
RISK ASSESSMENT POLICY



RÆDWALD
T · R · U · S · T

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RISK ASSESSMENT POLICY

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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 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.
- [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.

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 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 Head Teacher.

The trust 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 trust board 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 Head of School, 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 Head Teacher, Head of School or a staff member to whom this duty has been delegated.

This policy will be reviewed by the CEO every 2 years and approved by the Trust Board.

7. Links with other policies

This risk assessment policy links to the following policies:

- Health and safety
- Supporting pupils with medical conditions

Appendix 1: Statutory and Mandatory Risk Assessments Checklist

The Raedwald Trust Health and Safety Manual lists the risk assessments that schools are required to have in place. Updates to the manual occur on a needs basis.

Student Level Raedwald Trust Risk Assessment	Stored	Completed by (or a person nominated by)	Date of review
School Learning Locality (eg: usual and frequent locations used by the school)	H&S Manual	HT/HoS	No less than annual
Pupil attendance to Learning Locality (eg offsite activities with RT staff leading)	S'Pod – RT Outcome or RT ILP	HT/HoS/Staff	On the day
Pupil attendance to Third Party Risk Assessment	S'Pod – RT Outcome or RT ILP	HT/HoS	On the day
Pupil Risk Assessment	S'Pod – RT RA	HT/HoS	At admission – updated by incident – reviewed at least termly
Overseas and/or Residential Activity	H&S Manual	HT/HoS – CEO signed off	As part of activity
Unmet SEND needs – EHCP (pupil level)	S'Pod – RT Outcome or RT ILP	SENDCo	At least termly and reviewed when provision changes
Staff Needs Risk Assessment	S'Pod – Staff Area	HT/HoS/TBM	As necessary

Note that the table above is not exhaustive. Incident or event specific risk assessments may be applied by Head Teachers or Heads of School, following a conversation with a Trust Business Manager, covering specific HR or RPI events.

Appendix 2: Pupil Risk Assessment Template

Pupil Name:

Date of Birth:

Completed By:

Date:

***Please see covid section regarding temperature checks and track and trace requests**

Please note: if you answer yes to any of the questions numbered 1 - 37 on this form you will need to provide dates and details of incidents on page 4 of this assessment. Use further sheets if necessary.

		YES - In the last 12 months		YES (more than 12 months ago)	NO
		Once	More than once		
1	Has the student been known to assault another pupil (eg bite, kick, pull hair, etc)?				
2	Has the student been known to assault an adult (eg bite, kick, pull hair, etc)?				
3	Did any assault(s) lead to actual bodily harm?				
4	Did the assault(s) use weapons / objects?				
5	Did the assault(s) lead to medical treatment?				
6	Has the student been known to threaten another pupil?				
7	Has the student been known to threaten an adult?				
8	Did any student have time off school as a result of the assault(s)?				
9	Did any member of staff have time off as a result of the assault(s)?				
10	Was any assault reported using the county council's Incident Report Form?				
11	Has the student been known to use offensive language (swearing, racist / sexist abuse of other members of the school community?)				

12	Has the student committed any criminal offence? (which would be criminal if committed by an adult)				
13	Has there been any police, Youth Offending Service, Drug Action Team involvement?				
14	Has the student been known to do him/herself physical harm?				
15	Has CAMHS been involved?				
16	Has there been evidence of inappropriate sexualised behaviour?				
17	Has the student been known to use non-prescription, illegal drugs?				
18	Has the student been known to cause significant damage to property?				
19	Has the student been restrained (in accordance with the School's policy on physical restraint?)				
20	Is there evidence that the student is unaware that his/her actions are wrong?				
21	Is there evidence to suggest that unacceptable behaviour is likely to be repeated in the future?				
22	Have triggers for the student's inappropriate behaviour been identified?				
23	Is the student known to Social Care Services?				
24	Has the student made any allegations against any staff member?				
25	Is the student on the Child Protection Register?				
26	Is the student a Child in Care?				
27	Is the student the subject of an EHCP?				
28	Does any educational psychologist, medical or other report indicate a risk of violent behaviour?				
29	Has the parent / guardian made any allegations against any staff member?				
30	Is anyone living/staying in the home environment known to pose a potential risk to others?				

31	Can the student be led or carried to safety away from others?	
32	Does the student require medication during the school day?	
33	Does the student require intrusive medical treatment or personal care during the school day (eg toileting)?	
34	Do health professionals take precautions when examining this student (e.g. protective clothing)?	
35	Does the student present any known health risk?	
36	Has the parent refused to sign any school indemnity form (for the administration of drugs by a qualified volunteer member of staff)?	

Further Observations

Prior school:

Medical:

Triggers for behaviour:

Warning Signs:

De-escalation:

Strategies for effective learning:

Non-behaviour concerns:

Please provide details of incidents against the corresponding question number. Use further sheets if necessary.

Question Number	Date of incident	Details

	Stage 2 – options for improving the risk rating Potential resource requirements, support and arrangements	Yes	NO	Comment on: Usefulness of strategies already tried and whether it is felt any that have not been tried might be helpful
1	Additional specialist staffing: full-time attendance of a trained behaviour assistant/mentors/Learning Support Assistant/teacher			
2	Suitably trained staff to meet the student's medication or personal care needs (e.g. injections; prescription drugs)			
3	Training for all relevant staff on dealing with the forms of challenging behaviour identified by the risk assessment. i.e. Schoolsafe, classroom management skills, or other approved training			
4	Specified maximum class size for the special behavioural needs in the group, and/or for particular subjects.			
5	Special supervision or peer mentoring during breaks, out of school activities, in practical subjects (e.g. Chemistry, Art, PE)			
6	Arrangements to assist with anger management, (counselling services, circle of friends, self-esteem projects)			
7	Specialist training for restraint, lifting, defusing techniques			

8	Additional teaching materials and resources			
9	Sufficient trained staff to assist with effective intervention			
10	Additional means of communication between colleagues to assist with incidents or crises			
11	Support from social services, mental health agencies and/or other relevant external organisations. Or multi-agency support where appropriate and desirable (such as outreach from PRUs)			
12	LA Behaviour Support Service			
13	Protective clothing			

Appendix 3 – Activity/Offsite Risk Assessment Template

Activity:	Date of Trip:
Risk Assessment completed by:	Risk Assessment completed on (date):
Confirmation and signature from member of staff responsible (name, signature, date): I confirm that this trip/visit/activity will be carried out, so far as is reasonably practicable in compliance with Health and Safety guidelines and Academy Trust protocols.	Signature of approval by Manager (name, signature, date):
Comprehensive details of the trip/ activity taking place, including: list of staff members attending; pupil names; staff/pupil ratio; name and address of venue; transport details; time of departure/return;	

HAZARD - The potential for harm	RISK person(s) specifically at risk:	PRECAUTIONS/CONTROLS already in place to remove hazard, reduce risk level Detail the precautions taken to reduce the likelihood of the hazard occurring:	RISK (with controls in place, please see last page for how to assign scores)			Additional Controls Are further controls needed to ensure safety? Please list below and ensure further controls are in place before the trip/ activity takes place:
			L	S	R	
e.g. transport						
e.g. walking						
e.g. equipment						
e.g. changes in environment that may pose hazards						
e.g. hazards to personal safety						
e.g. applicable fire hazards						
e.g. health concerns						
e.g. behavioural issues						
e.g. first aid incidents						
e.g. emergency situations						

The three columns (L,S,R) are for assessing the level or degree of risk. The first (L) is an assessment of the **LIKELIHOOD** of the hazard taking place, the second (S) for the **SEVERITY** of the hazard, both based on the following:-

RISK ASSESSMENT MATRIX

RISK						
Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Likelihood				

LIKELIHOOD	
5	Almost Certain
4	Probable
3	Possible
2	Remote
1	Improbable

SEVERITY	
5	Multiple fatality
4	Fatality
3	Major injury
2	Minor injury
1	Negligible impact

The third column (R) is for the level of risk which should be determined from inputting the L and S score into the risk matrix above.

The aim is to reduce the risk by prevention or control measures so far as is reasonably practicable.

Explanatory Note:

Risk

16-25	Very high (Do not proceed, consult the Health & Safety Department)
12-15	High
6-10	Medium
1-5	Low

Likelihood

Almost certain	Do not proceed, consult the H&S Dept
Probable	More likely than not to occur
Possible	Has the potential to occur
Remote	Unlikely to occur
Improbable	Occurrence is extremely unlikely

Severity

Multi fatality	Self-explanatory
Fatality	Self-explanatory
Major injury	Reportable incident under RIDDOR such as fracture of bones, dislocation, amputation, occupational

	diseases (e.g. asthma, dermatitis), loss of sight.
Minor injury	First aid administered. This would include minor, cuts, bruising, abrasions and strains or sprains of ligaments, tendons, muscles
Negligible impact	Self-explanatory