



# Hollinsclough CE (VA) Academy

## Risk Assessment Policy & Procedure: 2018

### Mission Statement

*To encourage high levels of achievement through the enthusiasm and joy of learning, coupled with a creative curriculum and a holistic approach to education that reflects Christian values and supports our community. We guarantee accessibility and availability to all.'*

### Developing potential

#### Aims

Here at Hollinsclough CE Academy, we aim 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.

In order to mitigate risks in general Risk assessments are conducted and reviewed on a regular basis

#### Definitions

<b>Risk assessment</b>	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 ( <b>also see Appendix 2</b> )
<b>Hazard</b>	Something with the potential to cause harm to people, such as chemicals or working from height
<b>Risk</b>	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
<b>Control measure</b>	Action taken to prevent people being harmed ( <b>also see Appendix 3</b> )

#### Roles and responsibilities

##### The Governing Body

The governing board has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to our Bursar – **Mr Stephen Malbon**

The governing 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 the school premises.

The Governing Body as the Trust representative in the role of 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 Trust and the local Governing Body

The Praxis Trust has ultimate responsibility for strategic health and safety matters in our Academy, but delegates responsibility for the local management of such matters to the local governing body.

The governing body delegates operational matters and day-to-day tasks to the headteacher and staff members.

The Praxis Trust as the employer 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

Our Principal, or in the absence of the Principal, our Bursar are 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 Bursar to any risks they find which need assessing

## 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.

## Contractors

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

## Risk assessment process/procedure

When assessing risk, we will follow the process outlined below, and this process will 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. Consideration extends to groups or individuals with 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?
- Have we learnt anything from accidents or near misses?

Following all new events (i.e. Trips etc.) we will carry out a debrief session with staff involved following which a revised assessment will be generated for future reference. See **Appendix 3** – Debrief Template

**Step 6: Retention** – risk assessments are retained for a minimum of **3 years** after the length of time they apply. Risk assessments are securely disposed of.

## Monitoring arrangements

Risk assessments are written as needed and reviewed by our Bursar Mr Malbon

This policy will be reviewed by our Bursar at least every 2 years and approved by our Principal

## Links with other policies

This risk assessment policy links to the following policies:

- Safeguarding
- Child Protection
- Health and safety
- First aid
- Supporting pupils with medical conditions

## Legislation and statutory requirements

This policy is based on the following legislation:

- 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
- 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

**Further applicable Department for Education (DfE) and HSE guidance;**

- [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 \(HSE\)](#)

A table of all the risk assessments schools (**Register of Statutory Risk Assessments**) are required to have in place can be found in **Appendix 1** of this policy.

This policy complies with our funding agreement, articles of association and membership of the Risk Protection Arrangement (RPA).

**Equality Duty**

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

**British Values**

Children who attend our academy experience an enabling environment in which they will develop self-knowledge, self-esteem and self-confidence. Coupled with this they will develop the ability to distinguish right from wrong and to respect the civil and criminal law of England.

Within this enabling environment, your child or children will develop the ability over time to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely.

While with us, our parents can expect their children to acquire a broad general knowledge of and respect for public institutions and services in England, and to develop a personal character that is tolerant and can foster harmony between different cultural traditions, along with respect for their own and other cultures.

We firmly believe and encourage our pupils to show respect for other people; and for democracy and the support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

To be part of our academy, it is unacceptable on the part of any stakeholder to promote discrimination against people or groups on the basis of their belief, opinion or background.

**Implementation of this policy**

Our academy will manage the implementation of this policy with the support and guidance of the appropriate body/bodies as defined at the time of writing.

**General**

This policy and its guidance will always reflect the present and future needs of all stakeholders and to support this we are always open to suggestions for changes and alterations of and to any specific individual provision/requirement to ensure full access to all.

**Signed...**

**Designation:** Chair of Governors

**Date...** February 2018

**Signed...**

**Designation:** Principal

**Date...** February 2018

This policy is to be reviewed by Governors during Autumn term 2019

Previous Policies 2015, 2016, & March 2017

# Appendix 1: Register of 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
Health, Safety & Welfare	X	S Malbon	Nov 2019
Workers under the age of 18	X	S Malbon	July 2018
Asbestos	X	Local Authority	Nov 2018
Substances hazardous to health	X	S Malbon	Sept 2018
Display screen equipment	X	S Malbon	Sept 2019
Fire	X	S Malbon	Jan 2019
First aid	X	S Malbon	Nov 2020
Manual handling	X	S Malbon	Sept 2018
Working at height	X	S Malbon	Sept 2018
Children being drawn into terrorism	X	S Malbon	July 2018
Swimming pools (if applicable)		N/A	n/a

## Appendix 2: SAMPLE risk assessment template

Please note the table below; this sets out the judgement scores and offers the clearest of guidance  
Use the Colour to fill the RISK LEVEL box in the footer below

This table must remain as part of this Risk Assessment

RISK Rating Table	
RESIDUAL RISK RATING	ACTION REQUIRED
<b>Risk Level 20 to 25 (Extremely High)</b> Strong likelihood of fatality / serious injury occurring	This is extremely high - the activity must not take place at all. External organisation/company required to carry out the activity.
<b>Risk Level 16 to 19 (High)</b> Possibility of fatality/serious injury occurring	This is high and will require that an alternative means is identified to reduce the risk rating. Seek further advice, e.g. from your H&S Team
<b>Risk Level 9 to 15 (Medium)</b> Possibility of a significant injury	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
<b>Risk Level 1 to 8 (Low)</b> Possibility of minor injury only – normal activities	No further action required.

## Consequence (A), Likelihood (B) and Risk Level (C) – Judgement scores

(A)  
CONSEQUENCE  
LEVEL

1. Minor injury – 1<sup>st</sup> Aid not required
2. Minor injury – 1<sup>st</sup> Aid required
3. Injury is requiring Hospital. Doctor intervention
4. Major Injury resulting in disability
5. Major resulting in death

(B)  
LIKELIHOOD

1. Unlikely
2. Possible under unfortunate circumstances
3. Possible
4. Probable
5. Almost certain.

(C)  
RISK  
LEVEL

- 1-8 = Low  
 9-15 = Medium  
 16-19 = High  
 20-25 = Extreme  
 See Guide table above

Note: If risk (C) is 9 or above  
REVIEW CONTROL MEASURES  
Highlight this box in the Judgement colour

# General Template

ACTIVITY and VENUE:			NAME(S) OF ASSESSOR(S):			MANAGER'S NAME:	
			DATE OF ASSESSMENT:				
No.	Potential Hazards	Who is affected?	A x B		C	Control Measures to Eliminate / Minimise the Risk	Further Action Required?
			CON Level	Like-lihood	(AxB) Risk Level		
1							
2							
3							
4							

**(A)**  
CONSEQUENCE  
LEVEL

1. Minor injury – 1<sup>st</sup> Aid not required
2. Minor injury – 1<sup>st</sup> Aid required
3. Injury is requiring Hospital. Doctor intervention
4. Major Injury resulting in disability
5. Major resulting in death

**(B)**  
LIKELIHOOD

1. Unlikely
2. Possible under unfortunate circumstances
3. Possible
4. Probable
- 5 Almost certain.

**(C)**  
RISK  
LEVEL

- 1-8 = Low  
 9-15 = Medium  
 16-19 = High  
 20-25 = Extreme  
 See Guide table above

Note: If risk (C) is 9 or above  
 REVIEW CONTROL MEASURES  
 Highlight this box in the Judgement colour

