



Trafford Alternative Education Provision

Risk Assessment Policy

[2023]

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| Person Responsible: | Linda Thompson Executive Headteacher |
| Approved By: | Trafford Alternative Education Management Committee |
| For Action By | Senior Leadership Team |
| For Information to: | All Staff |
| General Data Protection Regulations (GDPR) | This policy document has been reviewed in compliance with GDPR (May 2018) Lynda H Thompson, Executive Headteacher |



Trafford Alternative Education Provision

Our Mission Statement:

Trafford Alternative Education Provision is committed to providing...

A 21st Century education that promotes the academic, emotional and social development of our students. Our aim is to create a holistic, nurturing and inspiring environment where students are supported and encouraged to take charge of their lives, their learning and their decisions. Every student will have an understanding of their personal journey, challenges and future opportunities. All will be encouraged to become independent thinkers and learn to value and respect others thus enabling them to meet the challenges of the wider world. In partnership with parents, carers, schools and outside agencies we will provide students and staff with a positive and supportive learning experience.

We will achieve our vision by constantly thinking about the bigger picture, working as one team, valuing our staff and their continual development and by frequently reviewing, debating and developing the curriculum.

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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, 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.

3. Definitions

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| 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 | 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 prevent people being harmed |

4. Roles and Responsibilities

The Local Authority (LA) and governing board

Trafford LA has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the Executive Headteacher and staff members.

Trafford LA 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 measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them

The Executive Headteacher

The Executive Headteacher, or in the headteacher's absence the Deputy Headteacher(s)], is/are responsible for ensuring that all risk assessments are completed and reviewed.

School staff and volunteers

School staff 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 Executive Headteacher to any risks they find which need assessing

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.

Contractors

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

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 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.

6. Monitoring Arrangements

Risk assessments are written as needed and reviewed by Executive Headteacher.

This policy will be reviewed by the Business Manager every 2 years and approved by the Executive Headteacher.

7. Links With Other Policies

This risk assessment policy links to the following policies:

- Health and safety
- First Aid
- Supporting pupils with medical conditions

Appendix 1: Statutory Risk Assessments Checklist

The following table lists the risk assessments that schools are required to have in place.

| Statutory or mandatory risk assessment | ✓ | Completed by | Date of review |
|---|----------|---------------------|-----------------------|
| Workers under the age of 18 | | | |
| Asbestos | | | |
| Substances hazardous to health | | | |
| Display screen equipment | | | |
| Fire | | | |
| First aid | | | |
| Manual handling | | | |
| Working at height | | | |
| Children being drawn into terrorism | | | |
| Swimming pools (if applicable) | | | |

COMPLETING THE RISK ASSESSMENT FORM (HS3)

This is an example only. Not all statements will be relevant and it must be amended to suit the individual service.

| | | |
|--|----------------------|-----------------------------|
| Directorate: | Service/Team: | Assessment date: |
| Activity covered by this assessment: Provide a brief description of the work activity being carried out | | Date reviewed: |
| Staff involved in assessment: (e.g. manager, supervisor, employee, Trade Union representative etc.): | | Manager's signature: |

| HAZARD | PERSONS AT RISK (e.g. staff, visitors, pregnant workers, young persons) | ACTION ALREADY TAKEN TO REDUCE THE RISKS (Control measures) | FURTHER ACTION REQUIRED (If existing controls are inadequate) | BY WHO AND WHEN |
|--|--|---|---|--------------------|
| <p>List all the significant hazards likely to affect the health and safety of the people concerned, e.g. slippery surfaces, manual handling, lone working.</p> <p>Remember the identification of hazards should be based on observation, past experience and most importantly through talking to staff who carry out the work and/or their representatives. Don't forget to consider long term hazards to health e.g. noise exposure</p> | <p>For each of the hazards identify the group of people who might be harmed, e.g. staff, agency workers, volunteers, visitors, contractors.</p> <p>Remember some workers may have particular needs, e.g. young workers aged 16-18, new and expectant mothers, people with disabilities</p> | <p>List what is already in place to reduce the risk of the hazards harming people. For example:</p> <ul style="list-style-type: none"> • Specific procedures on how to carry out the job safely (safe system of work) • Staff training • Suitable equipment • Physical controls e.g. barriers, guards • Personal protective equipment • Standards set for the activity are met <p>Ask yourself:</p> <ul style="list-style-type: none"> • Can different equipment or substances be used, replacing a hazardous substance with one that is non-hazardous? • Can equipment be used to reduce the risks, such as lifting aids, barriers and guards? • Do staff need instruction e.g. safe systems of work, permits to work and training? • Do staff need supervision, particularly new, young and inexperienced staff? • Do staff need personal protective equipment, such as clothing, footwear and gloves? • Do welfare facilities need to be provided e.g. first aid and washing facilities? | <p>If there are no control measures in place or the existing precautions are inadequate, then you need to decide what measures are necessary to deal with the hazard and control the risk.</p> <p>Where the corrective action may have implications for your service, the risk assessment should be brought to the attention of the service manager.</p> <p>The risk assessment will need to be monitored to ensure the control measures have been implemented, are working in practice and are being followed by staff.</p> | |

RISK ASSESSMENT (FORM HS3)

This is an example only. Not all statements will be relevant and it must be amended to suit the individual service.

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|---|----------------------|-----------------------------|
| Directorate: | Service/Team: | Assessment date: |
| Activity covered by this assessment: | | Date reviewed: |
| Staff involved in assessment: (e.g. manager, supervisor, employee, Trade Union representative etc.): | | Manager's signature: |

| HAZARD | PERSONS AT RISK (e.g. staff, visitors, pregnant workers,) | ACTION ALREADY TAKEN TO REDUCE THE RISKS (Control measures) | FURTHER ACTION REQUIRED (If existing controls are inadequate) | BY WHO AND WHEN |
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