



# FRAYS

*Academy Trust*

## **Risk Assessment Policy**

**Date Ratified: October 2021**

**Review Date: October 2024**

## Approval

<b>Signed by Chair of Directors</b>	October 2021
<b>Date of Approval/Adoption</b>	October 2024
<b>Date of Review</b>	

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## 1 Aims

The Frays Academy 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;
- Risk assessments are conducted and reviewed on a regular basis.

This policy should be read alongside the Trust's Health and Safety Manual.

## 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;
- 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](#) state 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](#) states 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 swimming pools must conduct a risk assessment.

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

## 3 Definitions

<b>Risk assessment</b>	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
<b>Hazard</b>	Something with the potential to cause harm to people, such as chemicals or working from height
<b>Risk</b>	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
<b>Control measure</b>	Action taken to prevent people being harmed

## **4 Roles and responsibilities**

### **4.1 The Board of Directors**

The Board of Directors has ultimate responsibility for health and safety matters, but will delegate day-to-day responsibility to the Headteacher of each school.

The Trust 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 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.

### **4.2 Headteachers**

The Headteacher, or in his/her absence the Deputy Headteacher, is responsible for ensuring that all risk assessments are completed and reviewed. Risk assessments for central staff will be the responsibility of the Chief Operating Officer, or, for staff reporting directly to a Headteacher, by the Headteacher.

### **4.3 Staff and volunteers**

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 Headteacher 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. Site Managers are responsible for this and for using the Contractors Management Pack which is an appendix of the Health and Safety Manual.

## **5 Risk assessment process**

When assessing risks 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.

**Before undertaking a risk assessment please undertake the e-learning course 'Managing Safely' available from Safesmart which explains how to undertake a risk assessment.**

A risk assessment is undertaken to identify risks and assess their likelihood of occurrence and likely severity. A generic template is available as Appendix 2. A risk management plan (RMP) provides additional details where there is a need for practical application – for example for Covid-19. The risk assessment for Covid-19 sets out the overarching risks and mitigations, with specific risk management plans (RMPs) for cleaning, staggered starts and so on.

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

Further guidance and support is available from the Chief Operating Officer or from Safesmart. Safesmart provide a qualified health and safety/fire consultant for advice and can be contacted directly.

A table of risk assessments and where to find model templates is included as Appendix 1 to this policy.

## **6 Monitoring arrangements**

Risk assessments are written as needed and reviewed by the post holder who created it – typically the Headteacher or the Site Manager.

This policy will be reviewed by the Chief Operating Officer every three years and approved by the Board of Directors.

## **7 Links with other policies**

This risk assessment policy links to the following policies:

- Health and Safety Manual
- First Aid Policy
- Supporting Pupils with Medical Conditions Policy
- Violence at work

## Appendix 1 – Required Risk Assessments

This is a list of required risk assessments. Schools can of course prepare other risk assessments in addition as they see fit; a generic template is included in the Trust’s Risk Assessment Policy and the Health and Safety Manual.

Risk assessment type	Source	Completed by	Reviewed by	Frequency
Asbestos	Contracted out	Contractor	Headteacher and Site Manager; Chief Operating Officer	Annually, or as required by the risk assessment, or if works carried out.
Kitchen	Contractor	Contractor	Contractor	As determined in consultation with contractor.
COSHH Risk Assessment	Safesmart	Site Manager	Headteacher	3 yearly or immediately if COSHH related incident/ accident occurs.
Covid-19	Trust template and guidance	Headteacher	Chief Operating Officer	As guidance updated.
Drivers At Work (Minibus)	Safesmart	Site Manager	Headteacher	MIDAS training or equivalent every three years.
DSE Risk Assessment	Safesmart	Staff using DSE equipment on a regular basis	Line Manager	3 yearly.
Drop off, pick up and vehicle access	Trust template and guidance – see H&S manual	Site Manager	Headteacher	Annually, or if an incident occurs.
Early years	Trust template and guidance – see H&S manual	Phase leader	Headteacher/ Early Years Strategic Lead	Annually, or if an incident occurs.
Fire Risk Assessment	Safesmart	Site Manager	Headteacher	Annually by Site Manger and bi-annually by Safesmart (or immediately in event or building work or fire)
Grey Fleet Drivers (private vehicles used for business travel)	Safesmart	Relevant staff	Headteacher	3 yearly.
H&S Full Audit	Safesmart	Site Manager	Headteacher	Annually.

<b>Risk assessment type</b>	<b>Source</b>	<b>Completed by</b>	<b>Reviewed by</b>	<b>Frequency</b>
Homeworker Assessment	Safesmart	Line manager	Headteacher/Chief Operating Officer	3 yearly.
Kitchen Health & Safety	Safesmart	Site Manager	Headteacher	3 yearly.
Ladders	Trust template – see H&S manual	Site Manager	Headteacher	Termly.
Legionella Risk Assessment - Hot and cold water services	Contracted out	Contractor	Contractor with Site Manager	Annually, or as required by the risk assessment.
Lockdown	Guidance in H&S manual	Site Manager	Headteacher	Annually or in the event of an incident.
Lone Workers	Safesmart; guidance in H&S manual	Line Manager	Headteacher	3 yearly.
Manual Handling	Safesmart	Line Manager	Headteacher	Annually or in the event of an incident.
Play areas	Trust template and guidance – see H&S manual	Site Manager	Headteacher	See guidance on frequency of checks.
Pregnant staff/new mothers	Trust template and PEEP template – see H&S manual	Line manager	Headteacher	As required by the risk assessment or if circumstances change.
Pupils (individual) For pupils who have individual support needs around their health (e.g. using wheelchair/hoist, severe allergy etc.) Or behaviour which presents risks	For schools to decide (schools can use the generic risk management plan template if they wish)	Senior Leader in School and SENDCo involved where appropriate	Headteacher	Annually as pupil moves to next year group Also reactively when needs change or there has been an incident
Pupils at risk of being drawn into terrorism (under Prevent Duty)	For schools to decide (schools can use the generic risk management	Undertake this as an exercise involving all Designated staff for CP	Governors as part of the annual safeguarding audit	Annually. See Child Protection Policy for further information.



Risk assessment type	Source	Completed by	Reviewed by	Frequency
	plan template if they wish)	and all of SLT		
On site swimming pool	Trust guidance in H&S policy	Site Manager	Headteacher	Annually or as required by the risk assessment.
School trips: off-site visits (single day)	Trust template and guidance – see H&S manual	Trip leader (with appropriate training)	Headteacher	For each trip.
School trips: off-site visits (residential)	Trust template and guidance – see H&S manual	Trip leader (with appropriate training)	Headteacher	For each residential trip.
Specialist Resource provision e.g. Oasis at St Martin's	For schools to decide (schools can use the generic risk management plan template if they wish)	Senior Leader in School and SENDCo involved where appropriate	Headteacher	Termly review and reactively when needs change, a new pupil joins provision or there has been an incident
Sport	See H&S manual	PE co-ordinator or identified member of staff	Headteacher	Annually or as required by the risk assessment.
Staff with medical conditions	See H&S manual	Line Manager	Headteacher	As needed.
Stress	Safesmart	Line Manager	Headteacher	As needed.
Trees	Contractor; See also H&S manual	Contractor	Site Manager	As required by risk assessment and immediately if incident occurs.
Winter Safety	Safesmart	Site Manager	Headteacher	Annually.
Working at Height	Safesmart	Site Manager	Headteacher	3 yearly, with harnesses tested annually.
Young Workers (under 18s e.g. work experience)	Safesmart	Line manager	Headteacher	As needed.

## Appendix 2 – Template Risk Assessment

RISK ASSESSMENT			
<b>Name of Establishment:</b>	XXXX Primary School		
<b>Activity:</b>			
<b>Risk Assessment carried out by:</b>			
<b>Date:</b>		<b>Review date:</b>	<i>Annually as standard and immediately if there has been an accident/incident</i>

<p><b>1. Risk Likelihood</b> is a measure of the risks potential to occur</p> <p>Rating            High (H) Very likely            Medium (M) Possible            Low (Low) Unlikely</p> <p><b>2. Risk Severity (S)</b> is a measure of the outcome should the potential risk be realised.</p> <p><b>3. Rating</b>            High (H): causes major injury, illness or harm            Medium (M): causes moderate injury, illness, requiring first aid            Low (L): causes some physical or emotional discomfort</p>	<p><b>Overall Risk Rating Grid (RR)</b></p> <table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Likelihood Rating</th> <th colspan="3">Severity Rating</th> </tr> <tr> <th>L</th> <th>M</th> <th>H</th> </tr> </thead> <tbody> <tr> <td>H</td> <td style="background-color: yellow;">M</td> <td style="background-color: red;">H</td> <td style="background-color: red;">H</td> </tr> <tr> <td>M</td> <td style="background-color: green;">L</td> <td style="background-color: yellow;">M</td> <td style="background-color: red;">H</td> </tr> <tr> <td>L</td> <td style="background-color: green;">L</td> <td style="background-color: green;">L</td> <td style="background-color: yellow;">M</td> </tr> </tbody> </table>	Likelihood Rating	Severity Rating			L	M	H	H	M	H	H	M	L	M	H	L	L	L	M	<p>Table B</p> <table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Action Required</th> </tr> <tr> <th>Risk Level</th> <th>Level Of Risk</th> </tr> </thead> <tbody> <tr> <td style="background-color: red; color: white;"><b>HIGH</b></td> <td>Activity must be STOPPED. Suitable and sufficient risk control measures must be implemented before continuing the activity. Ideally alternative working practices should be used.</td> </tr> <tr> <td style="background-color: yellow;"><b>MEDIUM</b></td> <td>Activity to proceed following prescribed safe system of work. Residual risks to be managed in safe system and recorded as such.</td> </tr> <tr> <td style="background-color: green;"><b>LOW</b></td> <td>Level of risk satisfactory. Activity to proceed following prescribed safe system of work</td> </tr> </tbody> </table>		Action Required	Risk Level	Level Of Risk	<b>HIGH</b>	Activity must be STOPPED. Suitable and sufficient risk control measures must be implemented before continuing the activity. Ideally alternative working practices should be used.	<b>MEDIUM</b>	Activity to proceed following prescribed safe system of work. Residual risks to be managed in safe system and recorded as such.	<b>LOW</b>	Level of risk satisfactory. Activity to proceed following prescribed safe system of work
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What are the hazards:	What are the risks and who is impacted:	What control measures are already in place:	Level of risk with control measures in place:			Further actions required (where risk is medium/red):	Residual risk after the further actions:		
			L	S	RR		L	S	RR

**Appendix 3 – Generic Risk Management Plan Template**

RISK MANAGEMENT PLAN			
<b>Name of Establishment:</b>	XXXX Primary School		
<b>Activity:</b>			
<b>Risk Assessment carried out by:</b>			
<b>Date:</b>		<b>Review date:</b>	<i>Annually as standard and immediately if there has been an accident/incident</i>

What could go wrong?	What control measures are already in place?	Further Actions Required	Notes and review points
	•		

<b>RMP prepared by:</b>		<b>Date:</b>	
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Please see the Health and Safety Manual for model plans.