Risk Assessment Policy

Version 8

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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 the Trust's 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 the strategic responsibility to the Chief Executive Officer. The Director of Operations and Compliance (DOC) and Trust Estates Manager will review the policy regularly to ensure the latest HSE guidance is updated in this policy. Operationally, each local governing board will have responsibility for the implementation of Trust policy but will delegate the day-to-day responsibility to the Headteacher/Principal for each school/UTC.

The Board of Trustees and local governing boards have 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:

- Monitor the implementation of the Trust's policies, ensuring that each Local Governing Board is fulfilling its statutory duties and that Headteachers/Principals have oversight of all risk assessments for their schools
- Ensure that Headteachers/Principals are supported to identify and assess risk competently and develop robust internal control systems to control and manage risks in schools
- Provide Trust training on Health and Safety/risk management

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 regularly. They will work with the school/UTC Site Manager, Caretaker to:

- Assess the operational 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;
- Ensure that employees are informed about risks and the measures in place to manage them.
- Develop a robust health and safety culture, ensuring that all employees understand their responsibilities in terms of health and safety through regular briefings, CPD and training
- Work with governors to identify operational risks and ensure that the school's/UTC's risk register is reviewed regularly.
- Provide a consistent reporting mechanism of risk into the Trust, ensuring that serious risks are highlighted and reported into the CEO, DOC and Trust Estates Manager
- Provide site managers/caretakers/site staff and governor health and safety leads with up-to-date training commensurate with their role
- Work with the Trust Estates Manager and site staff to ensure their school/UTC is compliant with all compulsory health and safety checks
- Ensure that generic risk assessments are robust and identify the level of risk/hazard, how people might be affected, control measures which are reasonably practicable and the remaining risk following the implementation of control measures. Risk assessments must be carried out by responsible and competent management in conjunction with Clear Risk Management (the Trust's Health and Safety Advisers).
- Provide instruction and training to Subject Leaders, Science technicians and other staff with responsibility for risk assessments in curriculum areas with higher levels of risk – PE, Science, Design Technology, Engineering etc
- Risk assessments relating to supervision, safeguarding, site security and visitors must align with *Keeping Children Safe in Education (KCSIE)*.

4.3 School staff

School staff have a duty of care to students. Staff are responsible in the following ways:

- Senior leaders are responsible for the assessment and management of risk, and for taking action to address any emerging risks
- Heads of Department/ Curriculum Leaders/ Subject Leaders should assist with, and participate in, risk assessment processes, as required;
- All staff should familiarise themselves with risk assessments;
- All staff should implement control measures identified in risk assessments;
- All staff should alert the Headteacher/Principal to any risks they find which need assessing.
- All staff should report any serious risk to the Headteacher or Senior Leaders or site staff
- Site staff are responsible for leading on risk assessments linked to the site; they must ensure that all risk assessments are signed off by the Headteacher/Principal. All risk assessments must be reviewed on a rolling cycle, and it is the duty of the site lead to monitor this with the Headteacher/Principal and Trust Estates Manager.
- Headteachers/Principal must immediately report any serious risk verbally to the CEO and then follow this up with an email.

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

Headteachers/Principals will ensure contractors provide Risk Assessment Method Statements (RAMS) and where appropriate construction phase plans before starting any work on site. All new contractors must be approved by the Trust prior to appointment. Contractors must also meet the Trust's requirements for appropriate DBS status when their work takes place directly within pupil areas or brings them into unsupervised contact with pupils.

The Insurance, licenses and RAMS will be shared with the Trust Estates Manager, who will work with Headteachers/Principals to ensure there are clear arrangements in place for managing and organising the work safely, and that working practices do not contravene Trust health and safety advised practices. Contractors are expected to evidence that they have adequately risk assessed all their planned work and this must be evidenced in the RAMS provided to the school/UTC.

In addition, all contractors must be given an induction covering site rules, fire evacuation procedures, welfare facilities and any other relevant local arrangements before work begins. Headteachers/Principals are responsible for overseeing their safe working practices and must ensure that the contractor's risk assessment and any emerging risks are managed effectively on site. Work must not commence until all the above is in place.

Any projects which require additions or alterations to buildings/site will need to be approved by the Trust who will agree with the Headteacher/Principal how the project will be managed and the timeline. An Estates Notice of Change (ENOC) form must be completed and sent to the Trust Estates Manager and CEO with details of all proposed additions/alterations.

For more information, please see the Trust Health and Safety Policy pages 48 and 49.

5. RISK ASSESSMENT PROCESS

Risk assessment covers areas that present significant risk and shall include, but not limited to:

- Premises – school/UTC and public use
- Site Security
- Plant, equipment, facilities
- Transport including road safety, traffic flow and management and management of car park
- Fire and emergency
- Hazardous chemicals, flammables and radioactive materials
- Legionella and asbestos
- Events
- Early Years Foundation Stage
- Welfare issues such as safeguaridng, first aid and supervision
- Educational visits and trips (see Trust policy)

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 or raised a concern?
- Have we learnt anything from accidents or near misses?

Step 6: retaining risk assessments – risk assessments are retained for 6 years after the length of time they apply. Risk assessments are securely disposed of. Risk assessments must be stored in the school/UTC Clear Risk portal with access for leaders, site staff and the Trust team

This process follows the HSE's *Managing for Health and Safety (HSG65)* and *Five Steps to Risk Assessment* guidance.

6. DYNAMIC RISK ASSESSMENT

Dynamic risk assessment is the process of identifying, assessing and managing risk in real time when unforeseen or rapidly changing circumstances arise. It is used to supplement, not replace, existing written risk assessments.

Dynamic risk assessment will be carried out by staff when:

- Conditions, behaviours or environments change unexpectedly
- An unforeseen hazard arises during an activity, visit or event
- A planned activity becomes unsafe to continue as originally intended
- Additional control measures are required immediately to prevent harm

Staff undertaking dynamic risk assessments are expected to:

- Pause the activity when a new or increased risk is identified
- Consider who may be harmed and how
- Put in place immediate control measures that are reasonably practicable
- Adapt, postpone or stop the activity if the risk cannot be controlled to an acceptable level
- Report the issue promptly to the Headteacher/Principal or senior leader
- Record significant findings afterwards, updating the written risk assessment where appropriate

Headteachers/Principals must ensure that staff are trained to recognise when changing conditions require a dynamic risk assessment, that any serious or repeated dynamic risk issues are formally escalated and reviewed, and that lessons learned from previous dynamic risk assessments are incorporated into future planning. Dynamic risk assessment is particularly relevant during educational visits, off-site activities, supervision of pupils, events, and in any situation where staff need to respond quickly to emerging risks. This approach ensures that risks continue to be managed effectively when circumstances cannot be fully predicted in advance.

7. ESCALATION THRESHOLD

Serious risks identified in a risk assessment must be reported verbally to the CEO immediately. Examples of this are:

- Any residual risk rated **15 and above**
- Any risk requiring *immediate cessation* of an activity
- Any incident with potential RIDDOR implications
- Any safeguarding-linked risk involving welfare or supervision breakdown

8. 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 leads, business managers, subject leaders and phase leaders. Clear Risk Management 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 DOC and Trust Estate's Manager every year in consultation with the Headteacher Board and approved by the Trust Board.

9. LINKS WITH OTHER POLICIES

This risk assessment policy links to the following policies:

- Trust Health and Safety Policy, which includes administration of drugs and medicine and first aid
- Schools'/UTC's supervision policy
- Trust Safeguarding Policy
- Trust Educational Visit's Policy
- Schools'/UTC Behaviour Policy

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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

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

Task Description	

Hazard	**Factors of Harm**		**Risk**	**Control Measures**	**Factors of Harm**		**Residual Risk**	**Further Actions**	**Acceptable Risk?**	
	L	**S**			**L**	**S**			**Yes**	**No**

Hazard	Factors of Harm		Risk	Control Measures	Factors of Harm		Residual Risk	Further Actions	Acceptable Risk?	
	L	S			L	S			Yes	No
Name of Assessor					Signature					

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	