

# Al-Khair Secondary Schools

## Risk Assessment Policy



**Approved by:**

Al Khair School Governing Board

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Mr Gareth Thomas

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GB

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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:

- 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

- [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

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

#### 4.1 The proprietor

The proprietor has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the headteacher.

The proprietor 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 proprietor, 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 The headteacher

The headteacher, or in the headteacher's absence the associate or deputy head, is responsible for ensuring that all risk assessments are completed and reviewed.

#### 4.3 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 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.

### 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 3 years after the length of time they apply. Risk assessments are securely disposed of.

#### Premises Risk Assessment

Premises risk assessment is carried out on a daily basis. Comments/actions are added as needed. Details are then communicated to the facilities department via email and in case of an emergency via a phone call. Facilities are given deadlines depending on the severity of the risk assessed and completion of the tasks are closely monitored by the associate heads. The risk assessments are then printed and uploaded onto the centralized folder which is shared with the executive heads, associate heads and the facilities department.

### **Activity Risk Assessments**

Risk assessments are prepared by class teachers for any off-site visit or exceptional activity. These risk assessments are approved before the activity takes place by the appropriate associate headteacher and are stored in a file in the admin office. For any trip it is a requirement that all teachers and volunteers are guided through the risk assessment document by the organizing teacher before the group leaves the premises. For visits to any Educational centre, museum etc. site risk assessments are elicited from the host organization and incorporated within the risk assessment for the whole trip. For regular trips such as swimming lessons a single risk assessment is prepared and used for all visits however this is reviewed periodically to ensure it is fully up to date and that there has not been any change of circumstances that requires a change to the assessment.

### **6. Monitoring arrangements**

Risk assessments are written as needed and reviewed by the executive heads and headteachers of each school.

This policy will be reviewed by the headteacher every two years and approved by governing body.

### **7. Links with other policies**

This risk assessment policy links to the following policies:

- Health and safety
- First aid

## Appendix 1

<b>Risk Assessment Checklist</b>	
1	<u>Workers under the age of 18</u>
2	<u>Asbestos &amp; Legionella</u>
3	<u>Minibus</u>
4	<u>Premises</u>
3	<u>Substances hazardous to health (COSHH)</u>
4	<u>Display screen equipment</u>
5	<u>Fire</u>
6	<u>First aid &amp; Administering medicine</u>
7	<u>Manual handling</u>
8	<u>Work at height</u>
9	<u>Children being drawn into terrorism</u>
10	<u>School Trips</u>
	<u>E.C - Golf &amp; Horse Riding</u>
12	<u>Other e.g. Prevent, Adverse Weather</u>

## Appendix 2

RISK ASSESSMENT FOR:		
Al-Khair Boy's Secondary School	Assessment by:	Date:
Review Date Due :	Head teacher approval:	Date:

Hazard	<i>Those who might be harmed</i>	Current Control Measures	Risk Rating (L/M/H/VH)

RISK RATING	ACTION REQUIRED
VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.

<p><b>HIGH (H)</b> Possibility of fatality/serious injury occurring</p>	<p>You must identify further controls to reduce the risk rating.</p> <p>Seek further advice, e.g. from your H&amp;S Team</p>
<p><b>MEDIUM (M)</b> Possibility of significant injury or over 3 day absence occurring</p>	<p>If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.</p>
<p><b>LOW (L)</b> Possibility of minor injury only</p>	<p>No further action required.</p>