



Risk Assessment Policy

Reviewed: January 2022

Next review: January 2024

January 2022	Policy Written	James Bancroft, Principal
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This policy was reviewed at the Local Advisory Board Meeting in Term 3, 2021 to 2022.



Risk Assessment Policy

Aim of Policy

- All hazards that may cause injury or harm to staff members, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- Risk assessments are conducted and reviewed on a regular basis
- A list of risk assessments will be managed in line with this policy

Definitions

Risk assessment: A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken to prevent harm from them based on their likelihood and their potential to cause harm.

Hazard: Something with the potential to cause harm to people.

Risk: The chance (high, medium or low) that people could be harmed by hazards, together with an indication of how serious the harm could be.

Control measure: Action taken to prevent people being harmed.

Roles and Responsibilities

The Learning For Life Partnership

All legal responsibility and accountability for health and safety rests with the employer (Trust). The employer may delegate day to day responsibilities to other members of staff such as the Principal and other school managers.

The Employer will delegate the following responsibilities to Academy Principals who may choose to distribute roles and responsibilities amongst their team:

- Ensure that the school is successfully implementing all health and safety policies and procedures as set by themselves, and monitor compliance to ensure they are working
- Ensure employees are competent in implementing the policies and procedures by providing relevant training and guidance
- Provide access to health and safety advice as and when required
- Inform employees about the real health and safety risks that are present at work and how best to manage them
- Ensure control measures have been implemented effectively

Local Advisory Board

The LAB is responsible for monitoring of Health and Safety arrangements in the school. It will:

- Ensure the school is following all policies and procedures that the Employer has in place
- Ensure any maintenance work is organised and carried out in good time so the school is maintained to a high standard
- Work alongside the Principal to manage health and safety in the school
- Ensure staff receive appropriate training to adequately complete their duties

Principal (Health and Safety Responsible Person)



The Principal's responsibilities in relation to risk assessment are to:

- Ensure that risk assessments are carried out, recorded and reviewed and that they are applicable to all activities undertaken by the school. All risk assessments must be made available to employees and others who may be affected by the activities
- Ensure activities are undertaken in such a way, in accordance with control measures identified by risk assessment, to ensure that persons who may be affected and are not in our employment are not exposed to risks to their health and safety
- Ensure that if PPE has been determined necessary by risk assessment that suitable and sufficient PPE is made available to employees, is worn at all appropriate times and is maintained in accordance with manufacturer's instructions

Site Management Staff

The Site Manager and Assistant Caretaker will:

- Support in the risk assessment process and implementing control measures.
- Supervise external contractors and ensure they are working in a safe way, complying with all health and safety policy documents and risk assessments

All School staff

In relation to risk assessment all school staff must:

- Undertake their work in accordance with the relevant safe working procedures and implement the control measures identified by risk assessment
- They should familiarise themselves with school risk assessments and alert the Principal to any risk they find which need assessing.

Pupils, Visitors and Users of the Site

Pupils, visitors and users of the school site are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff

Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

Advice

The school is able to consult with the Estates and Compliance Manager for advice regarding risk assessments.

Training

The school will ensure that key staff members are trained in health and safety appropriately.



Risk Assessment Process

A risk assessment is simply a careful examination of what, in the school, could cause harm to colleagues or pupils, so as to evaluate whether precautions/control measures are sufficient or should be enhanced.

Under the Management of Health and Safety at Work Regulations, every employer has a duty to make a suitable and sufficient assessment of:

- The risks to the health and safety of employees which they are exposed to whilst they are at work
- The risks to the health and safety of visitors and contractors arising out of their undertaking

The risk assessments should be carried out using the Compliance Centre Risk Assessment module by a suitable trained and experienced Risk Assessor, who is competent to carry out the assessments concerned.

The methodology for Risk Assessments will score identified risks using a risk matrix to provide an initial risk profile – low/medium/high – using the probability of risk and impact of the risk. Strategies to reduce risk will then be identified and deployed to reduce the risk which should result in the risk being reduced and therefore the risk profile score being reduced

Requirements to Review Risk Assessments

The following factors will generate a requirement to review and, possibly, amend the risk assessment and safe system of work:

- A change in process or scale of operation
- New technology which allows safer methods
- An accident, near miss or dangerous occurrence
- A workplace (e.g. OFSTED) inspection that identifies issues
- Any reason to believe it is no longer valid
- Routine review (HSE recommends annually)

Risk Assessment Process

When assessing risks in the school, we will follow the process outlined below. We will also involve staff members, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

Step 1: Identify hazards

We will consider activities, processes and substances within the school and establish what associated hazards could injure or harm the health of any one on site.

Step 2: Decide who may be harmed and how

For each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance, pupils with special educational needs and expectant mothers. We will then establish how these groups might be harmed.



Step 3: Evaluate the risk and decide on control measures (reviewing existing ones as well)

We will establish the level of risk posed by each hazard by considering the probability of risk and impact of the risk. Scoring will identify an initial risk profile – low/medium/high – using the probability of risk and impact of the risk. Strategies to reduce risk will then be identified and deployed to reduce the risk which should result in the risk being reduced and therefore the risk profile score being reduced. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

See Appendix 1: Guidance Notes

Step 4: Record significant findings

The findings from steps 1 to 3 will be written up and recorded to produce the risk assessment. See Appendix 2: Risk assessment template

Step 5: Review the assessment and update, as needed

We will review our risk assessments, as needed, and the following questions will be considered when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

Step 6: Retaining risk assessments

Risk assessments are retained for the three years after the length of time they apply. Risk assessments are securely disposed of.

Links with other policies

Please read this policy alongside:

Health and safety

First aid

Supporting pupils with medical conditions

Statutory Risk Assessments

Some activities require a more detailed process of risk assessment under specific legislation, as there could be specific controls that need to be put in place. The list below illustrates the activities which require a competent person or third party to conduct them. For further advice contact Shield Safety Group.

- Asbestos Survey/Risk Assessment
- COSHH Risk Assessment
- Display Screen Equipment Risk Assessment
- Fire Risk Assessment
- Legionella Survey/Risk Assessment
- Manual Handling Risk Assessment
- New and Expectant Mothers Risk Assessment
- Noise Risk Assessment
- Work at Height Risk Assessment



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- Young Person's Risk Assessment
- Violence to Employees at Work
- Off Site Visits – Residential and School Trips (including adventure activities)
- School Security
- Infection Control
- First Aid and Medical Needs
- Work Related Stress
- Children being drawn into terrorism



Appendix 1: Guidance Notes

SEVERITY	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	LIKELIHOOD					

LIKELIHOOD	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.

