



LIFE ACADEMIES TRUST

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Risk Assessment Policy

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1. Introduction

The Board of Trustees are committed to promoting the safety and welfare of all members of our educational community.

Trustee's priorities lie in ensuring that all operations within each school environment, both educational and support, are delivered in a safe manner that complies fully not just with the law but with best practice. It is recognised that risks are inherent in everyday life and that the need is to identify them and adopt systems for minimising them. It is important for our pupils to be educated to cope safely with risk.

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
- 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](#) 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
- [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 pools must conduct a risk assessment

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

This policy complies with our funding agreement and articles of association.

3. What is a Risk Assessment?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation:

- a. A hazard is something with the potential to cause harm.
- b. A risk is an evaluation of the probability (or likelihood) of the hazard occurring.
- c. A risk assessment is the resulting assessment of the severity of the outcome (for example, loss of life, destruction of property).

Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (for example, staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

Risk assessments can be used to identify potential hazards to people (slipping, falling) and property (fire) and strategic hazards (reputation, loss of pupils, impact on development), financial hazards (falling pupil rolls), compliance hazards (Child Protection issues) and environmental hazards (asbestos, legionella).

It is recognised that accidents and injuries can ruin lives, damage reputations and cost money, and it is recognised that preventative measures can often be surprisingly simple and cost effective, for example, the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

Risk assessments are reviewed and updated annually by Heads of Department, Trip leaders and the Associate Principal responsible for Health & Safety (H&S).

4. What areas require risk assessments?

There are numerous activities carried out at the school, each of which requires its own separate risk assessment. Areas in which risk assessments are of particular importance are:

- a. Asbestos Control
- b. Educational Visits and Trips
- c. Fire Safety
- d. Health and Safety

Risk assessments are also needed for many other areas, including:

Educational

- a. Science
- b. Food Technology
- c. Sport and PE
- d. Art and Design
- e. Music (including minimising the risk of hearing loss)
- f. Drama (including the theatre backstage, stage, props room and lighting box)
- g. Dance

The Trust makes use of model or generic risk assessments for educational activities and visits, which are recorded on the cloud based EVOLVE system.

The Trust also subscribes to the CLEAPSS Advisory Service, and we follow their advice regarding risk assessments for all science and food technology activities.

Pastoral

The focus of our pastoral care is to ensure that each pupil becomes a confident, articulate young adult capable of keeping him/herself safe whether at home or outside the home. All PSHE programmes and assemblies will be directed towards promoting an increasing understanding of the risks that exist in both the real and the electronic worlds as our children develop, and of sensible precautions that should be taken – relevant to each age group. Science lessons will also encourage pupils to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

Medical and First Aid

Accident forms will be kept in a central place which will be made known to all staff. In all schools and settings, it is the injured person, witness or First Aider who is responsible for ensuring that accident reports are passed to the Business Support Manager (or other nominated person), Heads of Department and the relevant senior member(s) of staff for appropriate follow-up with the child, their family or external agency if required.

Child Protection

Our Child Protection Policies and training for all staff form the core of our Child Protection risk management. Safer recruitment policies and procedures ensure that no school or setting within the Trust is exposed to the risk of employing staff who are barred from working with children, or who are not allowed to work in the UK.

By extending this regime to Trustees, volunteers and the adult members of the families of staff who are accommodated on site, and by ensuring that everyone in our community receives regular Child Protection training, we manage this risk to an acceptable level.

Support Areas

Catering and Cleaning

Risk assessments and training will cover all significant risks concerning catering and cleaning equipment, manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction training and refresher training cover risk assessments, protective equipment and safety notices.

Caretaking and Security

Risk assessments will cover all significant risks. Particular emphasis in training is given to minimising fire risks and security risks by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction training and refresher training include training on risk assessments, protective equipment and safety notices.

Maintenance

Risk assessments and training cover all significant risks including, manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, and the control of substances hazardous to health (COSHH). Induction training and refresher training include training on risk assessments, safe working practices, communication and health and safety

notices and protective equipment. External Contractors are required to ensure safe working practices including the use of appropriate PPE.

Grounds

Risk assessments and training cover all significant risks including manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction training and refresher training include training on risk assessments, protective equipment and safety notices. External Contractors are required to ensure safe working practices including the use of appropriate PPE.

Administrative Staff

Risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

5. Conducting a Risk Assessment

The Trust's policy is not to carry out any high-risk activity. Activities involving pupils are normally low risk. Some medium risk outward bound type activities are undertaken with pupils, for example on Trips i.e. Outdoor Adventure Residentials where the Academy is to use only specialist/qualified instructors provided by the centres/schemes for these activities.

Specialists will always be employed to run higher-risk tasks and school or setting staff may only carry out medium rated activities if they have been specifically trained for the activity. In the event that external specialists will be working with pupils without school staff present they are required to have appropriate DBS checks.

Pupils are always:

- a. Given a safety briefing before participating in medium/higher risk activities.
- b. Expected to wear personal protective equipment provided and assessed as required for the activity.
- c. Expected to follow instructions.

All members of staff are also expected to wear personal protective equipment for tasks that have been assessed as requiring its use.

6. Specialist Risk Assessments and High-Risk Activities

The Trust will always employ specialists to carry out high risk tasks at schools or settings. These include specialist risk assessments concerning the following:

- a. Fire
- b. Asbestos
- c. Legionella
- d. Gas
- e. Electricity

7. Review of Risk Assessments

It is the responsibility of the Associate Principal responsible for H&S to ensure compliance across all schools and settings to ensure risk assessments are in place for all appropriate areas and that they are regularly reviewed.

The Premises Management Policy details the Trust's arrangements in relation to Health and Safety.

The Academy must maintain a copy of completed risk assessments and ensure these are available for reference upon request.

8. Responsibilities of All Staff

All members of staff are given an induction into the Trust's health and safety arrangements including risk assessments, and records must be kept of all induction training.

Specialist training is also given to those whose work requires it. Staff are, however, responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Academy Principal, SLT and Site Agents in order to enable the Board of Trustees to comply with their Health and Safety duties. All members of staff are responsible for reporting any risks or defects to the Site Agent or Associate Principal responsible for H&S.

9. Accident Reporting

The school first aider is responsible for completing accident/incident reports and HSE notifications which are then referred to the school Business Support Manager (or other nominated person) to record.

In accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR), any notifiable accident that occurs on school premises involving a pupil, member of staff, parent, visitor or contractor must be recorded and reported to HSE and to The Associate Principal responsible for H&S. All notifiable accidents and near misses will be reviewed by the Trust Board, with a view to assessing whether any measures need to be taken to prevent recurrence.

10. Audit Compliance Statements

The Trustee with responsibility for H&S will carry out regular reviews of the academy's activities and the systems in use for the purpose of planning for the future and assessing major risks to which their school/ setting is exposed.

Identified risks should be added to the Risk Register and returned to on a regular basis for discussion aimed at minimising any potential risk. Trustees should be satisfied that systems are in place to mitigate exposure to major risks as summarised below:

- a. Strategic risks
- b. Loss of income
- c. Damage to reputation
- d. Failure to teach the correct syllabus
- e. Safeguarding & Child Protection issues

RISK ASSESSMENT

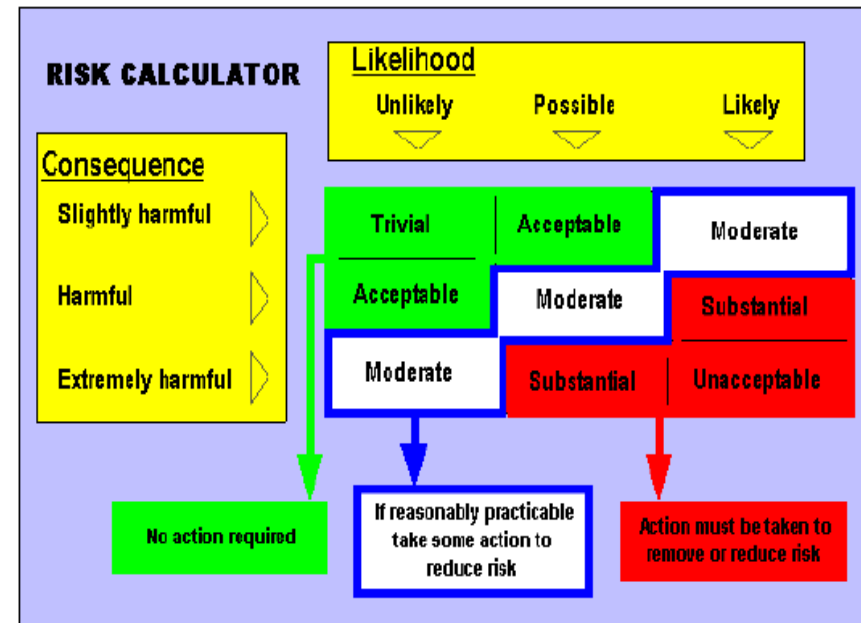
- f. Gaps in Governor skills
- g. Conflicts of interest
- h. Employment disputes
- i. Major Health and Safety issues
- j. Possible data loss
- k. Risks of fire, flood and landslide
- l. Poor cash flow management
- m. Fraud
- n. Loss through inappropriate investments

The measures taken to protect the Trust against such risks, include:

- a. Appointment of the Academy Principal as Accounting Officer
- b. Safer recruitment of staff, Trustees and volunteers
- c. Measures to ensure the selection, training and appraisal of appropriately qualified Staff and Trustees
- d. Insurance
- e. Strong financial controls and procedures that are regularly reviewed
- f. Use of professional advice from lawyers, accountants, architects, as needed
- g. Formal review of compliance with the school's charitable objectives via annual audit
- h. RO and annual audit of the schools financial records
- i. Review and maintenance of the risk register
- j. Maintaining Ofsted ratings of 'Good' or better.

Risk Assessment

Assessment No:	Assessment Title:
Date of Assessment :	
Dates of activity if applicable:	
Assessor signature	
Assessment Frequency	
Follow up dates:	
Signed and accepted by:	



IF YOU AMEND THE RISK ASSESSMENT YOU MUST RE EVALUATE THE RISK RATINGS - IF YOU DO NOT AMEND THEM YOU ARE AGREEING THAT YOU WILL APPLY ALL THE CONTROL MEASURES THAT ARE IDENTIFIED

N.B The aim of a risk assessment is to provide general information on the type of hazards employees and pupils as well as others who may be involved are exposed to.

RISK ASSESSMENT

Hazard Observed	Who may be harmed	Risk Rating before controls <small>Consequence x Likelihood=</small>	Control Measures	Risk rating after controls <small>Consequence x Likelihood =</small>	Control measures by: Initials
Specific provision for SEND pupils or those with medical needs.					

RISK ASSESSMENT



Staff Agreement: “I have read and understood this risk assessment, and I agree to adopt as standard the control measures and precautions stated above”

Staff Name	Position (EG Teacher / parent helper etc)	Signature	Date