Health and Safety Risk Assessment Policy
Trust Policy & Procedures

Accountable Trust Committee	Audit & Risk
Policy Area	Risk
Responsible Officer	Estates Manager (Health & Safety)
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Related Documents

Trust Policies	Health & Safety Policy Asbestos Management Policy Lettings (premises) Policy Risk Management Policy
School Policies	Health & Safety Policy Lone working Policy Contractors working in schools Policy Lettings Policy
External Appendix	DfE Guidance Health & Safety Executive Appendix 1 – Trust required Risk Assessments Appendix 2 – Risk Assessment Template Appendix 3 – Hierarchy of Control Appendix 4 – Levels of Risk Appendix 5 – Safe system of work

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Document Control

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29/08/2024	0.1	Developed by responsible officer
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Contents

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Please note this list may be updated by the responsible officer when change arises in the organisation, without the need for committee meeting review/approval.

1   Introduction / Policy Statement

The Board of Trustees of Learning Partners Academy Trust ("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.

Assessing risk is essential for preventing incidents and controlling risks in the workplace, helping with the planning of work, the development of safe procedures and reducing the number of accidents in schools/workplaces.

The trust aims to ensure that risk assessments are conducted and reviewed on a regular basis to ensure that they are embedded into the day to day running of all schools. The aim of this policy is not to make schools totally risk-averse. Learning about risk, meeting challenges and having new experiences are an important part of growing up.

However, it is important that schools take an active approach to managing risk, and thereby reduce the likelihood that pupils, staff and visitors will be harmed through negligence and a lack of foresight or proper planning.

2   Scope

This policy outlines the trust's process for identifying and managing risks associated with all significant hazards associated with the trust's activities, that may affect the health, safety and welfare of staff, students, visitors and external contractors.

The trust has adopted the Health and Safety Executive's simple risk assessment template and schools should use this template which removes the necessity to score or traffic light risk.

3   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

- 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 to 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

- The Health and Safety Executive (HSE) says schools that manage their own pools must conduct a risk assessment

A table of the risk assessments schools are required to have in place as a minimum can be found in Appendix 1 of this policy.

4 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 (what could happen)	Something with the potential to cause harm to people, such as chemicals or working from height
Control Measure	Action taken to prevent people being harmed

5 Roles and Responsibilities

5.1 The CEO

The CEO has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the Headteacher.

The trustees have a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and their safety. This applies to activities on or off school premises.

The trust, 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

5.2 The Headteacher

The Headteacher or nominated deputy is responsible to:

- Consider how comprehensive their approach is to risk management, and what more needs to be done to ensure that risk is properly assessed, and that the results of assessment are carried through by reducing risk so far as reasonably practicable.
- Ensure that there are arrangements in place to ensure suitable risk assessments and method statements are in place for work activities
- Ensure that there are arrangements in place required to reduce risk, including the use of the permit to work process
- Ensure that adequate time, training and resources are made available to control and manage working arrangements
- Appoint Safety Officers or nominated persons

5.3 Appointed Safety Officers or nominated persons (Site Competent Person)

- Ensure that suitable risk assessments and method statements are in place for work activities
- Ensure that any required risk reducing measures are implemented, including the use of the permit to work process
- Ensure that members of staff including themselves are suitably trained
- Keep the risk assessment register(s) up to date
- Ensuring incidents, accident and near misses are reported and investigated

5.4 The Trust Estates Manager (Health and Safety) Competent Person

The trust Estates Manager (Health and Safety) will:
- Monitor the effectiveness and compliance with this policy
- Review the policy and associated guidance periodically
- Provide suitable information, advice and training
- Act as the competent person

5.5 School Staff and Volunteers

School staff (including volunteers) are responsible, in their school, for:
- Assisting with, and participating in, risk assessment processes, as required, including reviewing assessments following certain events such as school trips, out of hours events, sports days etc.
- Familiarising themselves with risk assessments
- Implementing control measures identified in risk assessments
- Alerting the headteacher to any risks they find that need assessing

5.6 Pupils and Parents/Carers

Pupils and parents/carers are responsible for following the advice of their school in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

5.7 Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

5.8 Letting

Hirers are required to provide evidence that they have adequately risk assessed their out of school hours club or event. School will require hirers to ensure they are aware of emergency procedures and safeguarding guidelines.

The school's risk assessments for lettings should consider the School's Premises Letting Policy and the terms and conditions within, considering:

Have Key loan agreements been signed
Security what areas of the school will be in use
Fire evacuation when the school is not fully open
What, if any equipment is being used by hirers
Emergency contacts
Vehicle movement
External lighting timers
How often will the letting be reviewed
Ensure under 18s will be supervised

6 Risk Assessment Process

When assessing risks in any of the schools in the trust, 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 (what could happen) – 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: Identify the risks and decide on control measures (reviewing existing ones as well) – Using the hierarchy of control measures (appendix 3) we will decide if the risk can be eliminated and if not, what measures are required to do everything that is reasonably practicable to protect staff, pupils and visitors from harm. Where appropriate safe systems of work (SSOW) will be implemented (see appendix 5).

Step 4: Decide who will carry out the required actions and by when.

Step 5: Record significant findings – the findings from steps 1 to 3 will be written up and recorded to produce the risk assessment. A risk assessment template can be found (in appendix 2).

Step 6: Review the assessment and update, as needed – we will review our risk assessments, at a time as dictated in the original risk assessment, or in the case of out of hours school events, sports days, school trips etc following the event. The following questions will be asked when doing so:

- Did we achieve everything that was required on the assessment? If not, why not and what procedures or changes can we put in place to ensure actions are completed next time.

- Did we miss anything fundamental from the assessment?

- Was there any feedback from staff, students and visitors, following the event?

- Who is responsible for ensuring any changes/actions are communicated to the appropriate staff.

- Have there been any significant changes, since the last review?

Step 7: Retaining risk assessments – risk assessments should be added to the risk assessment register Appendix 6 and are retained for the 3 years after the length of time they apply. Risk assessments are to be securely disposed of.

7   Monitoring Arrangements

Risk assessments are written as needed and reviewed and signed by the Headteacher. The Headteacher may delegate this responsibility to appointed safety officer/nominated person.

This policy will be reviewed by the Compliance Manager with the Estates Manager (Health and Safety) annually and approved by the Board of Trustees.

8   Safe Systems of Work

8.1   Work Instruction

The method and detail of the instruction will depend upon the complexity of the task and the risk involved (Appendix 5). Instructions may take the form of verbal instruction; formal written instruction; or method statements.

8.2   Verbal Instruction

This should be used for low risk, simple tasks that can be readily understood and accomplished by the operator, without danger to health and safety if the operations are undertaken in the wrong order. They will be undertaken by competent persons working entirely within their ability.

Verbal instructions will be given via the person's line manager. Standard office work or low risk caretaking duties is an example of work where verbal instruction is normally sufficient.

8.3   Standard Operating Instructions

Standard operating instructions are detailed instructions on how to undertake a specific task, they often accompany routine work, and are used during training, or for less frequent standard

tasks so that the operator knows exactly how to perform operations and in what order they should be undertaken to do the task safely. Standard operating instructions should identify the hazards of the work and the precautions to be taken, this may include such things as footing of ladders, checks of work equipment prior to operation and wearing of suitable protective equipment. Standard operating instructions should be approved by the person in charge of the work.

8.4   Risk Assessment and Method Statement (RAMS)

Contractors working on school sites will normally be required to present RAMS before any work commences. These are always required for most construction work, work requiring access to energy systems or stored pressure, work involving hazardous chemicals, etc. (as well as any work identified as requiring it by a risk assessment).

A typical method statement will contain the relevant parts of the following:
• Details of the task
• Area of work
• Supervisory arrangements
• Results of appropriate risk assessments including controls to be in force
• Required competence (including special training) of those carrying out the tasks, including specific sub-tasks
• Special PPE required (above that for general site requirements)
• Required monitoring arrangements
• Health and safety implications for employees and others
• If it is considered that special controls (such as PTW) are required

8.5   Safe System of Work

Control of higher risk non-routine activities or routine activities where the hazard could affect the people involved, or others who are not involved in the work, should be managed by a written safe system of work. This will normally be for site team staff completing tasks and where possible these staff should be involved with the creation of a task specific safe system of work.

8.6   Permit to work

The purpose of the permit to work is to provide a system to identify and record the various hazards, the actions necessary, allocation of responsibilities, and to provide the framework to ensure that everyone who needs to know about the activity is informed.

Typical work activities covered by PTWs include:

• Work on building services
• Work at height
• Hot work, etc.

In most cases these works would be completed under capital or SCA works and would be managed by the project manager. Permits to work should be discussed and agreed at the pre-start meeting.

It is common for contractors to operate their own permit to work system and details held in the on-site health and safety file. This would be agreed before work commences.

8.7 Signing off Risk Assessments

Risk assessments should be completed by the appropriate risk assessment trained person, for example a member of the PE department is best placed to assess a football tournament. However, where possible the assessment should be shared with colleagues for comments. The assessment should be signed by the Head Teacher or delegated person such as head of department and authorised by the safety officer/nominated person. They are then responsible for adding the assessment to the risk register, Appendix 6 noting the date for review.

8.8 Monitoring and Reviewing

Once the work or event has been completed the assessment should be reviewed and any comments noted.

The risk assessments and associated safety documentation should be reviewed within the time agreed in the risk assessment. The safety officer or nominated individual who manages the risk assessment register(s) Appendix 6 are responsible for identifying when the review period has elapsed and should notify the supervisor/line manager responsible for the work.

Appendix 1 - Trust Required Risk Assessments

Assessment	Reviewed
Asbestos	
Bomb threat and lockdown	
Contractors working on site term time and holidays	
COSHH	
Design and Technology	
Display Screen Equipment	
Drama	
Duke of Edinburgh	
Electricity at work	
Evening school events	
Fire (professional every 3 years)	
Fire (school review every 2 years)	
Food Technology	
Legionella (professional every 2 years)	
Lone working	
Manual Handling	
On-site school additional lessons/activities	
PE school and away fixtures and Sports day	
Ponds	
Power tools	
Expectant and new mothers	
Ride on sweeper, lawn mowers, chainsaws etc.	
Roofs (accessible without ladders)	
School trips	
School productions, parent evenings,	
Science	
Students on site during school holidays	
Swimming pool	
Vehicle movement	
Visual Arts / Art	
High level windows	
Working from height	

Whilst this list is all trust required risk assessments, this list is not exhaustive, other risk assessments will be required at school level.

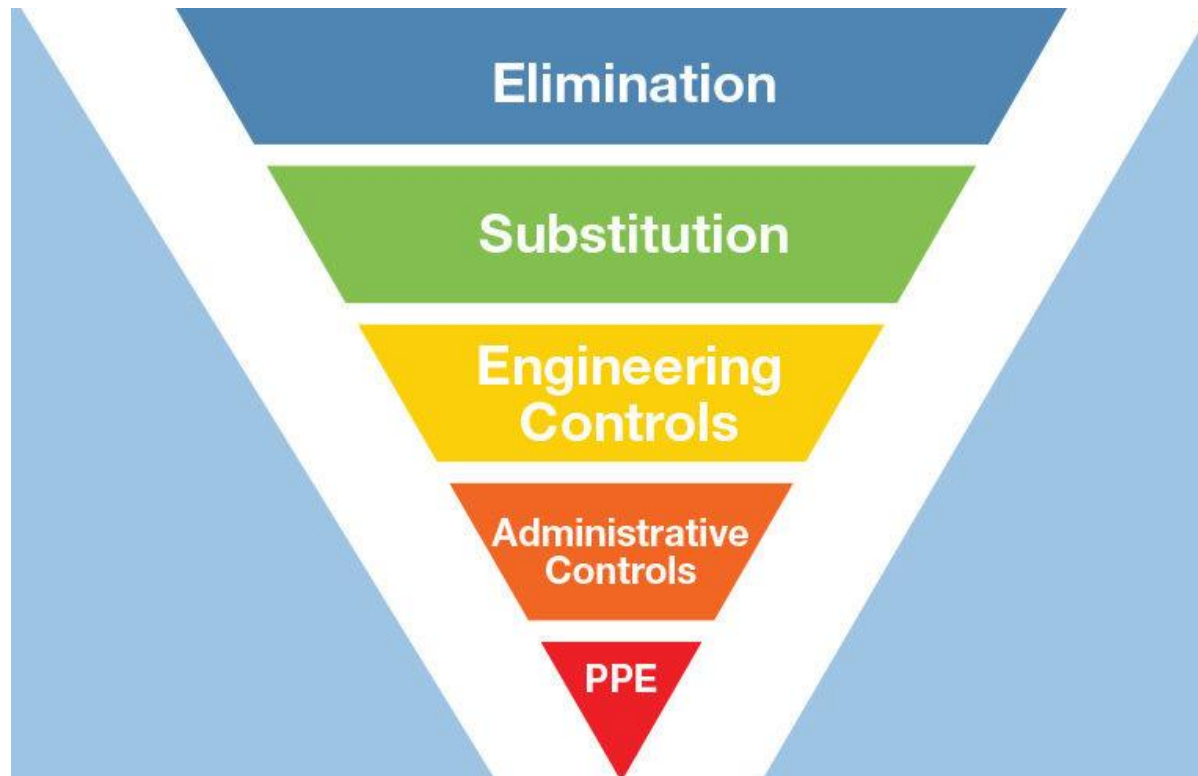Name of assessment: Assessment carried out by:

Date of next review: Date assessment carried out:

| What are the hazards/What could go wrong?	Who could be harmed?	What (if anything) are we already doing to control the risks?	What else needs to be done to control the risks?	Who should carry out this action?	When should the action be completed by?	Completed

Appendix 3 - Hierarchy of Control

After the hazards have been identified and the risk initially assessed, the risk must be controlled to ensure the level of risk is 'as low as is reasonably practicable'. In practice this means the control measures required to manage the risk need to be proportionate to the level of risk.

Appendix 4 - Levels of Risk
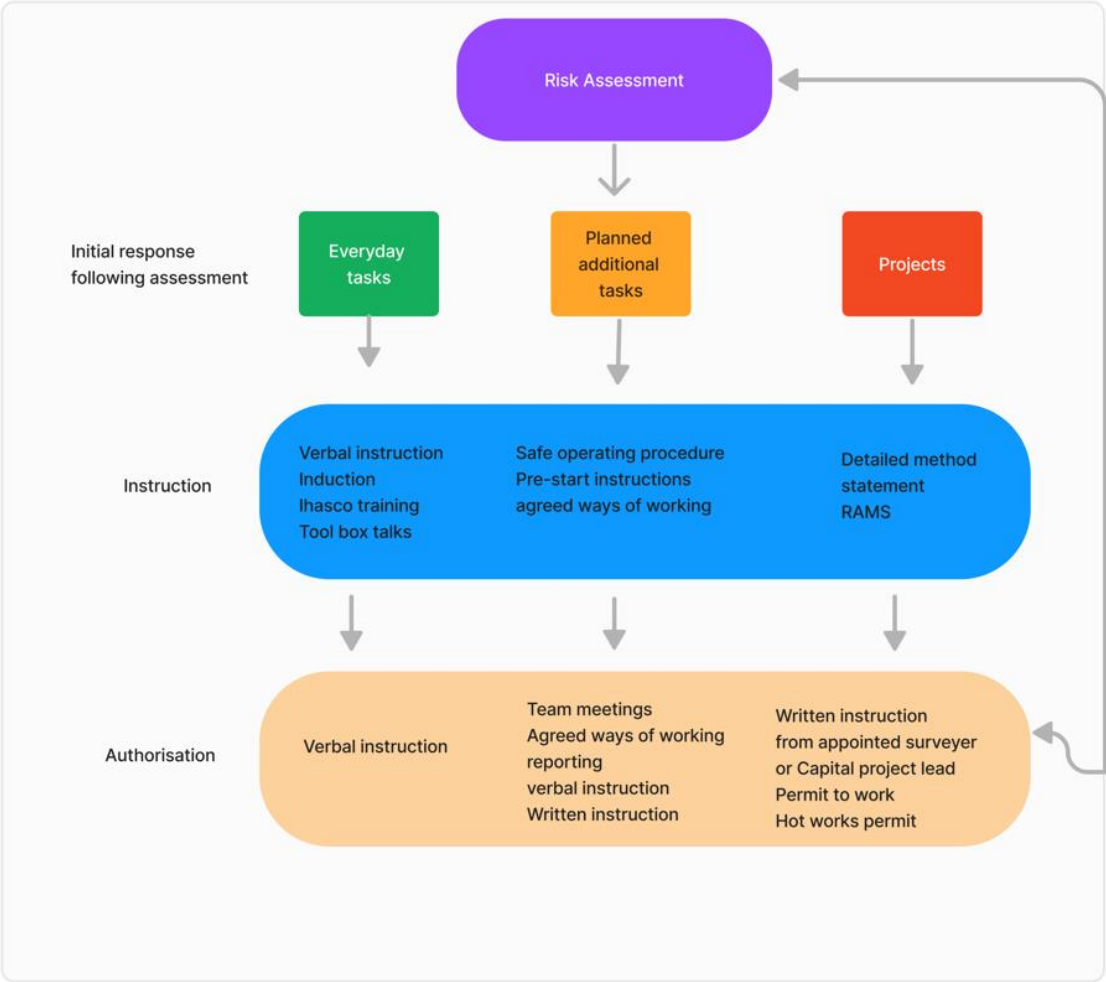
Appendix 5 - Safe system of work

The potential hazards associated with a task and how they will be eliminated / reduced or controlled will depend on the level of risk. The requirement to apply a formal safe system of work will be determined by the findings of the risk assessment process.

Low	Medium		High
Verbal instructions	**General authorisation plus additional verbal authorisation**	**Written site-specific authorisation for each task**	**Written Authorisation Permit to Work**
Simple non-hazardous tasks in non-hazardous environment	Routine semi-skilled activities	Science lab practical lessons	Roof work
Office work	Cleaning	Design and Technology lessons	Work on known asbestos locations
Reception	Catering	Food Tech practical lessons	Hot works
Classroom based activities	Daily caretaker tasks	VI practical lessons	
		PE practical lessons	
		Drama practical lessons	
		Ladder use	
		Flat roof gutter clearance	

Appendix 6 - Example Risk Assessment Register

Assessment	Risk Assessment completion date	Assessment author	Review date	Location
Electricity	January 2024	Joe Bloggs	January 2025	TrustHub/h&S/riskassesments
Fire risk assessment (professional)	May 2023	Mark Sharman	May 2026	TrustHub/h&S/riskassesments
Fire risk assessment (internal)	June 2024	Joe Bloggs	June 2025	Trusthub/h&S/riskassesments
Physics	February 2024	Fred Smith (HOD)	February 2025	Trusthub/h&S/riskassesments
Windows high level	August 2024	Joe Bloggs	October 2024 * Window maintenance being carried out during October half term	Trusthub/h&S/riskassesments

Appendix 7 - Example Risk Register Control Document

Assessment	Risk controls	Further work required	Target completion date	Completed
Electricity assessment completed January 2024	5-year fixed wire tests completed	No		
	Removal of all daisy-chained extension leads	No		
	Installation of additional electrical sockets	No	September 2024	
	Inset day training for all staff to remind them of electrical hazards	Yes		
	Premises Helpdesk for staff to report issues	No		
	Annual PAT testing	No	Work booked summer 2024	
	New lockable fuse boards to be installed	Yes		
	Whole site survey to show locations & numbers of distribution boards	No		