



Education My Life Matters
'Success for everyone'
RISK ASSESSMENT POLICY

Approved by:
Independent Executive
Board

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1. Aims

This policy sets out the strategy, management responsibilities and implementation procedures for undertaking risk assessments. Its purpose is to:

- › Ensure early recognition and assessment of the risk to employees and others affected by EMLM’s undertaking
- › Ensure effective communication between management and their staff to raise awareness of the findings from risk assessment
- › Establish effective risk assessment and incorporate the process and assessment results into management activities i.e. supervision, performance management, team meeting agendas and other procoedures/management systems
- › Where risks are identified, put in place suitable control measures that are reasonably practicable to reduce those risks
- › 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:

- › Paragraph 16 of part 3 of [The Education \(Independent School Standards\) Regulations 2014](#) which requires proprietors to have a written risk assessment policy [this bullet point is only for academies, including free schools, and independent schools, delete if not applicable]
- › 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
- DfE guidance on [health and safety: responsibilities and duties for schools](#) says schools must identify the measures needed to reduce the risks from COVID-19 so far as is reasonably practicable
- [DfE guidance on the Prevent duty](#) states that schools are expected to assess the risk of pupils being drawn into terrorism

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 [Head of School](#) or named Leader in school.

The governing 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 governing 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

At EMLM the Independent Executive Board (IEB) have established a Health and Safety Committee which meets at least three times per academic year. It reviews the Risk Register and key high areas for risk assessments. They discuss all risk assessments and new and emerging risks.

There are numerous undertaken by the school which require a risk assessment. See **appendix 2**

4.2 The Head of School

The **Head of School**, or in the **Head's** absence the Health & Safety Officer, 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 **Head of School** 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.

EMLM will do all it reasonably can do to:

- › Be committed to increasing the general awareness and understanding of Risk Assessment within the school
- › Recognise and understand the importance of skilled management of employees by the provision of appropriate training on an on-going basis for managers and staff
- › Health and Safety Officer is responsible for Health and Safety and has responsibility, together with the **Head of School**, for monitoring implementation, review and compliance of this Risk Assessment Policy
- › The **Head of School** has overall responsibility for the implementation of this Risk Assessment Policy and its procedures. They will be responsible for ensuring that those staff designated with supporting and monitoring this policy carry out their responsibilities

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 the risks 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?

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- 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 3 years after the length of time they apply. Risk assessments are securely disposed of.

5.1 Specialist Risk Assessments

The Health and Safety Officer together with the **Head of School** arranges for external people to carry out the following risk assessments:

- Fire Safety
- Asbestos Management -N/A
- Legionella -**annually by external company**
- Gas -N/A
- Electricity – **annual PAT testing and any other external companies**
- Security – **annual check by external provider**

6. Monitoring arrangements

Risk assessments are written as needed and reviewed by the **Head of School**. This policy will be reviewed annually.

7. Links with other policies

This risk assessment policy links to the following policies:

- Health and safety
- First aid
- Supporting pupils with medical conditions
- Safeguarding & Child Protection
- Educational Visits Policy
- Anti-bullying Policy

This list is not exhaustive.

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			
Swimming pools (if applicable)		Not applicable	
COVID-19			

Appendix 2: An example of the Risk Assessments carried out at EMLM

Area	Identify the hazards	Who/what may be harmed	Likelihood of occurrence	Severity of harm	Overall risk	Existing control measures	Recommendations/further action required
Medical concerns raised by parents							
Accidents on site							
Daily classroom list							
Manuel Handling							
Outdoor area							
Off site activities and visits							

Appendix 3: Example of risk assessment template

Name of person completing the risk assessment					Date	
What are the hazards?	Who might be harmed and how?	What control measures are already in place? Are they sufficient?	What additional control measures are needed?	Action by whom?	Action by when?	Completed?