



**Policy:** Risk Assessment

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**Approved by:** Trust Board

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## 1. Aims

Stage Ed 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:

- 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
- 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.

### **3. Definitions**

Risk assessment

Hazard

Risk

Control measure

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

Action taken to prevent people being harmed

Something with the potential to cause harm to people, such as chemicals or working from height

The chance (high or low) that people could be harmed by hazards,

### **4. Roles and responsibilities**

#### **4.1 The Founder and Principal**

The trust board has ultimate responsibility for health and safety matters in the school but will delegate week to week responsibility to Principal.

The trust 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 school premises.

#### **4.2 Pupils and parents/carers**

Pupils and parents/carers 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.

#### **4.3 Contractors**

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

The Principal, or in the Principal's absence the together with an indication of how serious the harm could be.

### **5. Risk assessment process**

When assessing risks in the school, 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 Principal, or if not available the Senior Deputy Principal.

This policy will be reviewed by the Principal annually and approved by the trust board.

## **7. 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: Statutory Risk Assessments Checklist**

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

Statutory or mandatory risk assessment ✓ Workers under the age of 18

Asbestos

Substances hazardous to health

Display screen equipment Fire

First aid

Manual handling

Working at height

Children being drawn into terrorism

## Appendix 2: Risk Register Example

RISK ID	RISK DESCRIPTION	IMPACT DESCRIPTION	IMPACT LEVEL	PROBABILITY LEVEL	PRIORITY LEVEL	MITIGATION STRATEGY	TIMELINE	OWNER	STATUS	DATE OPENED	DATE CLOSED
	SUMMARY OF RISK AND ACTIONS	WHAT WILL HAPPEN IF NOT ELIMATED / REMOVED	1 LOW 5 HIGH	1 LOW 5 HIGH	IMPACT x PROBABILITY	ACTIONS TO LOWER / REMOVE RISK	BY END DATE		OPEN OR CLOSED	DD/MM/YY	DD/MM/YY
1											
2											
3											
4											
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JMMARY	STRATEGY	GOVERNANCE	COMMERCIAL	COMPLIANCE	TEAM	IT & DATA	SAFEGUARDING	+			