



**Risk Assessment Policy**

**Version 2**

**11/01/2023**

## **Aims**

Waveney Valley Academies Trust is committed to ensuring safe environments and working practices. We recognise that a risk assessment is a valuable tool to help identify foreseeable hazards, enabling practical control measures and safe working procedures to be put in place.

We aim to have a robust risk assessment system across all sites, which will help us to prevent injury or harm to staff, pupils and anyone visiting or working at any of our academies or offices.

## **Roles and Responsibilities**

The **Trust Board** has responsibility for:

- All health & safety matters across the Trust
- delegating powers and responsibilities to the Premises, Health & Safety Committee to oversee risk management across the Trust
- delegating powers and responsibilities to Head teachers to ensure all academy staff and stakeholders are aware of and comply with this policy and procedures
- delegating powers and responsibilities to the Head teacher for overseeing risk management throughout their academy

The **Premises and Health & Safety Committee** has responsibility for:

- ensuring effective monitoring is carried out in academies to evaluate risk
- ensuring control measures are in place to manage and reduce risk as far as reasonably practical
- ensuring the organisation and arrangements of each academy operates effectively so that staff, pupils, volunteers or visitors are not exposed to risks to their health and safety

The **Head teacher** will:

- ensure funding is in place to support this policy, managing the allocation of sufficient funds in order to ensure, so far as reasonably practicable, the working environment is safe and without risk to health
- be responsible for the day to day management of risk within their academy
- have in place risk assessments for all operations, activities, jobs, tasks, people, systems and equipment that may pose a risk to staff and others
- ensure that academy staff are aware of and have access to all risk assessments
- ensure that all academy staff fulfil their duties to cooperate with this policy
- ensure that a risk assessment register is maintained for their academy
- ensure that robust systems are in place for regular review of risk assessments
- be responsible for ensuring that academy staff receive training in assessing risk and mitigating controls, appropriate for their job role
- ensure that mitigating actions are taken to reduce risk

The **Health and Safety Group** will:

- meet termly with a WVAT central team representative, to identify potential hazards, discuss safe working procedures
- report potential hazards to the Premises and Health & Safety Committee

Designated Site Staff Member will:

- carry out their duties in accordance with this policy
- attend appropriate training
- ensure risk assessments are in place for all premises tasks and areas of property and site where there might be a risk to health
- ensure contractors supply risk assessments and method statements (RAMS) for any works being carried out on site, prior to works beginning
- Report breaches in safe working procedures to the Head teacher

**Academy personnel** will:

- carry out their duties in accordance with this policy
- attend appropriate training
- identify potential hazards which require assessing and report them to the Head teacher
- follow control measures and safe working procedures identified in risk assessments
- ensure classrooms, equipment and work areas are safe before they are used
- teach students about hazards, risks and control measures in lessons so that risk awareness forms an integral part of their learning and development across all curriculum areas

The **Educational Visits Coordinator** will:

- ensure all educational visits comply with all current legislation and procedures
- ensure risk assessments are in place for all educational visits

**Students** are expected to:

- follow the safety rules of the academy
- report any potential hazards to a staff member

**Parents/Carers** are expected to:

- support the academy in any risk management matters

**Visitors and contractors** are expected to:

- cooperate with the safe working procedures and risk control measures of the academy
- ensure compliance with risk management when working on the premises
- report potential hazards to a member of academy staff
- provide relevant risk assessments and method statements for any activities which are to be carried out on site, prior to starting works

## **Risk Assessment Process**

When assessing risks, we will follow the process outlined below:

We will involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures and safe working procedures following a risk assessment.

**Step 1: identify hazards** – we will consider activities, processes, areas 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 (SEND) 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)** – using the table of likelihood (table 1) and consequence (table 2), we will establish the level of risk posed by each hazard and review existing control measures. Using the risk matrix (table 3), the overall risk rating (likelihood X consequence) will be calculated to ascertain the overall risk rating.

**Step 4: record significant findings and additional actions** – Using the overall risk rating from steps 1 to 3, we will use table 4 to determine what action should be taken to further control risk. We will balance the level of risk against measures needed to control them and do everything that is reasonably practicable to protect people from harm.

**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.

**TABLE 1: LIKELIHOOD OF INJURY WITH EXISTING CONTROLS IN PLACE**

Likelihood	Criteria of risk	Rating Value
Almost certain	The event is expected to occur in most circumstances.	5
Likely	The event will probably occur in most circumstances.	4
Possible	The event might occur at some time.	3
Unlikely	The event may occur only in exceptional circumstances.	2
Rare	The event is not expected to occur.	1

**TABLE 2: CONSEQUENCE OF INJURY WITH EXISTING CONTROLS IN PLACE**

<b>Consequence</b>	<b>Severity of hazard</b>	<b>Rating Value</b>
Extreme	Fatality or multiple major injuries	5
Major	<p>Significant work/service related injury or ill health to employees, pupils, visitors or contractors. Examples include:</p> <ul style="list-style-type: none"> <li>• fractures (other than to fingers, thumbs and toes)</li> <li>• amputations</li> <li>• permanent loss of or reduction in sight</li> <li>• crush injury to head/torso causing damage to internal organs</li> <li>• serious burns (including scalding)</li> <li>• any scalping requiring hospital treatment</li> <li>• any loss of consciousness caused by head injury or asphyxia</li> <li>• exposure to a hazardous substance due to an uncontrolled release of that substance likely to lead to ill health</li> <li>• any other injury arising from enclosed space working leading to hypothermia or heat-induced illness</li> </ul>	4
Moderate	<p>Service related injury to a non- employee requiring medical attention not in the 'major' class above</p> <p>Employee work related lost time as a result of an injury, violence or stress not in the 'major' class above</p>	3
Minor	Minor work/service related injury to employees, pupils, visitors, contractors, e.g. needing on site first aid	2
Insignificant	No injury	1

To establish a Risk Rating multiply the Likelihood (L) rating value by the Consequence (C) rating value.

The tables below identify if further action is required depending on the risk rating allocated for each hazard:

**TABLE 3: RISK LIKELIHOOD AND CONSEQUENCES**

		Consequence				
		Extreme (5)	Major (4)	Moderate (3)	Minor (2)	Insignificant (1)
Likelihood	Almost Certain (5)	25	20	15	10	5
	Likely (4)	20	16	12	8	4
	Possible (3)	15	12	9	6	3
	Unlikely (2)	10	8	6	4	2
	Rare (1)	5	4	3	2	1

**TABLE 4: RISK RATING AND ACTION REQUIRED**

Action levels		How the risk should be managed
16-25	<b>Unacceptable</b>	Stop activity and make immediate improvements.
10-15	<b>Significant</b>	Identify controls needed and set timescale for improvement.
05-09	<b>Adequate</b>	Review current controls according to school policies and procedures.
01-04	<b>Acceptable</b>	No further action, but ensure controls are maintained and reviewed at next review date.

For any hazard identified as significant or unacceptable further controls need to be identified. If the risk is unacceptable you may need to implement short term measures to reduce or eliminate the risk for the time being while longer term measures are considered, e.g. you may need to stop the activity for a short time. Tables 1 to 4 should then be used to reassess the residual risk after further control measures are taken.

Appendices

1. WVAT Core Risk Assessment Register (to be used as a template for maintenance of academies own register)

Template RA

<b>Approval Date</b>	11/01/2023	<b>Review Date</b>	01/02/2025
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**Waveney Valley Academies Trust**  
**Schedule of Core Risk Assessments**

Group	Description	Frequency of review	Who is responsible for	Date of Completion or Review	Next Review Due
<b>Curriculum Based</b>	Animals in school / trips with animal contact / sports with animals involved (riding etc)				
	Art lessons / use of materials (follow CLEAPSS guidance)				
	DT lessons / use of materials or machinery (follow CLEAPSS guidance)				
	Classroom - General				
	Gardening / allotment activities				
	PE Lessons, indoors and outside				
	School trips (whether or not you sign up to EVOLVE, as EVOLVE doesn't cover all trips)				
	Science lessons (follow CLEAPSS guidance, consider naked flame risk)				
	Activities involving naked flame (eg campfire/candles) Age appropriate control measures and adequate supervision must be in place				
<b>Staff &amp; Student</b>	Swimming lessons to include transport to/from				
	Behaviour risk assessments - to include both pupil and staff safety				
	Lone working / skeleton staff working				
	New and expectant mothers				
	Personal safety of staff (relevant to specific roles)				
	Return to work risk assessment (after a period of sick leave )				
	Stress / mental health (can cover staff and pupils)				
<b>General</b>					
	Catering if own staff - if not, you must be party to the company's RAs				
	Cleaning if own staff - if not, as above				

	CoSHH in general used by school staff and used by others within the school				
	First Aid Needs Assessment				
	Manual Handling - persons, assisting people on the move				
	Manual handling -General tasks				
	Medicine administration / use of emergency inhalers / epi-pens				
	Office, equipment and tasks				
	School Events (e.g. Fayres, Sports day, fetes, PTA events) Clubs and groups using school facilities must provide their own RA for inspection by school prior to use.				
	School Vehicle Use				
	Self-assessed DSE / workstation				
	Travelling for work / use of own car for business travel (do not forget to ask for MOT / Insurance documents on a yearly basis)				
<b>Building &amp; Site Safety</b>	Working at Height				
	Contractors working onsite				
	Fire risk assessment - usually carried out by external provider				
	Fragile roof(s)				
	Legionella RA - usually carried out by external provider				
	Lifts				
	Playground equipment / PE equipment				
	School ponds				
	School Security to include perimeter fencing				
	Slips / trips / falls in general (look at this in conjunction with building / premises inspections)				
	Use of hand tools				
	Use of power tools				
Vehicles on-site, including car park					



	Waste Disposal- including clinical waste				
	<b>Specific risks as and when they arise - perhaps as a result of an incident / notification</b>				

**Risk assessment (template)**

<b>Academy Name:</b> <b>Activity/Area:</b> Name: Manager Name:	<b>Assessment Date:</b> /    /  <b>Review Date:</b> /    /
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What are the hazards?	Who might be harmed and how	Existing Risk controls	Assessment of Risk			Further Risk Controls required	Residual Risk			Action by whom	Action by when	Done
			L	C	RR		L	C	NRR			

(L - Likelihood    C – Consequence    RR – Risk Rating    NRR – New Risk Rating)