



Risk Assessment Policy

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 template	6

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

2. Legislation and statutory requirements

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

- 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

A table of all the risk assessments schools are required to have 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 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 headteacher.

The Governing Body 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 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 the headteacher's absence the School Business Manager 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 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.

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 school, 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 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 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?

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.

6. Monitoring arrangements

Risk assessments are written as needed and reviewed by the School Business Manager. This policy will be reviewed and approved by the Governors' Finance and Premises Committee every two years.

7. Links with other policies

This risk assessment policy links to the following policies:

- Health and safety
- First aid
- Supporting pupils with medical conditions

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			
Playground Equipment			

Appendix 2: risk assessment template

Risk Assessment Record for:



Table 1: Definitions of the headings in the risk assessment record

(These are notes to aid the completion of the Risk Assessment Record)

Potential Severity of Harm	Meaning of the harm description	Likelihood of Harm	Meaning
Fatal/Major Injury	Death, major injuries or ill health causing long-term disability/absence from work.	High (Frequent)	Occurs repeatedly / to be expected
Serious Injury	Injuries or ill health causing short-term disability/absence from work (over three days absence)	Medium (Possible)	Moderate chance/could occur sometimes
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work	Low (Unlikely)	Not likely to occur.

Use Potential severity of Harm and Likelihood of Harm as calculated above to proceed to fill in the risk assessment on the next page

Table 2

Risk Rating Matrix: Potential Severity of Harm + Likelihood of Harm = risk level			
Potential severity of harm	+High (Likely)	+ Medium (Possible)	+Low (Improbable)
Fatal/Major Injury	Very High Risk	High Risk	Medium Risk
Serious Injury	High Risk	Medium Risk	Low Risk
Minor Injury	Medium Risk	Low Risk	No Significant Risk

Table 3

Action Required : Key To Ranking and what action to take	
Very High Risk	STOP ACTIVITY! Take action to reassess the work/job and apply the reduction hierarchy before proceeding.
High Risk	Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.
Medium Risk	Implement all additional precautions that are not unreasonably costly or troublesome and monitor the situation on an agreed frequency.
Low Risk	Monitor and review your rolling programme.

Establishment/Section/Team: St Bernadette Catholic Secondary	Date of Assessment:	Review date:
Assessed by: Please note all those involved should sign up to this assessment.	Staff signatures: <ol style="list-style-type: none"> 1. 2. 3. etc I/We have read and understand this RA and our role in its implementation.	

Before addressing for a review the content of the columns below, please use the following expandable space to describe any background and/or context relevant to the matter in hand. It is also good practice to confirm or update any reference materials, documents, etc, here too. Do not assume there is 'common sense' in play, as that is hugely variable from person to person. Content here will help gain a common understanding.

Section 2

What is the Task/Activity or Environment you are assessing?	What Hazards Are Present or May Be Generated?	Who is affected or exposed to hazards	What Severity of Harm can reasonably be expected <i>(Risk Rating Matrix Table 1)?</i>	What Precautions are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening (Existing Controls)?	What Likelihood is there of an Accident occurring? <i>(Risk Rating Matrix Table 1)?</i>	What is The Risk Rating <i>(Risk Rating Matrix Table 2)?</i>
When adding controls into the central controls column, including any cross referencing to other documents that include 'control measures,' please number them. You can then use relevant numbers as you proceed rather than be repetitive with text.						

What is the Task/Activity or Environment you are assessing?	What Hazards Are Present or May Be Generated?	Who is affected or exposed to hazards	What Severity of Harm can reasonably be expected <i>(Risk Rating Matrix Table 1)?</i>	What Precautions are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening (Existing Controls)?	What Likelihood is there of an Accident occurring? <i>(Risk Rating Matrix Table 1)?</i>	What is The Risk Rating <i>(Risk Rating Matrix Table 2)?</i>
When adding controls into the central controls column, including any cross referencing to other documents that include 'control measures,' please number them. You can then use relevant numbers as you proceed rather than be repetitive with text.						

Section 3 – ACTION PLAN

Instructions for completion

1. Any item that has a risk rating of Red or Amber in section 2 above - the right hand risk rating column needs to be addressed in this action plan. When you have completed this section, then decide and complete the box on page 2 that confirms when you will review this whole assessment. When you then review the assessment: 1. clear the review date box and 2. Move all the controls in the action plan section up into the main section to show they are now incorporated into what you do. *Now reassess and see if you can decrease the risk rating conclusions?*
2. When an item can be removed altogether (e.g. a dangerous staircase is removed) it can be deleted from section 2 but there must be a historic evidence trail (see point 4).
3. Some items are so high hazard that they will never be reduced to a risk rating lower than Amber – these must be kept in the action plan but can be marked

as addressed and all being done that is reasonably practicable.

4. The original document and any changes to the Risk Assessment, over time, need to be documented for record-keeping purposes. This is especially relevant in the event of any legal claims.

Section 3 - ACTION PLAN

What is the Hazard You Need to Control? (red or amber from the right hand risk rating column above)	What Additional Precautions do You Need to Either Eliminate or Reduce the Risk to an acceptable level.	Who is Responsible For Implementing These Controls	When Are These Controls to be Implemented (Date)?	When Were These Controls Implemented (Date)?

References: Describe what standards are being applied (such as a Health and Safety Executive Approved Code of Practice or Design and Technology Association training course guidance) and other supporting material. This can of course include the establishment’s own policies and guidance documents. For major risk assessments notes of consultation or other discussion may also be useful.

Drafted by