



## RISK ASSESSMENT POLICY

<b>Policy Number</b>	0072		<b>Policy Author</b>	L Church
<b>Date Reviewed</b>	Sept 2024		<b>Policy Ownership</b>	Operations
<b>Agreed by Governors</b> <b>Reviewed by Trust Board</b>	July 2023 May 2024		<b>Date of Next Review</b>	Sept 2025

## 1. Aims

The Basildon 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
- [DfE guidance on the Prevent duty](#) states that schools are expected to assess the risk of students being drawn into terrorism
- [The Health and Safety Executive \(HSE\)](#) say schools that manage their own pools must conduct a risk assessment
- DfE guidance on [health and safety: responsibilities and duties for schools](#) says schools must identify the measures needed to reduce the risks from COVID-19 so far as is reasonably practicable

A table of all the risk assessments required to be in place can be found in appendix 1 of this policy.

### 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 Trust Board

The trust board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher.

The trust 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 trust board 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 Deputy Headteacher, 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 Academy 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 academy, 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 academy and establish what associated-hazards could injure or harm the health of staff, students 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 students 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 1-3 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 students 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 Executive Leadership Team or in the event of an Educational Visit, the Event Organiser.

This policy will be reviewed every 2 years.

## 7. Links with other policies

This risk assessment policy links to the following policies:

- Health and safety
- First aid
- Supporting students with medical conditions
- Educational Visits

## 8. Completing Risk Assessments

When you consider Risk Assessments, do remember that accidents are caused by people and what they do. They do not “just happen.”

Remember that what is safe for you to do may not be safe for a student.

Remember that what is safe for an experienced teacher/staff member with a good class may not be safe for another teacher with another class.

To estimate the likelihood of an accident happening the following calculation is used. For each hazard you should decide if the chance of an accident is high, medium or low and the possible severity, should that accident occur.

To help us do this we calculate the possible outcome by giving a number to each variable and then using this to calculate the risk before any control measures are put into place and then recalculating the risk after the control measures are applied. **Likelihood x Severity = Rating result**

## LIKELIHOOD

**1 = Unlikely**

This means that there is a very small chance of an accident happening.

**2 = Possible**

This means there is a reasonable chance of this happening.

**3= Will happen** This means that an accident is almost certain.

SEVERITY 1= Minor Injury 2= Major Injury 3= Death

## THE RATING TABLE.

RISK RATING = LIKELIHOOD X SEVERITY		RATING RESULTS
LIKELIHOOD	SEVERITY	RATING RESULTS
1 = Unlikely 2 = Possible 3 = Will happen	1 = Minor Injury 2 = Major Injury 3 = Death	1 – 3 = Low Risk. Monitor and Review periodically 4 – 6 = Medium Risk. Implement Further Control Measures 7 – 9 = High Risk. Not Permitted Until Risk Rating Reduced

An example risk assessment can be found in Appendix 2

## Appendix 1: 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
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)			
COVID-19			

## Risk Assessment for Visit

Class/Students	Numbers on Trip/Ratios	Destination	Date of Trip

Teacher in Charge	Teacher/Assistant Second in Charge	Additional Adults on Trip	Educational Visits Mobile Telephone Number	Emergency Contact and Telephone Number

**RISK RATING = Likelihood x Severity**

**LIKELIHOOD      SEVERITY**

**1 = Unlikely      1 = Minor Injury**

**2 = Possible      2 = Major Injury**

**3 = Will happen   3 = Death**

**RATING RESULTS**



**1 – 3 = Low Risk. Monitor and Review periodically.**

**4 – 6 = Medium Risk. Implement Further Control Measures**

**7 – 9 = High Risk. Not Permitted Until Risk Rating Reduced.**

**Main Hazards Who might be Harmed**



Main Hazards				Who Might Be Harmed?							
Slips, Trips and Falls Crossing roads (Traffic) Students Becoming lost Members of the public Minibus Inappropriate behaviour of students on coach Allergies and Medical Conditions Additional risks pertaining to the venue				<div style="border: 1px solid black; padding: 5px; display: inline-block;">Risk Rating with no controls</div> 		<div style="border: 1px solid black; padding: 5px; display: inline-block;">Risk Rating with controls</div> 		Any member of the group Any member of the group Students Any member of the group Any member of the group  Any member of the group  Any member of the group  Any member of the group			
Hazard	Likelihood	Severity	Rating No Controls	Control Measures	Likelihood	Severity	Rating with Controls				
<b>Slips, Trips and Falls</b>  <div style="border: 1px solid black; padding: 2px; display: inline-block; color: red;">EXAMPLE</div>	2	2	4	<ul style="list-style-type: none"> <li>➤ Appropriate footwear to be worn – Group Leader to check prior to leaving school.</li> <li>➤ First Aid kit to be carried by Group Leader or Supervisor.</li> <li>➤ Group Leader to ‘lead’ group and advise of any potential trip hazards.</li> </ul>	1	2	2				
<b>Crossing roads (Traffic)</b>  <div style="border: 1px solid black; padding: 2px; display: inline-block; color: red;">EXAMPLE</div>	3	3	9	<ul style="list-style-type: none"> <li>➤ Walking route to be pre-planned to ensure safest route is taken.</li> <li>➤ Group Leader to give strict instructions to group.</li> <li>➤ Group Leader to ‘lead’ group, Supervisor to bring up the rear and other responsible adults to be throughout the group, subject to group size.</li> <li>➤ Group Leaders and all Supervisors to wear hi -visibility vests whilst walking students.</li> </ul>	1	3	3				

<b>Students Becoming Lost</b> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 10px;">EXAMPLE</div>	<b>3</b>	<b>2</b>	<b>6</b>	<ul style="list-style-type: none"> <li>➤ Clear instructions as to expectations of behaviour and responsibilities to themselves and to one another.</li> <li>➤ Group Leader to have list of group names.</li> <li>➤ Periodic check of numbers.</li> <li>➤ Educate students on what to do in the event that they become separated from the group</li> <li>➤ Agreed meeting point identified and communicated to all.</li> </ul>	<b>1</b>	<b>2</b>	<b>2</b>
<b>Members of the Public</b> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 10px;">EXAMPLE</div>	<b>2</b>	<b>2</b>	<b>4</b>	<ul style="list-style-type: none"> <li>➤ Supervision ratios to be acceptable please refer to Educational Visits Policy for ratio guidance.</li> <li>➤ Clear instructions as to expectations of behaviour and responsibilities to themselves, to one another and to members of the public.</li> <li>➤ Group Leader to have mobile telephone for use in emergencies.</li> <li>➤ Group Leader to have the authority to 'abort' the trip if safety is compromised.</li> </ul>	<b>1</b>	<b>2</b>	<b>2</b>
<b>Getting on/off Minibus</b>				<ul style="list-style-type: none"> <li>➤ Control students into orderly queue enter and exit on pavement side.</li> </ul>			
<b>Travelling on Minibus-RTA</b>				<ul style="list-style-type: none"> <li>➤ Seatbelts used, approved driver, regular stops on long journey, regular servicing of vehicle Visual check seatbelts &amp; vehicle stow baggage.</li> </ul>			
<b>Travelling on Minibus-Illness or Vehicle Breakdown</b>				<ul style="list-style-type: none"> <li>➤ Second member of staff First aid box Regular servicing of vehicle Visual check, use of red warning triangle.</li> </ul>			

<b>Minibus breaking down on motorway</b>				➤ students to leave bus and go to place of safety on the bank. Driver to do head count and phone emergency services and school.			
<b>Inappropriate behaviour of students on coach</b>				➤ Monitor students – staff positioned throughout minibus & not solely at the front. Do not allow students to change seats especially in transit.			
<b>Minibus aisles blocked by bags or legs</b>				➤ students to sit in seats with belts on – staff to check belts are worn and all luggage stored securely in specified storage area, do not store heavy items in racks, staff to brief students before departure.			
<b>Allergies and Medical Conditions</b>				➤ Academy staff to hold information on allergies, medical conditions and medication for students and staff ➤ Academy staff to be made aware in advance of severe allergies which require special mitigations. ➤ First aid trained staff available throughout the trip.			
<b>Please also consider any additional risks pertaining to the venue, plus location of fire doors &amp; medical room, meeting place, etc.</b>							

I have read and understood the Risk Assessment above.

Signed \_\_\_\_\_ Date \_\_\_\_\_