
RISK ASSESSMENT PROCEDURE



RAEDWALD
T · R · U · S · T

APPROVED BY CENTRAL
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RISK ASSESSMENT PROCEDURE

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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 Head Teacher

The Head Teacher, or in the Head Teacher absence the Head of School/Service, is responsible for ensuring that all risk assessments are completed and reviewed.

4.3 School staff and volunteers

School staff are responsible for:

- Completing risk assessments for each and every activity/trip they are leading on
- 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 Teacher 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 by staff leading the activity and reviewed by the Head Teacher, Head of School/Service.

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/Service, following a conversation with a Trust Business Manager, covering specific HR or RPI events.

Appendix 2 – Activity/Offsite Risk Assessment Template

Activity:		Date of Trip:	
Location of activity (full address):			
Time out:		Time due back:	
Risk Assessment completed by:		Risk Assessment completed on (date):	
Mode of Transport: <input type="checkbox"/> Walking <input type="checkbox"/> RT Vehicle <input type="checkbox"/> Local Bus <input type="checkbox"/> Taxi <input type="checkbox"/> Own Vehicle			
Lead Staff Member: Mobile: Deputy Lead: Mobile: Other staff: <i>* If using a vehicle, use D to denote driver</i>	Total number of Pupils: <i>(list names below)</i> 1. 2. 3. 4. 5. 6. 7. 8. 9.	Total number of Staff: <i>(list names below)</i> 1. 2. 3. 4. 5. 6. 7. 8. 9.	

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TRIP CHECKLIST	Y	N/A
I confirm I have read (please tick for each item); <ul style="list-style-type: none"> the pupil's Positive Behaviour Support Plans (5a's) the pupil's Risk Assessment(s) the Risk Assessment(s) for provision visiting the pupil's Medical Protocol (if relevant) 		
Trip bag contents; <ul style="list-style-type: none"> Spare clothes (if appropriate) Wipes / antibacterial gel First Aid items High visibility jackets (if required) Medication (if relevant) 		

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 Raedwald Trust protocols.

Confirmation and signature from member of staff responsible (name, signature, date):

Signature of approval by Manager (name, signature, date):

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	

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

