

# Risk Assessment Policy

	<b>Version 2.0</b>
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Key Individual	Michele Harrison, Business Manager

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## 1. Aims

The Archer Academy aims to ensure that:

- All risks 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 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
- [The Health and Safety Executive \(HSE\)](#) say schools that manage their own pools must conduct a risk assessment

## 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
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## 4. Roles and responsibilities

### 4.1 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 Headteacher.

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 governing body, 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

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

### 4.3 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 Headteacher to any risks they find which need assessing

### 4.4 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.

### 4.5 Contractors

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

## 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: Develop a risk register.** Risk assessments are required for all activities where persons (including staff, students, contractors and members of the public) may be at risk. The register should include all of these activities in order to ensure that all risk assessments are being effectively managed. **Appendix 1** outlines what may be in a typical register. This is by no means a definitive list.

**Step 2: Develop a hazard menu** – we will develop a hazard menu in order to reduce the risk of us missing a hazard present in a particular activity within our risk register. **Appendix 2** outlines some of the hazards that we will consider within our risk assessments. This list is not exhaustive.

**Step 3: Identify hazards for activity being assessed.** From the risk register we will identify an activity to carry out a risk assessment for and using the hazard menu determine which hazards are applicable. At this stage we will involve those who are familiar with the activity.

All of the identified hazards should then be transferred onto the risk assessment form as detailed in step 4.

#### **Step 4: Complete the Risk Assessment**

The following information should be detailed on the risk assessment form:-

- The date the assessment was undertaken
- The persons involved in the risk assessment process (this may be more than one person)
- The date of the next review (this is normally every 12 months).

Next, populate the following columns on the risk assessment form with the following information:-

##### **a) Hazards**

Enter the first hazard for the activity being assessed (from the list generated from step 3) on the risk assessment form.

##### **b) Persons at Risk**

Determine those who may be exposed to the identified hazards for the activity being assessed. This may include students, staff, contractors, visitors and other third parties.

##### **c) Existing Control Measures**

These are the control measures for the hazard already in place and can include the following:-

- Training
- Statutory Inspections and regular maintenance
- Audit and inspection programmes
- Safe systems of work.

##### **d) Probability**

Based on the existing control measures we will determine the probability (in the form of a score) of the hazard causing injury or ill health.

Below is an example of how a 1 – 3 scoring system would operate:-

- 1 - Very unlikely
- 2 - Possible
- 3 - Probable

##### **e) Severity**

We will determine the likely severity of the hazard.

- 1 – Could return to normal duties after treatment (i.e. minor cut that needs a plaster)
- 2– Injured person cannot return to normal duties (i.e. sprained ankle or deep cut)
- 3– Disabling injury or fatality (i.e. amputation of limb)

##### **f) Risk Rating**

**Appendix 3 shows an example risk assessment.**

By multiplying the probability and severity ratings we will determine the residual risk from the hazard in order to determine if this at a tolerable level or whether more needs to be done.

Below is an example based on a 3 by 3 matrix:-

Probability

Severity

1 – 3: Low risk (tolerable and only needs to be reduced if it can be done easily and cheaply)

4 – 6: Medium risk (should be reduced to a tolerable level within an agreed time frame)

7 – 9: High (operation should be stopped immediately until appropriate controls are in place)

#### **g) Additional Controls**

Based on the risk rating we will determine if additional controls are required to reduce the risk to a tolerable level and once these have been agreed we will determine who will take responsibility for ensuring they are implemented.

We will assign a target date and also detail when the action is complete.

Once steps “a” to “g” have been completed we will repeat this process for the remaining identified hazards.

**Step 5: Review** Risk assessments should be seen as live documents and should be subject to review:-

- At least annually
- After a serious incident or near miss (this may indicate that existing controls are not adequate) and
- If the circumstances change (e.g. you have a new piece of equipment in the science lab).

#### **Further Guidance**

HSE – “Risk Assessments” Guidance pages: <http://www.hse.gov.uk/risk/>

## **6. Monitoring arrangements**

Risk assessments are written as needed and reviewed by the Business Manager.

This policy will be reviewed by the Resources Committee every year and approved by the Governing Body.

## **7. Links with other policies**

This risk assessment policy links to the following policies:

- Health and safety
- First aid
- Supporting students with medical conditions
- Accident and Incident Reporting

## Appendix 1 example Risk Register

Activity	RA Completion Date	RA Writer	Review Date
Classroom lessons (not involving equipment)			
Science Lab			
ADT			
Food and Nutrition			
Drama lesson			
Dance Lesson			
Communal areas (external)			
Communal areas (internal)			
Maintenance activities			
Physical Education			
School trips			

## Appendix 2 example Hazard menu

Health Hazards	Physical Hazards	Mechanical Hazards	“Other” Hazards
Hazardous substances (other than those listed below)	Fire/ explosion (including flammable liquids and gases)	Moving vehicles (internal environment)	Contractors
Asphyxiants (e.g. nitrogen and carbon dioxide)	Slipping & tripping	Moving parts of machinery	Stress
Asbestos	Hot surfaces/ conditions	Ejected or flying objects	Child protection issues
Noise	Electricity	Ejected or flying objects	Lone working
Vibration	Confined space(s)	Equipment stability (including racking & storage facilities)	
Lead	Extreme cold		
Micro-organisms (e.g. Legionella & Leptospira)	Falling objects (including the use of cranes & other lifting equipment)		
Ionising radiation (e.g. $\alpha$ particles and x-rays)	Falling people (e.g. working at height & on fragile roofs)		
Non-ionising radiation (e.g. IR & UV radiation)	Stored energy (e.g. pressure systems)		
Manual handling	Violence and Bullying		
Repetitive strain from manual work	Injection (e.g. needle sticks & compressed air)		
Repetitive strain, specifically from the use display screen equipment			

### Appendix 3 example Risk Assessment

Below is an example of a risk assessment for a classroom. Only the hazard of electricity is included. This assessment would only be complete once all identified hazards have been assessed.

Activity:	Date of Assessment:		Review Date:			Undertaken by:		
Hazards	At Risk	Current Control Measures	With Control Measures			Further Control Measures	Action	Target Date
What are the specific sources of harm?	Staff – S Students – St Contractors – C Visitors - V	List the control measures actually used.	Like-likelihood <b>(L)</b>  (1, 2, 3)	Severity <b>(S)</b>  (1, 2, 3)	Risk  <b>(L x S)</b>	What further control measures are needed if risk level is too high?	Who will act and when?	
<b>Electricity</b> – from equipment and fixed installations within the classroom	S, St, V, C	Only competent electricians are used from a vetted organisation.  Fixed installations inspected at 5 yearly intervals.  Students supervised in classroom at all times	2	3	6	PAT testing to be carried out annually by a competent person and records maintained	Premises Manager	12 <sup>th</sup> December 2016