

Risk Assessment Policy

THE HUB SCHOOL



Transforming Lives

Policy Owner: RCM

Approved by: Martin Green (Chair)-RCM

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1. Aims

The school 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 policy 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
- 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 including Paediatric First Aid
- [DfE guidance on the prevent duty](#) states that schools are expected to assess the risk of pupils being drawn into terrorism

3. Definitions

Risk assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions including management strategies have been taken in order to minimise risk 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 minimize the likelihood of risk and/or the 'harm' caused

4. Roles and Responsibilities

4.1 The Local Authority and Governing Body

East Riding of Yorkshire Council has ultimate responsibility for Health and Safety matters in the school, but delegate's responsibility for the strategic management of such matters to the school's Governing Body.

The Governing Body delegates operational matters and day-to-day tasks to the Head of School and staff members.

East Riding of Yorkshire Council, as the employer, 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 control measures necessary to manage the risks
- Inform employees about risks and the control measures in place to minimise them

4.2 The Headteacher

The Head of School, or in their absence the Designated Lead, is responsible for ensuring that all risk assessments are completed and reviewed in a timely manner.

4.3 School staff and volunteers

School staff and volunteers 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 new 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 as soon as particularly possible.

4.5 Contractors

Contractors must provide evidence that they have adequately risk assessed all their planned work.

The school utilizes contractors on the ERYC 'approved list' and therefore expects these checks to have been diligently carried out.

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 and beyond the school and establish what associated-hazards could injure or harm the health of staff, pupils and visitors or cause reputational damage as a result of the risk environment.

Step 2: decide who may be harmed and how where physical harm is likely – 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 by minimising risk.

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?
- 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 held will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of. However, should our risk assessment have failed and an incident occurred which caused physical harm to a person, the risk assessment will be retained for seven years to provide evidence against the potential for legal claim.

6. Monitoring arrangements

Risk assessments are written as needed and reviewed by the Head of School.

This policy will be reviewed by the Head of School every year and approved by the Finance and Resources Committee. The Risk Register will be reviewed termly by the Full Governing Body.

7. Links with other policies

This risk assessment policy links to the following policies:

- Health and Safety
- First Aid
- Supporting pupils with medical conditions
- Physical Intervention and Support
- Behaviour
- Admission

Appendix 1: Risk Register – please see separate document