safety Policy and risk management as they affect their areas of responsibility. In order to discharge this responsibility heads of departments/areas do:

- Familiarise themselves with Highfield Academies' Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility.
- Participate as required in the work of Highfield Academies' Health and Safety Committee (if in place).
- Use the school's health and safety management system to record completion of the relevant tasks.

- Ensure that risk assessments are carried out on any specific risk identified in the department/area and ensure that effective measures are taken to control those risks.
- Provide appropriate health and safety information to relevant persons.
- Report any health and safety concerns to the HSM.

### The Staff

All members of staff at Highfield Academies must:

- Take all reasonable steps to safeguard the health and safety of themselves, all other staff, students in their care and any other persons who may be affected by their actions.
- *Highfield Academies have the approach that staff do not raise their voices, including as a means of behaviour management, unless in exceptional circumstances (E.g. a pupil running into a road). This also serves as a risk management so that staff voices are safeguarded as much as possible.*
- Understand and use the school reporting systems.
- Take reasonable precautions in safeguarding themselves and others.
- Know and understand the school's and any departmental health and safety policies.
- Participate in assessing risks and the management of identified risks as appropriate.
- Alert the HSM or heads of areas/departments as appropriate to any potential hazard noticed.
- Report any unsafe working practices to the HSM.
- Report any concerns they may have about the health, safety and welfare of any student in their charge in line with the school's 'safeguarding students' procedures.
- Ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed and have either received sufficient training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine.
- Ensure that they are familiar with fire drills, fire alarm systems, means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work.
- Use the school's health and safety management system where relevant.
- Participate in any relevant training.

### **Training**

All staff required by Highfield Academies to produce risk assessments will undergo training provided by Highfield Academies. Training will be managed by the person responsible for CPD and records will be kept. Refresher training will be given at least every two years.

### **Risk Management Procedures**

#### Types of Risk

Strategic risks or those affecting the whole school will be assessed by the HSM.

Specific risks relating to specific activities will be assessed by the person in charge of the activity.

Dynamic or continuing risks will be assessed and managed by the relevant person who is in charge at the time that the risk manifests itself.

#### Procedure for Making an Assessment

Highfield Academies follows the below procedure, which is adapted from the procedure recommended by the HSE:

- Identify the hazards (HSE step 1).

- Determine whether there are any benefits that should be balanced against the risk;
- Decide who might be harmed and how (HSE step 2).
- Evaluate the risks and decide on precautions (HSE step 3).
- Record your significant findings (HSE step 4).
- Determine what is required for a permanent control and who will be responsible.
- Inform the HSM/head of department/area (as appropriate).
- Review your assessment and update if necessary (HSE step 5).

Following the assessment, the risk will be designated 'HIGH', 'MEDIUM', or 'LOW'.

Appropriate controls will be determined, along with an identified person responsible for the control and a time by which the control must be completed and the risk made safe as far as is reasonably practicable.

### Carrying out the Controls

In all cases in Highfield Academies, risks WILL be controlled either temporarily or permanently as soon as they have been identified.

HIGH Risk: The Head/HSM will determine the time scale and who should manage the control. High risks should be managed immediately.

MEDIUM Risk: The HSM or assistant head of school/department lead/area (as appropriate) will determine the time scale and who should manage the control.

LOW Risk: The Head, HSM or head of department/area or person in charge of the activity (as appropriate) will determine the time scale and who should manage the control.

### Risk Levels

In determining the level of seriousness of the risk, two factors have to be assessed:

How serious an injury could be: 1 TO 5 (5 = High)

The likelihood of it occurring: 1 TO 5 (5 = High)

Multiply the two to give a scale as follows:

1 – 8 = Low

9 – 17 = Medium

18 – 25 = High risk

Staff at Highfield Academies may use their personal knowledge and experience to determine levels of risk, as follows:

HIGH Risk: Could be a very serious injury with a high probability of it occurring.

MEDIUM Risk: Could cause a serious injury, but unlikely to occur, or, less serious injury but likely to occur.

LOW Risk: A slight injury but unlikely to occur.

Alternatively, staff may use the following guidance on the seriousness of a risk and likelihood of it occurring.

### Seriousness of Injury

- 5: Very high potential for death.
- 4: High potential for a reportable injury.
- 3: Moderate, causing injury or disease capable of keeping a person off work for three days or more (over three day injuries require recording, over seven day injuries require reporting to the HSE).
- 2: Slight, causing minor injuries e.g. able to work after first aid.
- 1: No risk.

### Likelihood

- 5: Very likely, almost certain.
- 4: Likely to occur, i.e. easily precipitated by slight carelessness.
- 3: Quite possible, only likely to occur if caused by outside event, e.g. a slip or a light not being on.
- 2: Low or minimal likelihood.
- 1: Not likely at all.

### **Written Records of Risk Assessments**

There is no legal requirement for any particular layout of a risk assessment. There are many different versions but all have the same underlying principles.

### **Monitoring and Review**

The Head will monitor the implementation of these procedures and arrangements and assess the implementation and effectiveness. The procedures and arrangements will be promoted and implemented throughout the school.

## Appendix A: RISK ASSESSMENT

## TEMPLATE EXAMPLE

Making risk assessments in the workplace is covered by the *Management of Health and Safety Regulations 1999*. There is no law about how risk assessments should be done or recorded, although the HSE has issued [guidance](#) on these.

Although some risks cannot be prevented, you should always look to eliminate a risk where it is possible. Controlling risks that cannot be prevented should be focused on doing what is “reasonably practicable”, with the aim to protect anyone likely to come into contact with the risk. No risk is averted by the amount of writing in a risk assessment. Be brief and to the point. For guidance on using the risk assessment, see table and explanations below.

ACTIVITIES: (What will you be doing and with whom?)				TO BE COMPLETED				
DATE OF RISK ASSESSMENT:				Date completed:	TO BE COMPLETED	Date to be reviewed: (Max timeframe 1 year)	TO BE COMPLETED	
STAFFING: (Staff deployment, responsibilities, expertise, etc.)				TO BE COMPLETED				
Aspects to Consider (List only actual hazards/issues related to planned activities)	Who is Affected/What Might Happen? (Staff, students, visitors etc.)	Inherent Likelihood & Severity (See table at end of doc)	Inherent Risk Score (Likelihood X Severity)	Control Measures (How you will reduce the risks and whether they are already in place or not e.g. guards on machines already in place or need to wear PPE eye wear/gloves)	Are Control Measures in Place? If Not Who Will Implement? (Staff member names or job roles)	Remaining Likelihood & Severity (See table below)	Residual Risk Score (Likelihood X Severity)	When Done & By Whom?
Hazard 1:		?? : ??				?? : ??		
Hazard 2:		?? : ??				?? : ??		
Hazard 3:		?? : ??				?? : ??		



Hazard 4:		?? : ?				?? : ??		
Hazard 5:		?? : ??				?? : ??		
Hazard 6:		?? : ??				?? : ??		
Hazard 7:		?? : ??				?? : ??		
Hazard 8:		?? : ??				?? : ??		
Hazard 9:		?? : ??				?? : ??		
Hazard 10:		?? : ??				?? : ??		
Responsible person name:				Signature:	Date:		Date:	
SMT/SLT name:				Signature:	Date:		Date:	

Please rate the Risk Severity and the Risk Likelihood using the below table both before and after the Control Measures.

Risk Likelihood						
Total Risk calculation table		1: Near impossible	2: Unlikely	3: Notable chance	4: Likely	5: Almost certain
Risk Severity	1: Insignificant	1	2	3	4	5
	2: Minor injuries	2	4	6	8	10
	3: Notable injuries	3	6	9	12	15
	4: Major injuries	4	8	12	16	20
	5: Fatal	5	10	15	20	25

**Likelihood and severity** form a ratio created by taking the number affixed to the relevant level of each in the white box – for example a “near impossible” risk likelihood and “minor injuries” risk severity would form a ratio of 1:2. These figures are then multiplied to form the inherent risk score, in this case 2. Repeat this process to ascertain your **remaining likelihood and severity** after control measures and then multiply the ratio to find your residual risk score.

Risk Rating Calculation

Total Risk = Remaining Risk Severity X Remaining Risk Likelihood

A Total Risk score of 1-9 should mean you are safe to undertake the activity as long as the required control measures are in place throughout.

A Total Risk score of 9-12 should mean you reconsider control measures, method or even necessity of activity before undertaking it.

A Total Risk score of 13-25 should mean you do not undertake the activity at all until you have completely reconsidered how to deliver it safely.

Please Also Note

All risk assessments should be approved and signed by SMT/SLT/line management as appropriate.

All accidents and incidents must be recorded in line with the school/academy’s policy.

Also report near misses – not just accidents or incidents.

END OF DOCUMENT