



Risk Assessment Policy

Tees Valley Education Trust

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| Name of originator/author: | Jennifer Duncan |
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| Target audience: | ALL TRUST EMPLOYEES |

1. Introduction

Tees Valley Education Multi-Academy Trust recognises that a failure to take reasonable safety precautions in relation to identified hazards would represent a serious risk to pupils, staff, visitors, public and contractors and expose the Trust to the possibility of prosecution.

Documented Risk Assessments are a requirement under the Management of Health and Safety at Work Regulations 1999. The Trust is required to assess the risks to the health and safety of workers and any others who may be affected by the work carried out for the purpose of identifying measures needing to be taken to comply with other legislation. Carrying out these written assessments will help to identify all the protective and preventive measures that must be taken to comply with the Regulations.

This policy sets out the systematic approach for suitable and sufficient risk management throughout the Trust.

This policy has particular regard for ensuring the welfare of pupils at the academies is safeguarded and promoted at all times and appropriate action is taken to reduce risks and potential risks that are identified.

The purpose of risk assessment is to identify hazards and evaluate any associated risks. Risk assessments do not have to be complicated. The level of detail contained in them should be relevant to the level of the risks involved with the activity. In many cases a risk assessment will lead to clarification and the documenting of protocols and procedures that are often already in place, following best practice and relevant standards where applicable.

Specific risk assessments, which the Trust and each of the academies must have in place under current regulations are:

- Fire Risk
- Young workers employed by the academy/work experience
- New and expectant mothers
- Control Of Substances Hazardous to Health
- Lone working
- Display screen equipment
- Working at height
- Manual handling
- Asbestos

2. Aims

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
- Risk assessments are conducted and reviewed on a regular basis

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 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
- [DfEE guidance on first aid in schools](#) says schools must carry out a risk assessment to determine what first aid provision is needed
- [Home Office 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

4. 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. |

5. Roles and responsibilities

The Trust Board

In line with the Trust governance arrangements, the Trust has the responsibility for health and safety matters across the Trust including all the academies within the Trust. The Trust, acting in accordance with the Trust governance arrangements delegates' day-to-day responsibility to the Head Teacher for health and safety matters including undertaking risk assessments.

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 also has published specific guidance on [Educational Visits, Outdoor Learning and Adventurous Activities](#), which should be read in conjunction with this policy.

The Trust as the employer, also has a duty to:

- Assess the risks to staff and others affected by its 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;
- 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 Head Teacher

The Head Teacher, or in the Head Teacher's absence the Deputy Head Teacher, is 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; and
- Alerting the Head Teacher to any risks they find which need assessing.

Pupils and parents

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

Contractors

Contractors are required to provide evidence that they have adequately risk assessed all their planned work prior to commencing the agreed work.

6. Legal aspects of Risk Assessment

There are clear duties for risk assessment under acts such as the Health & Safety at Work Act 1974 and The Management of Health & Safety at Work Regulations 1999. The following requirements are laid down in those regulations and can be applied to other areas of risk assessment:

- The risk assessment shall be 'suitable and sufficient' and cover both employees and non-employees affected by the employer's undertaking (e.g. contractors, members of the public, pupils, etc.)

The term 'suitable and sufficient' is important as it defines the limits to the risk assessment process. A suitable and sufficient risk assessment should:

- Identify the significant risks and ignore the trivial ones;
- Identify and prioritise the measures required to comply with any relevant statutory provisions;
- Remain appropriate to the nature of the work and valid over a reasonable period of time; and
- Identify the risk arising from or in connection with the work. The detail should be proportionate to the risk.

The significant findings that should be recorded include a detailed statement of the hazards and risks; the preventative, protective or control measures in place; and any further measures to reduce the risks present.

7. Risk assessment process

When assessing risks across the academies, we will follow the process outlined below (appendix 1 attached):

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. This includes considering documentation that was considered but not implemented (due to not practicable or cost disproportionate).
- **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.

When conducting a risk assessment, line managers should adopt a team approach to risk assessment whenever possible and involve staff members who have practical experience (as they often have the best awareness and understanding of the hazards involved with the activity and how the activity is actually carried out).

8. Monitoring arrangements

Risk assessments are written as needed and reviewed by the Academy Business Manager and Deputy Head Teacher.

This policy will be reviewed by the Trust Business and Resource Manager every 2 years.

9. Links with other policies

This risk assessment policy links to the following Tees Valley Education Trust policies:

- [Health and Safety](#)
- [First aid](#)
- [Supporting Children with Medical Needs and Life Threatening Illness](#)
- [Evolve: Educational Visits, Outdoor Learning and Adventurous Activities](#)
- [SEND](#)
- [Equality](#)



RISK ASSESSMENT RECORD SHEET

Activity under assessment:

Assessment carried out by: for Head Teacher

Location: Date:

| (Step 1) Risk | (Step 2) Who might be harmed | (Step 3) Generic precautions required (including documentation considered) | In place? (Y/N) | (Step 4) Additional (site specific) measures required | In place? (Y/N) | (Step 5) Assessors comments |
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Next review due by: **Name:**(Risk Assessor)

A copy of this assessment record must be kept available for inspection by members of the Health and Safety Unit/Health and Safety Executive.