



Risk Assessment Policy

Document Control

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Aims

The Provision aims to ensure that:

All risks that may cause injury or harm to staff, 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

Legislation and statutory requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

Paragraph 16 of part 3 of The Education (Independent School Standards) Regulations 2014, which requires proprietors to have a written risk assessment policy

Regulations 3 and 16 of The Management of Health and Safety at Work Regulations 1999 require employers to assess risks to the health and safety of their employees, including new and expectant mothers

Regulation 4 of The Control of Asbestos Regulations 2012 requires that employers carry out an asbestos risk assessment

Employers must assess the risk to workers from substances hazardous to health under regulation 6 of The Control of Substances Hazardous to Health Regulations 2002

Under regulation 2 of The Health and Safety (Display Screen Equipment) Regulations 1992, employers must assess the health and safety risks that display screen equipment pose to staff

Regulation 9 of The Regulatory Reform (Fire Safety) Order 2005 says that fire risks must be assessed

Regulation 4 of The Manual Handling Operations Regulations 1992 requires employers to conduct a risk assessment for manual handling operations

The Work at Height Regulations 2005 say employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely

DfE guidance on first aid in schools says schools must carry out a risk assessment to determine what first aid provision is needed

DfE guidance on the Prevent duty states that schools are expected to assess the risk of pupils being drawn into terrorism

The Health and Safety Executive (HSE) say schools that manage their own pools must conduct a risk assessment

Definitions

Risk assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm
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Hazard	Something with the potential to cause harm to people, such as chemicals or working from height
Risk	The chance (high 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

4.1 The Oversight board

The oversight board has responsibility for oversight of health and safety matters in the school, but day-to-day responsibility is Jessica Fox.

The Oversight board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the premises.

The CEO, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and measures in place to manage them

4.2 The CEO

The CEO and health and safety officer, is responsible for ensuring that all risk assessments are completed and reviewed.

4.3 Staff and volunteers

Staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required
- Familiarizing themselves with risk assessments
- Implementing control measures identified in risk assessments
- Alerting the CEO to any risks they find that need assessing

4.4 Students and parents/carers

Students and parents/carers are responsible for following the Provisions advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

4.5 Contractors

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

Risk assessment process

When assessing risks in the provision, we will follow the process outlined below.

We will also involve staff, 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 staff, pupils and visitors.

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 Students with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control the risks and do everything that is reasonably practicable to protect people from harm.

Step 4: record significant findings – the findings from steps 1 to 3 will be written up and recorded in order to produce the risk assessment. A risk assessment template can be found in appendix 1 of this policy.

Step 5: review the assessment and update, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

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

Step 6: retaining risk assessments – risk assessments are retained for 3 years after the length of time they apply. Risk assessments are securely disposed of.

Monitoring arrangements

Risk assessments are written as needed and reviewed by the site manager and administrator. This policy will be reviewed by the site manager or administrator every year and approved by the Administrator.

Links with other policies

This risk assessment policy links to the following policies:

- Health and safety
- First aid
- Supporting pupils with medical conditions

Appendix 1: risk assessment templates

Risk Assessment –

Assessment conducted by:		Job title:		Covered by this assessment:	
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Date of assessment:		Review interval:		Date of next review:	
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Related documents	

Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence				
		Highly likely	Likely	Possible	Unlikely	Highly unlikely
Likely impact	Catastrophic impact					
	Major impact					
	Minor impact					
	Negligible impact					
	No impact					

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Y/N)	Outstanding Actions/Comments	Residual risk rating (H/M/L)

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