

Risk Assessment Policy and Guidance

Frequency of Review	Every 3 years
Author	Chief Operations Officer (KfSL model)
Approved by	FARC (25 th Sept 2024)
Reviewed	Sept 2024 (NEW)
Date of Next Review	Sept 2027 (unless there is a material change)

Contents

1. Aims.....	1
2. Legislation and statutory requirements	1
3. Definitions	2
4. Roles and responsibilities	2
5. Risk assessment process	3
6. Monitoring arrangements	4
7. Links with other policies	4
Appendix 1: statutory risk assessments checklist	5
Appendix 2: risk assessment guidance.....	6
Appendix 3: risk assessment template	13
Appendix 4: COSHH risk assessment template.....	18

1. Aims

The Trust 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:

- 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 employers to 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 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
- 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) says schools that manage their own swimming pools must conduct a risk assessment

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 agreements 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 Trust schools but will delegate day-to-day responsibility to the CEO and the headteacher in accordance with our scheme of delegation.

The 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 school premises.

The 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

- **4.2 The headteacher**

The headteacher, or in their absence the deputy headteacher, is responsible for ensuring that all risk assessments are completed and reviewed.

- **4.3 School staff and volunteers**

School staff (including volunteers) are responsible, in their school, 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 that need assessing

- **4.4 Pupils and parents/carers**

Pupils and parents/carers are responsible for following the advice of their school 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 any of the schools in the trust, we will follow the risk assessment process guidance in Appendix 2.

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 all pupils in Trust schools will have 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 to 3 will be written up and recorded in order to produce the risk assessment.

- Generic risk assessment template can be found in appendix 3 of this policy.
- COSHH risk assessment template can be found in appendix 4 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 at the end of this period.

6. Monitoring arrangements

Risk assessments are written as needed and reviewed by the headteacher.

This policy will be reviewed by the COO every 3 years and approved by the FARC.

7. Links with other policies

This risk assessment policy links to the following policies:

Health and safety

First aid

Supporting pupils with medical conditions

Educational Visits (EVC)

Appendix 1: statutory risk assessments checklist

The following table lists the risk assessments that need to be in place for each school.

Statutory or mandatory risk assessment	✓	Completed by	Date of review
Workers under the age of 18			
Asbestos			
Substances hazardous to health			
Display screen equipment (completed for DSE use Smartlog)			
Fire			
First aid			
Manual handling			
Working at height			
Children being drawn into terrorism			
Swimming pools (if applicable)			

Appendix 2: risk assessment guidance

Introduction

This guidance document is designed to assist in the completion of a Risk Assessment form

Guidance

Within the Risk Assessment (RA) process, the terms ‘suitable and sufficient’, ‘significant risks’ and ‘reasonably practicable’ are mentioned frequently.

- To be **‘suitable and sufficient’** the RA must identify all ‘significant risks’, all those exposed to the risk, the controls required to manage the risk and be current. Compliance with the RA guidance should ensure that RAs are ‘suitable and sufficient’.
- **‘Significant Risks’** – Whether or not a risk is significant is subjective. However, as guidance, the Lead Officer should consider a risk significant if they feel that the arising controls should be formally captured within a written safe system of work
- When considering if a suggested control is **‘so far as is reasonably practicable’** consideration should be given in the form of a balanced judgment between risk and cost (cost, in terms of resources, money, time and effort) i.e. low risk Vs high costs is not reasonably practicable.

<u>Ref/</u> <u>Section</u>	<u>Section/Guidance</u>
	Details of Risk Assessment
	Describe the overall title of the location/description of activity or equipment to be assessed. Describe the particular element of the overall activity. If the scope of the RA needs to be further clarified, you may add a short statement detailing the method of work.
1	Task
	Break the activity down into each task for example “Alighting from an Appliance”. You can expand the form to as many task descriptions as necessary.
2	Hazard and Outcome(s)
	A “hazard” means anything with the potential to cause harm, for example chemicals, electricity, working at height etc. Identify each hazard associated with the task.
3	Risk Groups
	Identify who is exposed to the hazard, enter the letter(s) from the picklist at the bottom of the form – A: Staff B: Support Staff C: Children D: Parents E: Public F: Contractors G: Other Agencies
4	Control Measures in Place

	Detail generic control measures that would be expected to be in place within the school or Trust
5	Level Of Risk
	Use the descriptions on the ' Risk Calculator tool ' to work out the likelihood and the severity of harm taking into account the generic controls/precautions taken. Alternatively, format the table cell to reflect the colour code for the level of risk.
6	Additional Control Measures Required
	Specify control measures over and above the generic controls described under reference number 5.
7	Level of Risk
	Use the descriptions on the Risk Calculator tool to work out the likelihood and the severity of harm taking into account the additional controls/precautions taken (residual risk). Optionally, format the table cell to reflect the colour code for the level of risk.
8	Action Plan Required
	Where additional control measures are identified an action plan must be created to close out (section 9.)
9	Action Plan/Close out
	Refer to section 9. Include here details of any additional control measure(s), who is nominated to close out, date completed.
	Additional Descriptors/Information
10	Risk Level Flow Chart
	Following the completion of the risk assessment form (RA1) and the risk value with existing controls are established, the ' Risk Level Flow Chart ' can be followed to help decide what action is required.
10.1	Low Risk If the risk after controls is established as low, then no further action is required. However, you should continue to monitor the residual risk and ensure that it remains as low as ' so far as is reasonably practical '
10.2	Moderate Risk Tasks which have been identified as containing moderate residual risk, after controls are in place, may only be undertaken providing the risk has been reduced ' so far as is reasonably practicable ' and must be reduced to a minimum commensurate with the needs of the task.
10.3	High Risk High risk activities must not proceed.

RISK CALCULATOR TOOL

Risk is the chance that harm will be caused by a hazard. It is measured in terms of severity, likelihood & population affected.

A simple approach to quantifying risk is to define measures of likelihood and severity such as the descriptors given below. This allows the construction of a risk matrix which can be used as the basis of identifying acceptable and unacceptable risk.

$$\text{Likelihood} \times \text{Severity} = \text{Risk}$$

MEASURES OF LIKELIHOOD (PROBABILITY)

LEVEL	DESCRIPTOR	CHANCE	DESCRIPTION
1	Very unlikely	0 to 20%	The event may occur only in exceptional circumstances.
2	Unlikely	21 to 40%	The event could occur at some time.
3	Moderate	41 to 60%	The event will occur at some time.
4	Likely	61 to 80%	The event could occur in most circumstances.
5	Very likely	81 to 100%	The event will occur in most circumstances.

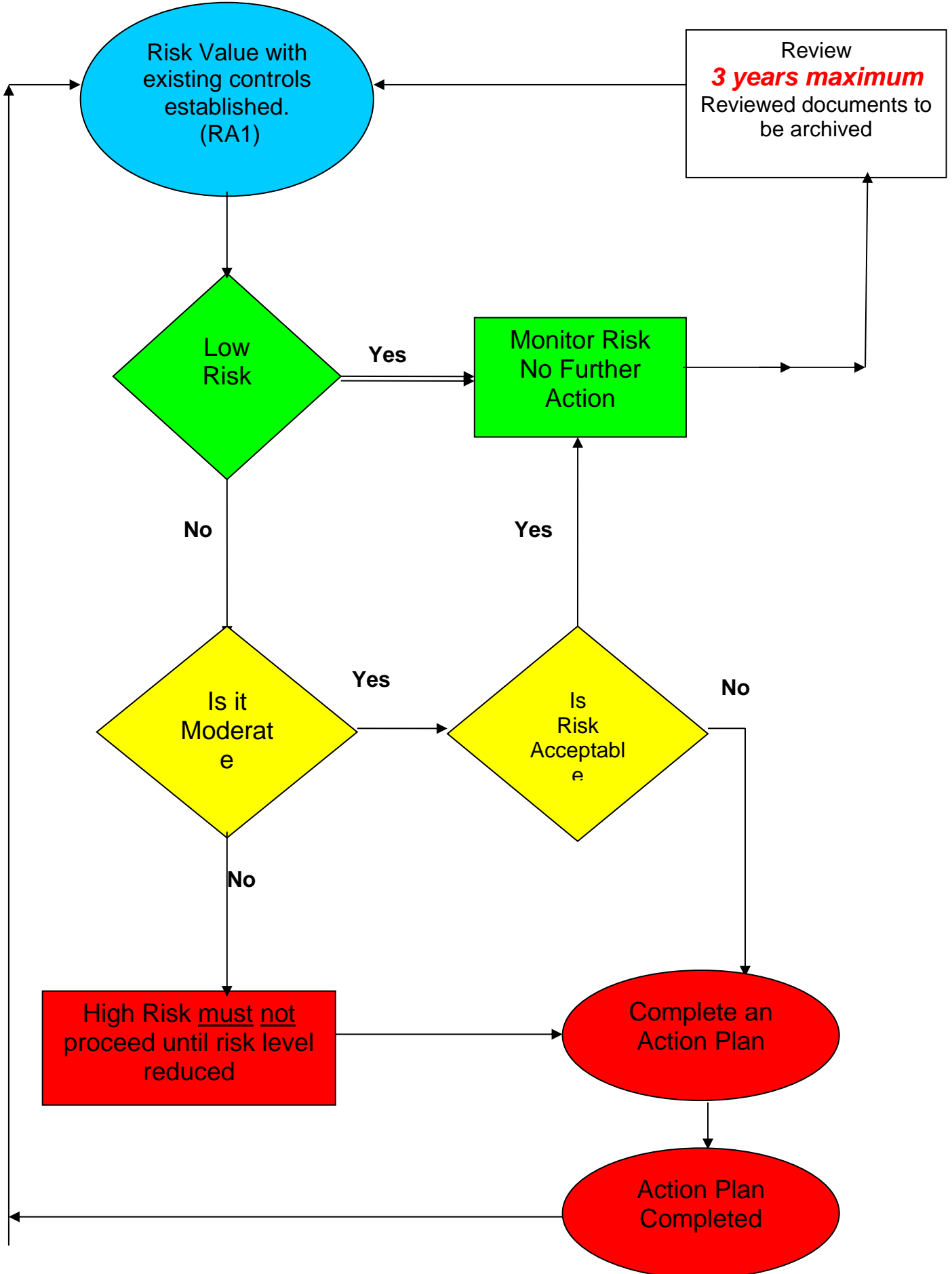
MEASURES OF SEVERITY (CONSEQUENCE)

LEVEL	DESCRIPTOR	DESCRIPTION
1	Negligible	Minor local first aid treatment (e.g. minor cuts/abrasions) causing minimal work interruption
2	Minor	Injury requiring first aider treatment causing inability to continue with current work activity for 3 days or less. Minimal financial loss or damage.
3	Serious	Medical treatment required. RIDDOR over 7 day lost-time injuries. Moderate environmental implications. Moderate financial loss or damage. Moderate loss of reputation. Moderate business interruption.
4	Major	Permanent or life changing injuries. RIDDOR major injuries. High environmental implications. Major financial loss or damage. Major loss of reputation. Major business interruption.
5	Fatalities	Single or multiple deaths.

Fatalities	5	10	15	20	25
Major	4	8	12	16	20
Serious	3	6	9	12	15
Minor	2	4	6	8	10
Negligible	1	2	3	4	5
SEVERITY	Very Unlikely	Unlikely	Moderate	Likely	Very Likely
	LIKELIHOOD				

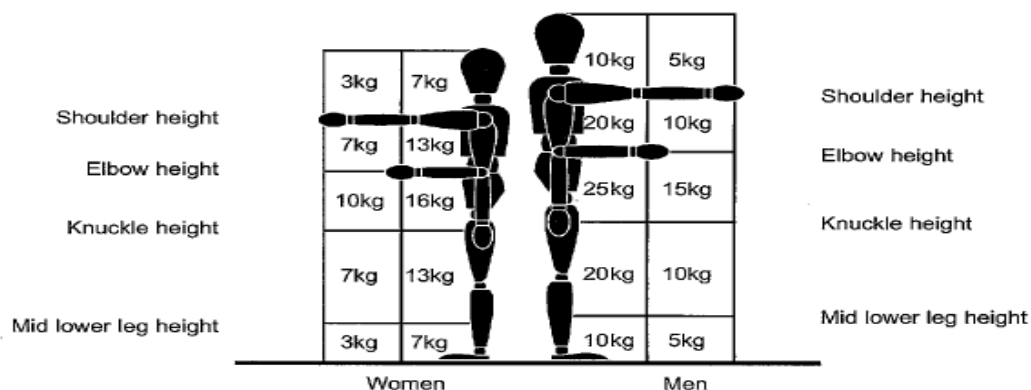
Low Risk	Acceptable - Monitor
Moderate Risk	Acceptable - subject to guidance. See Guidance Paragraph 10.2
High Risk	Unacceptable. Activity must not proceed.

RISK LEVEL



MANUAL HANDLING ASSESSMENT CHECKLIST

Ref No.



Consideration Section A	Yes / No	Notes
The Task – do they involve:		
1. Holding loads away from the trunk?	Yes / No	
2. Twisting / manoeuvring the load into position?	Yes / No	
3. Stooping?	Yes / No	
4. Reaching or carrying, or pushing and pulling above shoulder height, or below the waist?	Yes / No	
5. Large vertical movement?	Yes / No	
6. Long carrying / movement distances?	Yes / No	
7. Strenuous pushing or pulling?	Yes / No	
8. Sudden movements to start / stop or manoeuvre the load.	Yes / No	
9. Unpredictable movement of loads?	Yes / No	
10. Repetitive handling?	Yes / No	
11. Insufficient recovery time?	Yes / No	
12. A work rate imposed by the process	Yes / No	
13. One handed operation	Yes / No	
14. Movement at high speed	Yes / No	

MANUAL HANDLING ASSESSMENT CHECKLIST

Ref No.

Consideration Section B	Yes / No	Notes
The Loads are they:		
1. Heavy?	Yes / No	
2. Bulky / unwieldy?	Yes / No	
3. Difficult to grasp (are there handholds)?	Yes / No	
4. Unstable / unpredictable?	Yes / No	
5. Intrinsically harmful (e.g. sharp / hot)?	Yes / No	
6. Is vision restricted	Yes / No	
Consideration Section C	Yes / No	Notes
The Working Environment – are there:		
1. Constraints on posture or body positioning?	Yes / No	
2. Suitable floor / work surface?	Yes / No	
3. Variations in level, ramps, slopes or uneven surfaces?	Yes / No	
4. Hot / cold / humid conditions?	Yes / No	
5. Strong air movements?	Yes / No	
6. Poor lighting conditions?	Yes / No	
7. Confined spaces / narrow doorways?	Yes / No	
8. Surfaces and edges to cause cuts / abrasions or burns to hands or body?	Yes / No	
9. Trapping or tripping hazards?	Yes / No	
Consideration Section D	Yes / No	Notes
Individual Capability - does the job:		
1. Require unusual capability?	Yes / No	
2. Hazard those with a health problem or physical learning difficulty?	Yes / No	
3. Hazard those who are pregnant?	Yes / No	
4. Call for special information / training?	Yes / No	

COSHH RISK ASSESSMENT CHECKLIST

Ref No.	
Consideration	Notes
Hazardous properties of substance including: <ul style="list-style-type: none"> • Identity • Physical characteristics • Methods of use • Hazardous ingredients • Risk and Safety Phrases 	
Duration and frequency of exposure: <ul style="list-style-type: none"> • How much? • How often? • How long? 	
Other activities: <ul style="list-style-type: none"> • Storage • Disposal • Maintenance 	
Control measures: <ul style="list-style-type: none"> • PPE • Fire risk • First Aid • Other 	

ENSURE THAT THIS CHECKLIST IS COMPLETED PRIOR TO COMPLETION OF THE RISK ASSESSMENT

Appendix 3: risk assessment template

Once completed a copy of this form must be sent to the headteacher for authorisation

Department:

Site:

Date of trip/activity:

Location or Address:	Date assessment undertaken:	Assessment undertaken by (PRINT name):
Activity or Situation:	Review Date:	Signature:

1. Task	2. Hazard & Outcome(s)	3. Risk Groups	4. Control Measures in Place	5. Level of Risk			6. Additional Control Measures Required	7. Level of Risk			8. Action Plan Required
				L	M	H		L	M	H	
			○								

AT RISK GROUPS

A: Staff B: Support Staff C: Children D: Parents E: Public F: Contractors G: Other Agencies

9. Action Plan/Close Out	Allocated Person	Complete	Date
		Yes <input type="checkbox"/> No <input type="checkbox"/>	

RISK CALCULATOR

Risk is the chance that harm will be caused by a hazard. It is measured in terms of severity, likelihood & population affected.

A simple approach to quantifying risk is to define measures of likelihood and severity such as the descriptors given below. This allows the construction of a risk matrix which can be used as the basis of identifying acceptable and unacceptable risk.

Likelihood x Severity = Risk

MEASURES OF LIKELIHOOD (PROBABILITY)

LEVEL	DESCRIPTOR	CHANCE	DESCRIPTION
1	Very unlikely	0 to 20%	The event may occur only in exceptional circumstances.
2	Unlikely	21 to 40%	The event could occur at some time.
3	Moderate	41 to 60%	The event will occur at some time.
4	Likely	61 to 80%	The event could occur in most circumstances.
5	Very likely	81 to 100%	The event will occur in most circumstances.

MEASURES OF SEVERITY (CONSEQUENCE)

LEVEL	DESCRIPTOR	DESCRIPTION
1	Negligible	Minor local first aid treatment (e.g. minor cuts/abrasions) causing minimal work interruption
2	Minor	Injury requiring first aider treatment causing inability to continue with current work activity for 3 days or less. Minimal financial loss or damage.
3	Serious	Medical treatment required. RIDDOR over 7 day lost-time injuries. Moderate environmental implications. Moderate financial loss or damage. Moderate loss of reputation. Moderate business interruption.
4	Major	Permanent or life changing injuries. RIDDOR major injuries. High environmental implications. Major financial loss or damage. Major loss of reputation. Major business interruption.
5	Fatalities	Single or multiple deaths.

RISK ASSESSMENT MATRIX - LEVEL OF RISK

Fatalities	5	10	15	20	25
Major	4	8	12	16	20
Serious	3	6	9	12	15
Minor	2	4	6	8	10
Negligible	1	2	3	4	5
SEVERITY	Very Unlikely	Unlikely	Moderate	Likely	Very Likely
	LIKELIHOOD				

Low Risk	Acceptable - Monitor
Moderate Risk	Acceptable - subject to guidance. See Guidance Paragraph 10.2
High Risk	Unacceptable. Activity must not proceed.

List the relevant employees who need to be informed of this risk assessment

(Employees to sign when they have read)

Name	Signature	Name	Signature
1		8	
2		9	
3		10	
4		11	
5		12	
6		13	
7		14	

Where more the 14 employees need to be informed how will this be done? i.e. class or morning briefing

How will you ensure that this has happened? i.e. complete tick sheet to confirm it has been read

Monitoring arrangements: (e.g. Before each use/occasion, during handover/staff meeting/weekly/monthly/annually during site inspection etc.)

Review date/frequency:

Name of Assessor:

Job title:

Date of Assessment:

Signed (Headteacher):

Name:










Date:

Appendix 4: COSHH risk assessment template

<p>Substance(s)</p> <p>Is the Safety Data Sheet available?</p>	<p>Activity/Process/Operation where this substance(s) will be used and / or made:</p>
<p>Identify the hazards from using this substance:</p>	
<p><u>Who</u> might be harmed and <u>how</u>?</p>	<p>Estimate Risk Level (H/M/L) now</p>
<p>What measures are already in place to reduce the risk?</p>	<p>Estimate Risk Level now</p>
<p>What further action is needed to reduce the risk? (state actions)</p>	

Part 2 – the substances

Classification: (Tick the category of danger)

	Gas under pressure			Acute Toxicity			Corrosive	
	Health Hazard / Hazardous to the Ozone Layer			Explosive			Serious Health Hazard	
	Flammable			Oxidizing			Hazardous to the Environment	

State type of harm:

Physical forms (✓all that apply) e.g. liquid that evaporates to vapour.

Gas		Vapor		Dust		Fume	
Mist		Solid		Liquid		Other (state)	

Routes of Exposure (✓all that apply)

Inhalation		Skin contact		Eye contact		Ingestion		Injection	
------------	--	--------------	--	-------------	--	-----------	--	-----------	--









Part 3 – the risks and control measures

State the risks to health - Compare what you do in the process to the Risk Phrases / Exposure Scenarios.
 e.g. risk of splashing into eyes because substance is poured from one container to another.

Existing control measures in place

Look at the Safety Phrases / Risk Management Measures - list any further controls required.

Personal Protective Equipment.

 Dust mask			 Respirator		
 Gloves			 Foot protection		
 Face protection			 Eye protection		
 Overalls			 Other		

First Aid Measures (state any specific listed on SDS and compare to existing arrangements)

Storage (look at SDS and list any specific requirements / exclusions)

Disposal of substances, contaminated containers and tools etc.

Are there any restrictions on how the substance, containers and other contaminated items may be disposed?

Are any further bins / services to remove the waste required?

Firefighting measures

Extinguishing Media:

Suitable extinguishing media:

Is risk adequately controlled?

Yes, if no – state recommended further action below

Recommended further action

Monitoring Arrangements (e.g. Before each use/occasion, during handover/staff meeting, weekly, monthly, quarterly, annually during site inspections etc.) By whom? State frequency?

Risk Assessor	Print Name	Signature	Date
Headteacher/COO	Print Name	Signature	Date
Relevant employees who need to be informed of this COSHH assessment (employees to sign and date when they have read).			

- ¹ Consider the number of people exposed and any special circumstances, e.g. asthma, pregnancy, etc.
- ² Estimate initial risk High, Medium or Low
- ³ Has all health and safety information been obtained including policies, procedures etc?
- ⁴ Can the substance be eliminated, or a safer substitution made?
- ⁵ Consider all necessary control measures including storage, procedural and technical controls and disposal.
- ⁶ Are controls to the required standard and regularly maintained?
- ⁷ Have emergency action plans, including first aid, and dealing with spillages been considered?
- ⁸ Is training and instruction and adequate information available?
- ⁹ Is supervision adequate?
- ¹⁰ Is Personal Protective Equipment (PPE) required?
- ¹¹ Is health surveillance required?
- ¹² Estimate risk level achieved – High, Medium, or Low
- ¹³ Monitoring

COSHH Assessment Record Form CA2 (Inventory of substances)

Substance and Activity	Where is it stored and used?	Hazard / Risks	Risk Controls needed	Review Date