

<b>Title</b>	Risk Assessment
<b>Associated Policies</b>	<ul style="list-style-type: none"> <li>• Health and Safety (TPO/HS/03)</li> <li>• Risk Management (TPO/QA/05)</li> </ul>

REVIEWED: August 2022

NEXT REVIEW: August 2025

**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 to identify, prevent and/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 in order to avoid injury or harm.
- 1.2** 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 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 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 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 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
- 1.3** The policy requires all Principals and appointed managers, on behalf of the Trust to:
- Ensure all existing activities are subject to a valid risk assessment with suitable and sufficient preventive and protective measures planned and implemented;
  - Avoid any activity, which involves a risk to health and/or safety which has not been subject to an existing risk assessment;
  - 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 on a regular basis to ensure they remain valid
- 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** 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.
- 1.6** Generic organisational risk assessments may be produced on behalf of the Trust as part of the overall development of the safety management system.
- 1.7** 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. 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.
- 1.8** 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.
- 1.9** 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. Roles and responsibilities

### 3.1 The governing body

The Brooke Weston Trust Board of Directors has ultimate responsibility for health and safety matters across the Trust, however delegates the strategic management and oversight of health and safety to the local governing body of each academy and the day-to-day responsibility to the Principal within each academy.

- 3.2** The local governing body is responsible for ensuring that reasonable steps are taken by the academy to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the school premises.
- 3.3** The Trust and its academies, as the employer, have 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
- 3.4 Principal**  
The Principal, or in the absence of the Principal the senior leadership team, is responsible for ensuring that all risk assessments are completed and regularly reviewed.
- 3.5 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.
- 3.6** 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 as part of the continuing professional development arrangements.
- 3.7 All other school staff and volunteers**  
School staff are responsible for:
- Assisting with, and participating in, risk assessment procedures, as required
  - Familiarising themselves with risk assessments
  - Implementing control measures identified in risk assessments
  - Alerting the Principal and the senior leadership team, where appropriate, to any risks they find that need assessing.
- 3.8 Students and parents**  
Students and parents are responsible for ensuring that they follow the academy's advice in relation to risks, on-site or off-site, and for reporting any hazards to a member of staff.

#### 4. Specific Considerations

- 4.1** 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.
- 4.2** 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 approach should be taken when assessing the risks experienced by students either on or off site.**
- 4.3** 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.
- 4.4** 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;
    - Extremes of cold or heat,
    - Noise, or
    - Vibration.
- 4.5** 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.
- 4.6** 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.

## 5. Definitions

### 5.1 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. Whole school and generic risk assessments, including premises and fire documentation, will be retained by the relevant teams or centrally by the Principal's office. 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.

### 5.2 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

### 5.3 Hazard

Something with the potential to cause harm to people, such as chemicals or working from height.

### 5.4 Risk

The change (low or high) that people could be harmed by hazards, together with an indication of how serious the harm could be.

### 5.5 Control measure

Action taken to prevent people being harmed.

### 5.6 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

### 5.7 Young Person

A person between 16 and 18 years of age.

### 5.8 Child

A person below the minimum school leaving age

## 6. Procedures

- 6.1 These procedures detail the responsibilities for carrying out risk assessments and the how development of suitable and sufficient risk control measures are to be met.
- 6.2 The following statutory and mandatory risk assessments will be in place at school level:
- Workers under the age of 18
  - Asbestos
  - Hazardous substances to health
  - Display screen equipment (DSE)
  - Fire
  - First aid
  - Manual handling
  - Working at height
  - Children being drawn into terrorism
  - Public health incidents, including covid-19
- 6.3 Risk assessments must be suitable and sufficient. This systematic procedure will help achieve this by:
- Identifying the significant risks arising out of work
  - 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
- 6.4 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.
- 6.5 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.
- 6.6 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.
- 6.7 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.
- 6.8 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.
- 6.9 Hazards covered by their own specific assessment criteria include:
- Hazardous and Dangerous Substances
  - Manual Handling
  - Computer (DSE) Usage
  - Fire
  - Noise
  - Vibration

## **7. Risk assessment process**

- 7.1 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.

**7.2 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.

**7.3 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.

**7.4 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).

**7.5** 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, providing a fire extinguisher to combat the fire.

**7.6** 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

**7.7 Step 4 – Record Details**

Where the findings of a risk assessment are significant, they must be recorded. 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.

**7.8** 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.

**7.9** The findings should include:

- The activity and its location
- The significant hazards identified, which might pose 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

7.10 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 to.

7.11 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

8. Policy Review

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

Document Control

Date of last review:	August 2022	Author:	Head of Governance
Date of next review:	August 2025	Version:	2
Approved by:	Health and Safety Committee	Status:	Ratified

Summary of Changes

- Added legislation and guidance that this policy is based on (**paragraph 1.2**)
- Added any staff member planning to add a new substance or item of work equipment will be required to complete a risk assessment as part of the procurement process (**paragraph 1.7**)
- Added roles and responsibilities for development, implementation and monitoring of this policy (**section 3**)
- Inserted section on definitions for the purposes of this policy (**section 5**)
- Confirmed statutory and mandatory risk assessments in place at each academy (**paragraph 6.2**)

							<i>Risk Assessment</i>			
Activity:							Reference No:			
Location:							Assessed By:			
							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)
G - Green Y - Yellow O - Orange R - Red		1	2	3	4	5
		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:			
<p><b>RED</b></p> <p>Very high risk. Stop the activity and make improvements.</p>	<p><b>AMBER</b></p> <p>High Risk. Additional measures required.</p>	<p><b>YELLOW</b></p> <p>Medium Risk. Tolerable, subject to monitoring.</p>	<p><b>GREEN</b></p> <p>Low Risk. Acceptable</p>