



Risk Assessment Policy

1. Aims

The school aims to ensure that:

- All significant hazards that may cause injury or harm to staff, students 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 current legislation and guidance from the Department for Education (DfE).

A table of all the risk assessments schools 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

The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Principal; Mrs. J Sharrock.

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

The academy 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.

The Principal

The Principal, or in the Principal's absence the Vice Principal, is responsible for ensuring that all risk assessments are completed and reviewed.

School staff and volunteers

School 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 Principal to any risks they find which need assessing.

Students and parents

Students 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.

Contractors

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

5. Risk assessment process

Risk assessments are completed by competent staff - this is defined as having knowledge of the task / activity being undertaken, and an ability to make recommendations. The risk assessments are collated by the Business Director and are reviewed by the competent person.

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, students 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 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 annually or in the case of significant changes, 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 the 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 in accordance with the Risk Assessment Responsibilities in Appendix 3 (please see Risk Assessment Register for more details). The risk assessments are collated by the Business Director and are reviewed at least annually or more frequently where required.

7. Links with other policies

This risk assessment policy links to the following policies:

- Health and safety
- First aid
- Managing Medicines Policy

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	✓	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

WELLACRE RISK ASSESSMENT TEMPLATE

Assessment Reference:		Location:	
Subject of Assessment:		Date of Assessment:	
Names of Assessors:		Signature of Managers Acceptance:	

	SEVERITY OF THE HAZARD (How bad it could be)		LIKELIHOOD OF HARM (The chance it may occur)		SEVERITY					
					1	2	3	4	5	
5	Fatality	5	Almost certain	LIKELIHOOD	1	1	2	3	4	5
4	Major injury, resulting in disability	4	Probable		2	2	4	6	8	10
3	Injury requires doctor's or hospital attendance	3	Possible		3	3	6	9	12	15
2	Minor injury, 1 st aid required	2	Possible (under unfortunate circumstances)		4	4	8	12	16	20
1	Minor Injury, no 1 st aid required	1	Rare		5	5	10	15	20	25
Likelihood (L) x Severity (S) = TOTAL RISK RATING										
Total Risk Rating		Priority of Action								
1 - 6		No immediate action necessary, but keep under review.								
7-14		Action within 6 months								
15-25		Action within next month								
15-25 Immediate action / possible prohibition of use - Action within next month										
	Employees		Pupils		School staff		Contractors		Visitors / Other	

Who is at risk:							Inexperienced Person					
Describe the task being performed:												

Hazards

Name	Applicable	Name	Applicable
1. Slips, Trips and Falls		11. Hot & Cold Surfaces	
2. Falls from Height		12. Stress	
3. Electricity		13. Violence	
4. Manual Handling/Ergonomic		14. Work Equipment	
5. Noise		15. Entanglement	
6. Lighting		16. Drawing In	
7. Temp/Humidity		17. Cutting	
8. Access & Egress		18. Friction Abrasion	
9. Substances		19. Ejection of Materials	
10. Traffic		20. Other	

What are the hazards and Why?	Who Might be harmed and why	Current control measures	Risk rating	Additional control measures required?	Action by who and when	Date completed	Residual risk

Date Review No. 1	Date Review No. 2	Date Review No. 3	Date Review No. 4	Date Review No. 5
By:	By:	By:	By:	By:

Appendix 3 - Risk Assessment Responsibilities - please see Risk Assessment Register for more detail

Name of Risk Assessment	Staff Member Responsible	Review Frequency	Comments
Access & Egress	Business Director	Annually	
Asbestos	Business Director	Annually	External Review Bi-Annually
Canteen	Catering Manager	Annually	
COSHH	HOF	Annually	
CAT Faculty	HOF	Annually	
Ecology Centre	Business Director/Science HOF	Annually	
English	HOF	Annually	
Fire	Business Director	Annually	External Review Bi-Annually
First Aid	Business Director	Annually	
Grounds Maintenance	Grounds Manager	Annually	
Humanities	HOF	Annually	
ICT	HOF	Annually	
Legionella	Business Director	Annually	External Review Bi-Annually
Lone Working	Business Director	Annually	
Maths	HOF	Annually	
MFL	HOF	Annually	
PE	HOF	Annually	

PREVENT	Vice Principal	Annually	
Science	HOF	Annually	
Security	Business Director	Annually	
Site	Site Manager	Annually	
Summer School	Summer School Coordinator	Annually	
COVID-19 – General & Departmental	Business Director & HOFs	In accordance with government guidelines	
Asymptomatic Home Testing	Business Director	In accordance with government guidelines	