



# Risk Assessment Policy

Version 2.0

Status	Statutory
Responsible Board/Committee/Individual	Finance, Audit and Risk Committee CEO
Author	CFO
Target Audience	All staff
Date Policy Agreed	July 2021
Review Date	September 2022

## CONTENTS:

1. Aims .....	3
2. Legislation and statutory requirements .....	3
3. Definitions .....	4
4. Roles and responsibilities .....	4
5. Risk assessment process .....	5
6. Monitoring arrangements .....	5
7. Links with other policies .....	5
Appendix 1: Statutory Risk Assessments Checklist.....	7
Appendix 2: Risk Assessment Template .....	8
Appendix 3: Action Plan .....	9

## 1. AIMS

The Trust aims to ensure that:

- All risks that may cause injury harm or loss 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 that 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 each school and UTC 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 Board of Trustees

The Board of Trustees has ultimate responsibility for health and safety matters in the Trust, but will delegate day-to-day responsibility to the Chief Executive Officer.

The Board of Trustees 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 Trust premises.

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

- Assess the risks to staff and others affected by school/UTC 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/principal

The Headteacher/principal, or in their absence the deputy Headteacher/vice principal, is responsible for health and safety within their setting ensuring that all risk assessments are completed and reviewed.

#### 4.3 School staff

School staff have a duty of care to students and 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/principal to any risks they find which need assessing.

#### 4.4 Pupils and parents

Pupils and parents 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.

## 4.5 Contractors

Contractors will agree health and safety practices and are expected to provide evidence that they have adequately risk assessed all their planned work. This includes the submission and approval of detailed risk assessments and method statements.

## 5. RISK ASSESSMENT PROCESS

When assessing risks in the school/UTC, 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/UTC 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 them and do everything that is reasonably practicable to protect people from harm.

**Step 4: record significant findings** – the findings from steps 1-3 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 the 3 years after the length of time they apply. Risk assessments are securely disposed of.

## 6. MONITORING ARRANGEMENTS

Risk assessments are carried out by competent persons who have the relevant knowledge, skills and experience and are reviewed by either the headteacher/principal, site manager or other premises lead, business manager or phase leader. ProAktive are the Trust's health and safety consultant and designated 'competent person' who monitor and review the risk assessment process within the Trust.

This policy will be reviewed by the CFO every year and approved by the Trust Board.

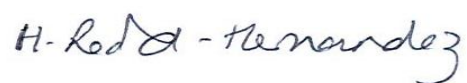
## 7. LINKS WITH OTHER POLICIES

This risk assessment policy links to the following policies:

- Health and Safety Management System Policy
- First aid
- Supporting pupils with medical conditions

Policy Agreed: July 2021

Signed CEO of BFLPT – Helen-Redford-Hernandez:

Handwritten signature of H. Redford-Hernandez in black ink.

Date: July 2021

Signed – Chair of BFLPT – Marcus Isman-Egal:

Handwritten signature of Marcus Isman-Egal in black ink.

Date: July 2021

Policy to be reviewed : September 2022

Created: July 2020 (Version 1)

Revised: July 2021 (version 2)

## Appendix 1: Statutory Risk Assessments

### Checklist

The following table lists the statutory risk assessments that Trust schools and Doncaster UTC have in place – the list is not exhaustive and individual settings hold a list which is specific to them.

Statutory or mandatory risk assessment	✓	Completed by	Date of review
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			
Swimming pools (if applicable)			

## Appendix 2: Risk Assessment Template



<b>School/UTC Name:</b>													
<b>Location:</b>													
<b>Date of Assessment:</b>				<b>Review Date:</b>				<b>Revision No:</b>					
<b>Persons Exposed:</b>	<b>Employees:</b>			<b>Other Workers:</b>			<b>Public / Visitors:</b>			<b>Young Persons:</b>		<b>Estimated total number of persons at risk:</b>	
	<b>New / Expectant Mothers:</b>					<b>Vulnerable Persons:</b>			<b>Other:</b>				

<b>Task Description:</b>										
--------------------------	--	--	--	--	--	--	--	--	--	--

Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?		
	L	S			L	S			Yes	No	
<b>Name of Assessor:</b>							<b>Signature:</b>				



## Appendix 3: Action Plan

Hazard	Further Actions	Assigned To	Due Date	Priority

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	Severity	Risk (Likelihood x Severity)
1 = Very Unlikely	1 = No injury	1 – 5 = Low
2 = Unlikely	2 = Minor Injury or Illness	6 – 12 = Medium
3 = Likely	3 = 7-day Injury or Illness	15 – 25 = High
4 = Very Likely	4 = Specified Injury or Illness	
5 = Almost Certain	5 = Fatality or disabling injury	