



The Grove

Risk assessment policy

Circulated for Consultation		
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Introduction

The Grove is part of the Heartlands Community Trust. This Policy document is one of a series of Policies that, taken together, are designed to form a comprehensive, formal Statement of The The Grove's aspiration to provide an outstanding education for each and every one of its students and of the mechanisms and procedures being put into place to achieve this. Accordingly, this Policy needs to be read alongside school policies (referenced in section 7) in order to get the full picture and should be read in conjunction with the Equality Policy, the Health and Safety Policy and the Safeguarding Children & Child Protection Policy in particular. All of these Policies have been written, not simply to meet statutory and other requirements, but to evidence the work that the whole School is undertaking to ensure the implementation of its core values and vision to **"Inspire Excellence, Challenge Potential and Empower Learning"**.

Health and Safety is everybody's responsibility – all staff at all times prioritise their own safety and well being and that of the students. Robust risk assessments, which are regularly reviewed, ensure risks are anticipated and steps taken to eliminate or minimise those risks. Not all risks can be anticipated and prevented – accidents can and may happen at any time. It is vital that all staff are vigilant and aware of their surroundings, pupils and other adults and feel empowered to take early preventative action if they see a problem arising

1. Aims

This policy aims to ensure that all stakeholders (including staff, parents/carers and local authorities) are clear about the school's procedures and when a risk assessment is required. The policy also aims to ensure that governors, the Head Teacher and all staff are clear about where the responsibility for risk assessment lies.

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 complies with the school’s funding agreement and the Trust’s articles of association.

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
- 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
Parent	Covers meaning for - parent, guardian, carer or any other person in whom is vested the legal duties and responsibilities of a child's primary caregiver

4. Roles and responsibilities

4.1 The Trust and Local Governing Body

The Trust has ultimate responsibility for health and safety matters in the school, which are delegated to the Local Governing Body, but will delegate day-to-day responsibility to the Head of School.

The Trust 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 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
- all staff understand their responsibilities and are signposted to the Health And safety and Risk assessment policies during induction.

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 Head of School to any risks they find which need assessing
- Undertake dynamic risk assessments in their on-going work

4.4 Students and parents

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.

Communication for our students can be challenging but the school ensures that, students are supported as far as possible to follow the school's advice in relation to risks on-site and off-site and for reporting any hazards. Students are supported on an individual basis depending on their needs.

4.5 Contractors

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

5. Risk assessment process

Health and Safety is everybody's responsibility – all staff at all times must prioritise their own safety and well being and that of the students. Robust risk assessments, which are regularly reviewed, ensure risks are anticipated and steps are taken to eliminate or minimise those risks. Not all risks can be anticipated and prevented – accidents can and may happen at any time. It is vital that all staff are vigilant and aware of their surroundings, students and other adults and feel empowered to take early preventative action if they see a problem arising.

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 additional special educational needs (SEN), expectant mothers and those with medical conditions. 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. We would always adopt a policy that if a risk is assessed as too high, then the activity/proposal would not be authorised.

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, on an annual basis as part of an on-going approach to risk assessment, 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. Types of Risk Assessment

Students: Some students may have personal or academic needs that require a personal risk assessment. The contents of this risk assessment are considered for every activity that the student participates in, both in and out of school. All pupils will have a baseline risk assessment carried out on entry using information. Students may be identified for requiring this need at any time throughout their time at The Grove.

Staff: Sometimes it is necessary to risk assess members of staff, this may be, for example, because of a health reason or pregnancy. Risks are assessed for staff members and reviewed regularly with line managers.

Premises and on-site activities: The Head of School is responsible for undertaking, reviewing and updating risk assessments for all the public areas in the school including the grounds. Teachers are responsible for risk assessing their classrooms, lessons specific to their subjects and any trips or outings they may do. Risk Assessments are living documents and will be reviewed and updated as required (especially in the light of student need). The Health and Safety Policy details the steps that will be taken to ensure that the premises remain safe at all times.

Educational visits and off-site activities: When planning a visit, the responsible staff member will check and update as necessary any generic risk assessments held by the school (e.g. for minibus or public transport and for regularly used venues). Venues will be asked for their risk assessments which will be read and any additional hazards given the nature of our pupils considered. The school will undertake a thorough risk assessment for any venue where an overnight stay is proposed or where the planned activity could be hazardous. This is completed by the Educational Visits Coordinator who is a member of the Senior Leadership Team. A copy of the Risk Assessment template can be found in the Educational Visits and Off-site Activities Policy.

7. Monitoring arrangements

Risk assessments are written as needed and reviewed by our Risk Assessment Lead and then reported to the facilities manager and SLT.

This policy will be reviewed by the Senior Leadership Team every year and approved by the Local Governing Body.

8. Links with other policies

This risk assessment policy links to the following policies:

- Health and safety
- First aid
- Supporting pupils with medical conditions
- Educational and Off-site visits
- Behaviour and Physical Intervention Policy
- Teaching and Learning Policy
- Fire Evacuation and Critical Incidents
- Student Personal Learning Plans which include personal risk assessment

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
Health and safety			
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)			

Appendix 2: Workplace risk assessment

WORKPLACE RISK ASSESSMENT



TASK/ WORK ACTIVITY ASSESSED:						
LOCATION:			DEPARTMENT:			
ASSESSOR:			DATE OF ASSESSMENT:			
MANAGER:			SIGNED:			
LEVEL OF RISK (using Risk Prioritisation System) 5X5						
Area of Work/ Task	Who might be harmed	Hazard(s)	Is the risk adequately controlled?	Risk H,M,L	Further action required	Review date

Review Date.....

Comments

Sign

Appendix 3: Student risk assessment (Written for those students with a Physical Intervention Plan)

Name:		Year Group:	
Name of School:			
Risk Assessment Undertaken By:			
Other individuals involved in risk assessment:			

Background information

What health and safety hazards arise or could arise from the behaviour of this pupil? (include triggers, time of day, and any pattern to behaviour)

Hazard / Risk	Person/s Affected	Risk level before controls are in place			Initial control measures	New / further control measures required	Risk level with controls in place			
		L	M	H			L	M	H	

List any activities which cannot be safely managed, as far as it is possible to foresee?

Assessment completed by:

Signed:

Date of assessment:

Review date:

Staff signature and Date

** NOTE: Risk assessments should be carried out by a suitably competent person, who has received an appropriate level of training and guidance prior to fulfilling this function.*

