



# Risk Assessment Policy

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**Source:** The Key

**Approved by:** CEO

**Owner:** CFOO

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## 1. Aims

The Trust 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

## 2. 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

A table of all the risk assessments schools and nursery within the Trust are required to have in place can be found in appendix 1 of this policy.

This policy complies with our funding agreement and articles of association.

## 3. 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
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

## 4. Roles and responsibilities

### 4.1 The Trust Board

The Trust has ultimate responsibility for health and safety matters in the schools, but will delegate day-to-day responsibility to the headteacher, supported by the Trust Premises Manager.

The trust 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 school premises.

The Trust, 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 the measures in place to manage them

### 4.2 The headteacher/nursery manager and senior members of staff

The headteacher, nursery manager, premises manager and other senior staff members are responsible for ensuring that all risk assessments are completed and reviewed.

### 4.3 Schools and nursery staff and volunteers

School and nursery staff are responsible for:

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

### 4.4 Pupils and parents/carers

Pupils and parents/carers are responsible for following the schools' and nursery 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, which should be shared with the school premises team and the Trust Premises Manager as appropriate.

## 5. Risk assessment process

When assessing risks in any of the schools or the nursery in the trust, 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 pupils 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 2 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 pupils 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.

## **6. Monitoring arrangements**

Risk assessments are written as needed and reviewed by the headteachers and nursery manager.

This policy will be reviewed by the CFOO annually.

## Appendix 1: statutory risk assessments checklist

The following table lists the risk assessments that schools within the trust are required to have in place.

Statutory or mandatory risk assessment		✓	Completed by	Date of review
Asbestos	Assess whether asbestos is, or is liable to be, present in your school.			
Children being drawn into terrorism (Prevent duty)	Assess how your pupils may be at risk of being radicalised into terrorism, including online. Where specific risks are identified, you should develop an action plan to set out the steps you will take to mitigate the risk.			
Display screen equipment	Use this to assess and minimise risks to employees using display screen equipment.			
Fire	<p>Use this to identify the risks that people are exposed to and determine the fire precautions you need to take. If there are, or are likely to be, dangerous substances on your premises, the risk assessment must take into account:</p> <ul style="list-style-type: none"> <li>• The hazardous properties of the substance</li> <li>• Information on safety provided by the supplier, including information contained in any relevant safety data sheet</li> <li>• The circumstances of the work including: <ul style="list-style-type: none"> <li>• The special, technical and organisational measures and the substances used and their possible interactions</li> <li>• The amount of the substance involved</li> <li>• Where the work will involve more than 1 dangerous substance, the risk presented by such substances in combination</li> <li>• Arrangements for the safe handling, storage and transport of dangerous substances and of waste containing dangerous substances</li> </ul> </li> <li>• Activities, such as maintenance, where there is the potential for a high level of risk</li> <li>• The effect of measures which have been, or will be, taken to control the risks of fire</li> <li>• The likelihood that an explosive atmosphere will occur, and its persistence</li> <li>• The likelihood that ignition sources, including electrostatic discharges, will be present and become active and effective</li> <li>• The scale of the anticipated effects</li> <li>• Any places which are, or can be connected via openings to, places in which explosive atmospheres may occur</li> </ul>			

	<ul style="list-style-type: none"> <li>Any additional safety information the responsible person may need to complete the assessment</li> </ul> <p>The specific risks of having employees aged under 18</p>			
First Aid				
Lone working	<p>You don't always need a specific, separate risk assessment for lone workers. However, you must include risks to lone workers in your general risk assessments for activities.</p> <p>Risks that particularly affect lone workers include:</p> <ul style="list-style-type: none"> <li>Violence in the workplace</li> <li>Stress and mental health or wellbeing</li> <li>A person's medical suitability to work alone</li> <li>The workplace itself, for example if it's in a rural or isolated area</li> </ul> <p>Lone working includes working from home.</p>			
Manual handling	<p>Where you can't avoid employees doing manual handling operations that involve a risk of injury, do a risk assessment. This must include the following factors and questions.</p> <p><b>Tasks</b> – do they involve:</p> <ul style="list-style-type: none"> <li>Holding or manipulating loads at distance from the body?</li> <li>Unsatisfactory body movement or posture, especially twisting the trunk, stooping or reaching upwards?</li> <li>Excessive movements of loads, especially excessive lifting or lowering distances, or excessive carrying distances?</li> <li>Excessive pushing or pulling of loads?</li> <li>Risk of sudden movement of loads?</li> <li>Frequent or prolonged physical effort?</li> <li>Insufficient rest or recovery periods?</li> <li>A rate of work imposed by a process?</li> </ul> <p><b>Loads</b> – are they:</p> <ul style="list-style-type: none"> <li>Heavy?</li> <li>Bulky or unwieldy?</li> <li>Difficult to grasp?</li> <li>Unstable, or with contents likely to shift?</li> <li>Sharp, hot or otherwise potentially damaging?</li> </ul> <p><b>Working environment</b> – are there:</p> <ul style="list-style-type: none"> <li>Space constraints preventing good posture?</li> <li>Uneven, slippery or unstable floors?</li> <li>Variations in floor level or work surfaces?</li> <li>Extremes of temperature or humidity?</li> <li>Ventilation problems or gusts of wind?</li> <li>Poor lighting conditions?</li> </ul> <p><b>Individuals' capabilities</b> – does the job:</p> <ul style="list-style-type: none"> <li>Require unusual strength, height, etc.?</li> <li>Create a hazard to those who might reasonably be considered to be pregnant or have a health problem?</li> </ul>			

	<ul style="list-style-type: none"> <li>• Require special information or training to do it safely?</li> </ul> <p><b>Other factors:</b> Is movement or posture hindered by personal protective equipment or clothing?</p>			
Stress	<p>You must identify potential risks to your staff from stress and take action to protect them.</p> <p>There are six main areas that can lead to work-related stress if they are not managed properly. These are: demands, control, support, relationships, role and change. For example, staff may say that they:</p> <ul style="list-style-type: none"> <li>• Can't cope with the <b>demands</b> of their job</li> <li>• Are unable to <b>control</b> the way they do their work</li> <li>• Don't receive enough information and <b>support</b></li> <li>• Have trouble with <b>relationships</b> at work, or are being bullied</li> <li>• Don't fully understand their <b>role</b> and responsibilities</li> </ul> <p>Are not engaged when the school is undergoing <b>change</b></p>			
Substances hazardous to health	<p>Take into account:</p> <ul style="list-style-type: none"> <li>• The hazardous properties of the substance</li> <li>• Information on health effects provided by the supplier, including in a safety data sheet</li> <li>• The level, type and duration of exposure</li> <li>• The circumstances of the work, including the amount of the substance involved</li> <li>• Activities, such as maintenance, where there is the potential for a high level of exposure</li> <li>• Any relevant occupational exposure standard, maximum exposure limit or similar occupational exposure limit</li> <li>• The effect of preventive and control measures, which have been, or will be, taken</li> <li>• The results of relevant health surveillance</li> <li>• The results of monitoring of exposure</li> <li>• In circumstances where the work will involve exposure to more than 1 substance hazardous to health, the risk presented by exposure to such substances in combination</li> <li>• The approved classification of any biological agent</li> </ul> <p>Any additional information you may need to complete the risk assessment</p>			
Swimming pools	<p>If you have a swimming pool at your school, do an assessment of the risks to workers and users, to help decide what you need to do to make your pool safe.</p>			

<p>Workers under the age of 18</p>	<p>This doesn't need to be a standalone risk assessment – it can be part of other risk assessments.</p> <p>Any risk assessments that cover workers under 18 must take account of the:</p> <ul style="list-style-type: none"> <li>• Inexperience, lack of awareness of risks and immaturity of young persons</li> <li>• Fitting-out and layout of the workplace and the workstation</li> <li>• Nature, degree and duration of exposure to physical, biological and chemical agents</li> <li>• Form, range and use of work equipment, and the way in which it is handled</li> <li>• Organisation of processes and activities</li> <li>• Extent of the health and safety training provided or to be provided to young persons</li> </ul> <p>Risks from agents, processes and work listed in the Annex to Council Directive 94/33/EC(1) on the protection of young people at work</p>			
<p>Working at height</p>	<p>Use this risk assessment to identify the measures you need to put in place to make sure that work at height is done safely.</p> <p>You should consider the:</p> <ul style="list-style-type: none"> <li>• Height of the task</li> <li>• Duration and frequency</li> </ul> <p>Condition of the surface being worked on</p>			

