



# Risk assessment policy



<b>Approved by:</b>	Aymeline Bel	<b>Date:</b> 19/05/2022
<b>Last reviewed on:</b>	Autumn 2023	
<b>Next review due by:</b>	Autumn 2024	

## 1. Aims

The school 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
- Our vulnerable children and young people and staff are safe in their day to day school life

## 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 pupils 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 schools are required to have in place can be found in appendix 1 of this policy.

This policy complies with our funding agreement 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 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 head of school.

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 Queensmill 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 Head of School

The head of school, or in the head of school's absence the deputy head, is responsible for ensuring that all risk assessments are completed and reviewed.

### 4.3 Educational Visits Coordinators (EVC)

EVCs are responsible for:

- › Attending EVC training
- › Conducting pre-visit checks for more risky activities
- › Providing support to staff in using the EVOLVE platform

### 4.4 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 senior management to any risks they find which need assessing

### 4.5 Contractors

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

## 5. Risk assessment process

Risk assessments for educational based activities and areas are carried out by staff teams, phase leaders, and senior managers. Other risk assessments such as RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) and management of plant equipment are carried out by the health and safety rep and site care.

All overseas and UK residential trips are risk assessed using the EVOLVE platform.

Beginning June 2022, all risk assessments, including local community visits, will be completed using the EVOLVE platform and approved by the following senior staff:

- › Overseas visits: Freddie Adu, Executive Headteacher
- › UK Residential visits: Aymeline Bel, Headteacher
- › Local visits: Neeta Singh, Lucy Capon, and Robert Armstrong, Deputy Headteachers

When assessing risks in the school and for educational based activities, we will follow the process outlined below.

**Step 1: identify potential risks or hazards** – we will consider activities, processes and substances within the school, or for an educational based activity, 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 potential risk or hazard, we will establish who might be affected, listing groups and individuals where needed.

**Step 3: evaluate the risks and decide on control measures or strategies** – 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.

**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 3 years after the length of time they apply. Risk assessments are securely disposed of.

## 6. Monitoring arrangements

Risk assessments are written as needed by class teachers, and jointly with extracurricular teachers if relevant, and reviewed by the Deputy Heads.

This policy will be reviewed by the Head of School annually.

## 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
- › Missing Child Protocol and Policy

