



Risk Assessment Policy

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| Policy Reference | HS012 |
| Author | Executive Business Manager |
| Policy Agreed (date): | September 2024 |
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| Approved by: | Executive Headteacher |

Contents

| | |
|---------------------------------------|----------|
| Contents | 2 |
| Version Control | 3 |
| 1. Aims | 4 |
| 2. Legislation and guidance | 4 |
| 3. Definitions | 5 |
| 4. Roles and responsibilities | 5 |
| Executive Headteacher | 5 |
| Senior Leadership Team | 5 |
| Provision staff and volunteers | 5 |
| Learners and parents | 6 |
| Contractors | 6 |
| 5. Risk assessment process | 6 |
| 6. Monitoring arrangements | 7 |
| 7. Links with other policies | 7 |
| Appendix I - Risk assessment template | 8 |

Version Control

| Version | Author | Date | Changes |
|---------|-------------------------|--------------|---|
| V 1.0 | Executive Headteacher | April 2024 | Reviewed |
| V 1.1 | HR Director | August 2024 | Updated to reformat and include version control and reference number. |
| V 1.2 | Executive Administrator | January 2025 | Updated reference number |
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1. Aims

The provision aims to ensure that:

- All risks that may cause injury or harm to staff, learners 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 guidance

This policy is based on the following legislation and Department for Education (DfE) guidance:

- Paragraph 16 of part 3 of [The Education \(Independent Provision Standards\) 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 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 provisions](#) says provisions must carry out a risk assessment to determine what first aid provision is needed
- [DfE guidance on the Prevent duty](#) states provisions are expected to assess the risk of learners being drawn into terrorism
- [The Health and Safety Executive \(HSE\)](#) say provisions that manage their own pools must conduct a risk assessment

- DfE guidance on health and safety: responsibilities and duties for provisions says provisions must identify the measures needed to reduce the risks from public health incidents, including COVID-19, so far as is reasonably practicable

A table of all the risk assessments provisions are required to have in place can be found in appendix I of this policy.

3. Definitions

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| 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

Executive Headteacher

The Executive Headteacher has ultimate responsibility for health and safety matters in the provision, but delegates responsibility for the strategic management of such matters to the provision’s senior leadership team. Guidance is also sought from the Local Authority.

The Provision, as the employer, has a duty to:

- Assess the risks to staff and others affected by provision 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

Senior Leadership Team

The Executive Headteacher or, in the Executive Headteacher’s absence, the individual Head of each centre, are responsible for ensuring that all risk assessments are completed and reviewed.

Provision staff and volunteers

Provision 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 Executive Headteacher to any risks they find that need assessing

Learners and parents

Learners and parents are responsible for following the provision'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

When assessing risks in the provision, 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 provision and establish what associated-hazards could injure or harm the health of staff, learners 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 learners 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 the risks 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. 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 learners spotted a problem?

- Have we learnt anything from accidents or near misses?

Step 6: retaining risk assessments – risk assessments are retained for 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 by the senior leadership team. This policy will be reviewed annually and approved by the Executive Leadership Team.

7. Links with other policies

Policies dealing with other forms of complaints include:

- Health and Safety Policy
- First Aid Policy
- Supporting Learners with Medical Conditions Policy

| Risk Assessment – The Bridge | | | | | | |
|---|-----------------|---------------------------------------|--------------------------|------------|------------------------|----------------|
| Location (<i>activity location/specific building</i>) | | | | | | |
| Executive Headteacher | | | | | Phone number | |
| What does this risk assessment cover? (<i>specific activity, venue, office</i>) | | | | | | |
| Date | | | | | Date for review: | |
| This risk assessment will be reviewed in 12 months' time or if it is considered it might no longer be valid, e.g. following an accident or any significant changes in the hazards or activities. This risk assessment must be shared with all staff, volunteers and visitors who may be affected by the hazards identified. | | | | | | |
| Possible hazards? | Who is at risk? | What is being done to alleviate risk? | Further action required. | RAG | Action by whom & when? | Date completed |
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| I certify that a suitable and thorough assessment of the risks associated with the activity above has been carried out by a competent person and that the residual risks have been reduced to the lowest level reasonably practicable. Where third parties are delivering on our behalf, information has been sought to ensure risk assessments from the third party are adequate and sufficient, that they are licensed where appropriate and that the activity is adequately insured under Project SEMH's own insurance or that of the third party. | | | | | | |
| Sign: | | Print: | | Job Title: | | |