

Risk Assessment Policy

Blackpool Skills Academy C.I.C.

1. Introduction

Blackpool Skills Academy C.I.C. is committed to providing a safe and secure environment for all students, staff, visitors, and contractors. Risk assessment is a fundamental process in identifying, evaluating, and managing risks that may affect the health, safety, and wellbeing of the school community.

This policy outlines the procedures for conducting and reviewing risk assessments to ensure compliance with health and safety regulations and best practices.

2. Aims of the Risk Assessment Policy

- To identify potential hazards and assess the level of risk.
 - To implement measures to reduce or eliminate risks.
 - To ensure all staff understand their responsibilities in managing risks.
 - To provide a safe environment for all stakeholders.
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3. Legal Framework

This policy aligns with the following legislation and guidance:

- Health and Safety at Work Act 1974
 - The Management of Health and Safety at Work Regulations 1999
 - The Education (Independent School Standards) Regulations 2014
 - Health and Safety Executive (HSE) guidance
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4. Scope of the Policy

This policy applies to all activities and areas of the Academy, including:

- Classrooms, workshops, and vocational training areas (e.g., Hairdressing, Beauty Therapy, Construction).
- Outdoor spaces and physical education facilities.
- School trips, events, and external visits.
- Catering and cooking facilities.

- Maintenance and contractor work on school premises.
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5. Roles and Responsibilities

1. The Governing Body

- Ensures the school meets its statutory obligations for health and safety.
- Monitors the implementation and effectiveness of this policy.

2. The Headteacher

- Oversees the risk assessment process and ensures all necessary assessments are completed.
- Allocates resources to address identified risks.

3. Health and Safety Officer (or Appointed Staff Member)

- Coordinates risk assessments and maintains records.
- Provides guidance and training to staff on risk management.

4. All Staff

- Are responsible for identifying and reporting potential hazards.
- Participate in risk assessments and implement control measures.

5. Students and Visitors

- Are expected to follow safety instructions and report any concerns to a member of staff.
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6. Risk Assessment Process

1. Step 1: Identify Hazards

- Inspect the environment, activities, and equipment to identify potential hazards.
- Consider physical, biological, chemical, and environmental risks.

2. Step 2: Assess Risks

- Evaluate the likelihood and severity of harm occurring.
- Use a risk matrix to classify risks as low, medium, or high.

3. Step 3: Control Measures

- Implement strategies to eliminate or minimise risks, such as:
 - Providing protective equipment.
 - Modifying procedures or activities.
 - Training staff and students.

4. **Step 4: Record Findings**

- Document the risk assessment, including identified hazards, risk levels, and control measures.

5. **Step 5: Review and Update**

- Regularly review risk assessments, especially after significant changes to activities, equipment, or the environment.
 - Update records to reflect new hazards or changes in control measures.
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7. **Specific Risk Assessment Areas**

1. **Vocational Training (Hairdressing, Beauty Therapy, and Construction)**

- Ensure tools, equipment, and chemicals are used safely.
- Provide appropriate personal protective equipment (PPE).
- Train students in safe practices and emergency procedures.

2. **Cooking and Catering**

- Assess risks related to sharp tools, hot surfaces, and food hygiene.
- Implement control measures such as supervision and training.

3. **Physical Education and Outdoor Activities**

- Assess risks associated with sports equipment, weather conditions, and physical exertion.
- Ensure first aid equipment is readily available.

4. **School Trips and Visits**

- Conduct pre-visit risk assessments for transportation, venues, and activities.
- Ensure adequate staff-to-student ratios and emergency procedures are in place.

5. **General Premises and Maintenance**

- Assess risks related to building safety, fire hazards, and maintenance work.
 - Conduct regular inspections and ensure compliance with fire safety regulations.
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8. **Recording and Reporting**

1. **Risk Assessment Records**

- Risk assessments must be documented and stored securely.
- Records should include details of hazards, risk levels, control measures, and review dates.

2. Incident Reporting

- All accidents, near misses, and incidents must be reported and investigated.
 - Findings should inform updates to risk assessments.
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9. Training and Awareness

- Staff receive regular training on risk assessment procedures and health and safety practices.
 - Students are educated about safety rules and responsibilities during induction and specific activities.
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10. Monitoring and Review

- The Headteacher and Health and Safety Officer regularly review the effectiveness of risk assessments and the implementation of control measures.
 - The policy is reviewed annually or after significant incidents or changes to ensure it remains up to date.
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11. Policy Compliance

Failure to comply with this policy may result in disciplinary action for staff or exclusion from activities for students and visitors.

12. Contact Information

For further information or to report a hazard, please contact:

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This policy reflects Blackpool Skills Academy's commitment to safeguarding the wellbeing of its community through robust and proactive risk management practices.