



# Risk Assessment & Safety Plan Procedures

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Policy Details	
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## 1. Aims

The Trust 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 procedure 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 procedure.

This policy complies with our funding agreement and articles of association.

## 3. Definitions

<b>Risk Assessment</b>	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
<b>Hazard</b>	Something with the potential to cause harm to people, such as chemicals or working from height
<b>Risk</b>	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
<b>Control Measure</b>	Action taken to prevent people being harmed

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## 4. Roles and responsibilities

### 4.1 The Trust Board

The Trust Board has ultimate responsibility for health and safety matters in the Trust, 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 Pathway, is responsible for ensuring that all risk assessments are completed and reviewed.

### 4.3 School staff and volunteers

School staff are responsible for:

- Drafting risk assessments for the Head Teacher 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/carers are responsible for following the school's advice in relation to risks, on-site and off-site, as well as online, 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 for offsite trips and activities 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. Risk Assessments must be recorded by the Head Teacher on MIS using the RT Activity/Trip Risk Assessment template.

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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 on the Trust MIS or the 3 years after the length of time they apply. Risk assessments are securely disposed of.

## **6. Monitoring arrangements**

Risk assessments are written by and reviewed by the Head Teacher. Wider staff can contribute to this process however lawful accountability for accurate and appropriate risk assessments and safety plans sits with the academy headteacher

## **7. Links with other policies**

This risk assessment policy links to the following policies:

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy

## 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
Pupil attendance to trip (eg offsite activities with RT staff leading)	MIS - RT Trip/Activity Risk Assessment	HT/HoP	On the day
Pupil attendance to Third Party Risk Assessment	MIS - RT Trip/Activity Risk Assessment	HT/HoP	On the day
Pupil Safety Plan	MIS – RT Pupil Safety Plan	HT/HoP	At admission – updated by incident – reviewed at least half termly
Overseas and/or Residential Activity	H&S Manual	HT/HoP – CEO signed off	As part of activity
Unmet SEND needs – EHCP (pupil level)	MIS - RT Pupil Safety Plan using information from Pen Portrait, RT ILP and SEND Tracker	HT	At least half termly and reviewed when provision changes
Staff Needs Risk Assessment	Staff Files	HT/HoP/CFO	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 Pathway, following a conversation with the CFO, covering specific HR or RPI events.

## Appendix 2: Activity/Offsite Risk Assessment Template –

This template may be used by staff to draft their observations/contributions for the HTs record on MIS RT Trip/Activity Risk Assessment Log.

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"/> Vehicle <input type="checkbox"/> Lo <input type="checkbox"/> Bus <input type="checkbox"/> Tax <input type="checkbox"/> Own <input type="checkbox"/> hicle			
Lead Staff Member: 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.	
TRIP CHECKLIST		Y	N/A
I confirm I have read (please tick for each item); <ul style="list-style-type: none"> <li>the pupil's RT 5As Behaviour Plan</li> <li>the pupil's RT Safety Plan</li> <li>the Risk Assessment(s) for provision visiting</li> <li>the pupil's medical information (if relevant)</li> </ul>			
Trip bag contents;			



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- |   |  |  |
|---|--|--|
| <ul style="list-style-type: none"><li>• Spare clothes (if appropriate)</li><li>• Wipes / antibacterial gel</li><li>• First Aid items</li><li>• High visibility jackets (if required)</li><li>• Medication (if relevant)</li></ul> |  |  |
|---|--|--|

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):**