Title	Risk Assessment
Associated Policies	• Health and Safety (TPO/HS/03)

REVIEWED: NOVEMBER 2018   NEXT REVIEW: NOVEMBER 2021

The Brooke Weston Trust's COVID-19 business continuity planning assumes responsibility for the Trust's response to the COVID-19 situation and takes precedence over the usual Risk Assessment Policy whilst remaining true to the principles of the policy statement. Specific COVID-19 risk assessments undertaken to support the operational management of schools as part of the overall business continuity planning will be conducted in line with the principles of this policy, associated procedures and templates

1.	Policy Statement

1.1   This policy forms part of and should be read in conjunction with the Health and Safety Policy it is designed to confirm how The Brooke Weston Trust (The Trust) will address the requirement to undertake Risk Assessments so as prevent or control the hazards and risks presented to its staff, pupils/students and where appropriate members of the public potentially affected by the activities of the Trust and its schools and thereby comply with the provisions of The Management of Health and Safety at Work Regulations 1999.

1.2   The policy requires all Principals and appointed managers, on behalf of the Trust to:
   a)   Ensure all existing activities are subject to a valid risk assessment with suitable and sufficient preventive and protective measures planned and implemented;
   b)   Avoid any activity, which involves a risk to health and/or safety which has not been subject to an existing risk assessment;
   c)   Ensure all new purchases of materials, work/curriculum equipment etc. which could foreseeably present any risk to health and/or safety are subject to a valid risk assessment prior to being purchased with suitable and sufficient preventive and protective measures designed in at the outset;
   d)   Ensure all new activities are subject to a valid risk assessment prior to being introduced with suitable and sufficient preventive and protective measures designed in at the outset;
   e)   Implement the appropriate preventive and protective risk control measures, including the provision of training and information necessary to reduce the risk to health and/or safety to the lowest reasonably practicable level;
   f)   Review the assessments as necessary to ensure they remain valid

1.3   The policy is required to comply primarily with the Management of Health and Safety at Work Regulations 1999.

1.4   To ensure a uniform approach is taken to risk assessment and to assist managers in this process, a procedure has been produced which identifies the methodology to be followed and format for recording the findings (see appendix 1).

1.5   The Trust recognises and readily accepts the benefits that accrue from the use of the principles and practices relating to risk assessment as a means of determining suitable and sufficient arrangements for the management of health and safety.

1.6   All existing activities undertaken by the Trust will be subject to a retrospective risk assessment in accordance with the methodology of approach detailed in the accompanying procedure. Records of the resulting assessments will be held within the respective Department/Curriculum area as appropriate to assist in the implementation of any specified risk control measure.

1.7 Generic organisational risk assessments may be produced on behalf of the Trust as part of the overall development of the safety management system.

1.8 Any manager, teacher or other member of staff planning to introduce a new activity will be required to undertake risk assessment as part of the planning process to ensure all relevant health and safety issues have been properly addressed.

1.9 Any manager, teacher or other member of staff planning to introduce a new article, substance or item of work equipment will be required to undertake a risk assessment as part of the procurement to ensure all relevant health and safety aspects have been properly addressed

1.10 Within curriculum areas, where appropriate, the risk assessment should either be incorporated within lesson plans and schemes of work or at least referred to in the documentation. Pupils/students where appropriate, should be made aware of the assessments and the risk control measures relevant to their activities.

1.11 The objective of this requirement to undertake risk assessments is to reduce the risks presented by any identified hazards to the lowest level which is reasonably practicable.

1.12 All risk assessments must be subject to approval by a senior manager and review to ensure they remain valid

2. Who does this policy apply to?

2.1 This policy applies to all existing and proposed Trust and school activities, whether on or off-site, and to all of the contractors working within the schools and other establishments forming part of the Trust.

2.2 Pupils/Students for the purposes of the relevant legislation are deemed as "members of the public" and as such are required to be protected from exposure to specific work or Curriculum related hazards presented by the activities of the school.

2.3 Where staff are classified as "home workers" equivalent risk assessment arrangements to ensure their work activities comply with the appropriate standards are required, this may be achieved by a manager undertaking a home visit or by the use of self-completed documentation.

2.4 All external agents, contractors and employers operating on the Trust premises or engaged in or affected by the Trust activities will be expected to have suitable and sufficient risk assessments, designed to cover their operation. These should be aligned with the Trust originated risk assessments to ensure effective cooperation and coordination of the work.

3. Specific Considerations

3.1 A young person or child may be particularly at risk from hazards presented by 'work activities' because of their lack of awareness, experience and maturity.

3.2 The Management of Health and Safety at Work Regulations 1999, address this by requiring specific risk assessments to be made for young persons at work or a general risk assessment to be reviewed to take account of young persons. **A similar approached should be taken when assessing the risks experienced by students either on or off site.**

3.3 When making or reviewing a risk assessment, managers who have, or are about to appoint young persons are required to take particular account of:
- The inexperience, lack of awareness of risks and immaturity of young persons,
- The fitting-out and layout of the workplace and the workstation,
- The nature, degree and duration of exposure to physical, biological and chemical agents,
- The form, range and use of work equipment and the way in which it is handled
- The organisation of processes and activities
- The extent of health and safety training provided or to be provided to young persons

The wider aspects of child protection issues, including DBS checks, social interactions, different peer groups etc. should also be considered as part of the overall risk assessment process.

3.4 The Trust will not employ a young person for any work;

- Which is beyond their physical and psychological capability,
- Involving harmful exposure to agents which are toxic or carcinogenic, cause inheritable genetic damage or harm to an unborn child or which in any other way chronically affects human health,
- Involving the risk of accidents which is may reasonably be assumed cannot be recognised or avoided by young person's owing to their insufficient attention to safety or lack of experience or training,
- In which there is a specific risk to health from;
    - o Extremes of cold or heat,
    - o Noise, or
    - o Vibration.

3.5 Where young person's below minimum school leaving age are to be employed (this includes those on Work Experience), or are to be allowed to undertake work-related schemes, relevant and comprehensive information on the risk assessment findings must be made available to the child's parent.

3.6 The information to parents need not be supposed in writing but if not, managers must still have a way of confirming that relevant and comprehensible information has been provided.

4.	Definitions

4.1 Records
A record of all appropriate risk assessments undertaken, along with any revision and associated documentation will be retained within each curriculum area/department and will be readily available for review

4.2 Whole school and generic risk assessments, including premised and fire documentation, will be retained by the relevant teams or centrally by the Principal's office

4.3 Copies of all risk assessments produced by external agents, contractors and employers operating on the MAT premises or engaged in or affected by their activities will be held by the relevant curriculum area/department and will be stored alongside other risk management documentation.

5.	Policy Review

5.1 The operation of this policy will be subject to review annually as part of the overall review of the MAT safety management system.

Risk Assessment Procedure

1.	**Introduction**

1.1 The procedure forms part of and should be read in conjunction with the Risk Assessment Policy made under the overall Health and Safety Policy. It is designed to confirm how The Brooke Weston Trust (The Trust), will address the health and safety requirements with regard to the use of risk assessments by management as a planning tool, at organisational and operational level so as to recognise, understand, assess and control the hazards and risks presented by their activities.

1.2 The requirement to carry out assessments of the risks presented by work activities is contained in regulation 3 of the Management of Health and Safety at Work Regulations 1999. These procedures detail how the responsibilities for carrying out risk assessments and the development of suitable and sufficient risk control measures are to be met.

2.	**Responsibility Position**

2.1 All Trust and school managers are expected to have in place current and valid risk assessments covering their existing areas of activity/work, which address all significant hazards encountered by their staff and where appropriate students and visitors in their care. School Principals are responsible for the planning and implementation of school level safety policies and associated management systems.

2.2 All staff directly involved in the provision of a curricular activity are expected to ensure that current and valid risk assessments covering the lesson, which address all significant hazards encountered by the students, and where appropriate the staff delivering the lesson, are in existence, current and sufficient. Such assessments should form an integral part of the schemes of work and lesson plans. These should be approved and signed by an appropriate manager.

2.3 The assessments should be carried out in accordance with the procedures detailed in this document. To ensure a uniform approach is taken, all Trust personnel who are expected to participate in the production of a risk assessment will be required to familiarise themselves with this procedure. Training in the procedures and requirements of the risk assessment process will be offered from time to time, as part of the continuing professional development arrangements.

2.4 Where a risk assessment identifies hazards that are covered by specific assessments, the procedures in place for those assessments should be followed, the results of which should, where appropriate, be appended to the overall risk assessment.

2.5 Hazards covered by their own specific assessment criteria include:
- Hazardous and Dangerous Substances
- Manual Handling
- Computer (DSE) Usage
- Fire
- Noise
- Vibration

3.	**Definitions**

3.1 <u>Risk Assessment</u>
A formal and systematic analysis of a work task, activity, situation or premises, which identifies hazards, assesses the risk they could present and thereby assists in the identification of appropriate preventive and protective measures so far as is reasonable practicable.
<u>Hazard</u>
Something with the potential to cause harm to an individuals' health and/or safety. This can include substances, machinery, systems of work, buildings, people, behaviour etc.
<u>Risk</u>

The potential danger from an identified hazard, considering the 'likelihood' that harm from a particular hazard is realised and the potential 'severity' of the outcome

Assessor

The person undertaking the Risk Assessment. This should be a competent person with an appropriate understanding of the activity, situation etc. to be assessed. The assessor must be a relevant worker, or involve relevant workers in the process

Young Person

A person between 16 and 18 years of age.

Child

A person below the minimum school leaving age

4.	Purpose and Principles

4.1 Risk assessments must be suitable and sufficient. This systematic procedure will help achieve this by:
- Identifying the significant risks arising out of work (trivial risks can usually be ignored)
- Enabling the manager/assessor to identify and prioritise the measures that need to be taken to contain the risk
- Being appropriate to the nature of the activity/work

4.2 The level of detail in a risk assessment should be proportionate to the risk. The purpose is not to catalogue every trivial hazard, nor are managers/assessors expected to anticipate hazards beyond the limits of current knowledge. A suitable and sufficient risk assessment will reflect what it is reasonable to expect.

4.3 There is no set approach as to how a risk assessment should be undertaken, but in principle they should be carried out as part of the planning process when new tasks, activities, equipment, premises etc. are being planned, and when material changes are being considered. This will help ensure appropriate risk control measures are designed in at the outset.

4.4 Retrospective application should also be adopted. Therefore, managers/assessors should use the procedures detailed in this document when they are assessing work systems and activities not previously addressed.

4.5 Managers undertaking risk assessments should ensure that they consult with all relevant staff, including Trade Union Safety Representatives and Elected Representatives where appropriate. It is also good practice for them to be discussed at a Safety Committee, if in operation or departmental meetings prior to being introduced.

5.	Procedure

5.1 It may be helpful to read the following steps in conjunction with the risk assessment template at the end of this procedure.

5.2 In most cases, managers/assessors will be able to undertake the risk assessments themselves, calling upon specialist advice as necessary in respect of unfamiliar hazards or more complex aspects of their area of responsibility.

5.3 Step 1 – Identify the hazards
When deciding to introduce a new system of work or modifying an existing one, the manager responsible must, in conjunction with other staff as appropriate, identify the physical, chemical, biological, and ergonomic (including psycho-social) hazards that the proposed work will present.
Managers/assessors are expected to sufficiently research the activity or development that makes up the system of work, calling upon other specialists where necessary, to ensure that all foreseeable hazards are identified and risks correctly quantified and controlled.
Where a risk assessment is being retrospectively applied, managers/assessors will also need to visually assess the system of work and refer to existing active and reactive monitoring data if appropriate.

5.4 Step 2 – Decide who might be harmed and how

When deciding on who might be harmed, managers/assessors will need to identify all those categories of staff, visitors, pupils/students, contractors and any other person who could possibly be affected by the work.

Those at greater risk due to any particular factor (e.g. age, immaturity, SEND, etc.) require to be specifically identified to ensure the preventive and protective measures selected are effective in all probable circumstances.

5.5 Step 3 – Evaluate the risks arising from the hazards and decide on the control measures necessary
An evaluation of the risks arising from the hazards presented can normally be carried out subjectively by the manager/assessor conducting the assessment. However, this procedure requires an objective approach by using a risk ranking system from high to low, which categorises the risks into RED, ORANGE, YELLOW and GREEN (see template documents at the end of this procedure).

5.6 Control measures may be 'preventative' or 'protective'. Preventative measures are those that prevent the hazard from arising, for example, banning smoking as a means of preventing fire. Protective measures are those that provide protection after the hazard has arisen, for example, proving a fire extinguisher to combat the fire.

5.7 The preventive and protective control measures selected should be commensurate with the risk and follow hierarchy in turn so far as is reasonably practicable:
1) Ensure the risks are eliminated
2) Control the risks with preventive risk control measures
3) Apply protective risk control measures

5.8 Step 4 – Record Details
Where the findings of a risk assessment are significant, they must be record. Managers/assessors should use the template provided with this guidance as the format for recording a risk assessment, such that a uniform approach is taken throughout the Trust.

5.9 The specified form will provide managers/assessors with a means of recording assessments in a suitable format, recognised and understood by colleagues across the Trust. Schools should have local conventions for storing complete risk assessments in an organised manner so that they are accessible and available for review as and when required. Schools may choose to store completed assessments centrally or in departments.

5.10 The findings should include:
- The activity and its location
- The significant hazards identified, which might post a serious risk
- The likely consequences of the hazards
- Details of those persons who could be affected
- The existing preventive and protective control measures where appropriate (when undertaking a retrospective assessment) and their effectiveness in controlling the risks. Reference to other documents is acceptable here
- The additional preventive and protective control measures required so far as is reasonably practicable and their effectiveness in controlling the risks

5.11 Generic risk assessments of common activities or aspects of work may be produced at an organisational level or be shared between schools, with implementation occurring at local level to prevent duplication Proprietary assessments, such as those produced by CLEAPSS are acceptable as long as they have been tailored where appropriate to meet the specific needs presented by the lesson/locations/class etc. Where such proprietary standards exist and are quoted as part of the risk assessment process they must be adhered too.

5.12 Remember, all risk assessments should be signed off ('approved'), by an appropriate line manager.

6.13 Step 5 – Implementation and Review

Managers should ensure that appropriate information from the risk assessment process is brought to the attention of those people to which it relates, usually staff, students and visitors. This could be during lessons, team meetings or other appropriate opportunities.

To ensure the risk assessment remains valid, it should be subject to a routine review, or when changes in the activity could affect the hazard and the risk presented. Monitoring information such as that obtained during a routine inspection or following an accident investigation may also identify the need to review a risk assessment

Risk Assessment

Activity:		Reference No:	
		Assessed By:	
Location:		Approved By:	
		Issue Date:	
		Revision Date:	

Hazard	Consequences	Persons affected	Existing Control Measures (Where appropriate)	Severity	Likelihood	Total Risk	Additional Measures (Where appropriate)	Severity	Likelihood	Total Residual Risk

RISK ASSESSMENT MATRIX

RISK

Severity						
	5	5 (Y)	10 (O)	15 (O)	20 (R)	25 (R)
	4	4 (G)	8 (Y)	12 (O)	16 (O)	20 (R)
	3	3 (G)	6 (Y)	9 (Y)	12 (O)	15 (O)
	2	2 (G)	4 (G)	6 (Y)	8 (Y)	10 (O)
	1	1 (G)	2 (G)	3 (G)	4 (G)	5 (Y)
		1	2	3	4	5

G - Green
Y - Yellow
O - Orange
R - Red

Likelihood

SEVERITY

5	Fatality
4	Major injury - Reportable incident under RIDDOR
3	First Aid administered - treatment required from first aider
2	Minor injury - cuts and abrasions
1	Negligible impact – No injury

LIKELIHOOD

5	Almost Certain
4	Probable – Likely to occur
3	Possible – Has potential to occur
2	Remote – Unlikely to occur
1	Improbable – Not foreseeable

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

Explanatory note:

RED	AMBER	YELLOW	GREEN
Very high risk. Stop the activity and make improvements.	High Risk. Additional measures required.	Medium Risk. Tolerable, subject to monitoring.	Low Risk. Acceptable