THE COMPLETE EDUCATION SOLUTION

CREATING UNIQUE JOURNEYS FOR LIFE AND LEARNING

# Risk Assessment Policy

Approved by TCES Operational Board on behalf of
Thomas Keaney, CEO and Schools' Proprietor

## Date of next formal review, April 2027

This policy applies to all The Complete Education Solution (TCES) schools and services

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# Introduction

It is not only a legal requirement, but also a firm belief, that risks to health and safety should be controlled wherever possible through risk assessments. These are therefore conducted in this school on a regular basis and cover all identified risks to our pupils, our staff, our building, our grounds, in our daily routine and at all school events.

# 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.

# 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 organization) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm.
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring.
- A risk assessment is the resulting assessment of the severity of the outcome.
- Risk control measures are the measures and procedures that are in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, fire alarms, fire practices, gas and electrical shut down points and insurance).

Risk assessments will follow the following steps:

- identify hazards;
- evaluate the risk that these hazards present and to whom;
- identify suitable measures to reduce and control the risks;
- record the significant findings;
- monitor the effectiveness of the control measures;
- review the risk assessment on a regular basis.

Specific risk assessments are required for new and expectant mothers, working at height, violence, lone working, etc. where such a risk exists.

All TCES staff must use the agreed risk assessment template, appendix 1 review the risk assessment at least annually, or when there are changes.

There are two main types of risk assessment, generic and specific.

Generic risk assessments should be completed for hazards or activities that are common throughout the school.

Specific assessments should be completed for particular tasks, procedures, equipment, locations, and educational visits, which have specific or significant risks.

The essential steps that are taken in order to comply with this policy are:

Thorough Risk Assessment involves answers to such questions as the following:

- What hazards are we faced with?
- Who might be affected and how?
- How can the risks be reduced to an acceptable level?
- Can effective measures be implemented now?
- If not, what contingency plans will serve us best for the time being?
- Who may be affected? Consider pupils, students, trainees, and those who may not be directly involved with the activity but who may still be affected by the process. This may include cleaning staff, contractors, or parents. Or when beyond the school, members of the public.

# Risk Evaluation

Evaluate the risks (low/medium/high) to which individuals might be exposed. This will be a subjective evaluation but should be used to give an indication of the priority with which the risks need to be addressed. Where risks are already controlled, monitor the effectiveness of the control to decide whether they are sufficient. Where the risk to individuals is thought to be medium or high, additional control measures must be considered.

# Risk Control

Decide what controls are necessary to reduce the risk to individuals. The steps to controlling the risks are as follows:

- Avoid the hazard – can the hazard be avoided or altered to reduce the likelihood or risk?
- Substitute or replace the hazard.
- Procedural controls – can the procedure be altered to avoid or reduce the risk? Can the individual be removed/distanced from the risk? Can the activity be carried out at a time that would have a lesser impact on others?
- Child management – make sure that the staff are aware of each child's needs.
- Setting management – such as the monitoring of exists and entrances.
- Additional equipment/staff – can a lifting device or an additional person be utilized to avoid or reduce the risk?
- Personal Protective Equipment – consider the value of using such things as gloves, over garments.
- Emergency procedures – have contingencies in the event of things going wrong such as an accident, incident, or fire.

# What areas require a Risk Assessment?

There are numerous activities carried out at the school, each of which requires its own separate Risk Assessment.

**The most important of these cover:**

- Fire safety and other security procedures.
- Educational visits and trips.

However, Risk Assessments are also needed for many other areas, including:

**Educational:**

- Science experiments.
- Each sport and PE activity.

- Art/Music.

**Pupils**

Each pupil has a home and school visit before they are admitted to the school where risk specific to that pupil are discussed along with their likes and dislikes. These are then built into the individual Risk Assessment for each pupil. These individual Risk Assessments are used in conjunction with Risk Assessments for school trips and activities to provide a detailed assessment. Original copies of all completed and signed Risk Assessments relating to pupils are kept in the pupil file.

**Premises**

There are a number of Risk Assessments that are in place for all areas of the premises, these include but are not limited to Risk Assessments on noise, legionella, asbestos, slips, trips, and falls.

**Access by Pupils**

Risk Assessments of all areas of the school reinforce the policy of ensuring that our pupils do not have unsupervised access to potentially dangerous areas. Doors to these areas are kept locked when not in use. Pupils are only allowed access when accompanied by a member of staff.

# Specialist Risk Assessment

The School Business Manager arranges for specialists to carry out the following risk assessments e.g:

- Fire safety
- Electrical safety
- All statutory compliance audits by external auditors

# Reviews

All Risk Assessments are reviewed and recorded at least on an annual basis, when major structural work is planned, in the event of an accident, or when changes are made to the school building or noted with regards to a pupil.

# Roles and Responsibilities

**The Head Teacher**

The ultimate responsibility for health and safety matters in school resides with the Head Teacher. The Head of School 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 Head will ensure that suitable and sufficient risk assessments are carried out by a competent person(s). Where this is delegated to other staff, suitable training and supervision will be provided to ensure that assessments are carried out by the relevant staff who are aware and in control of risks in that area.

**School Business Manager**

- Risk assessments for the Facilities Coordinators will be carried out by the School Business Manager
- The School Business Manager will undertake risk assessments for maintenance and premises. Original copies of all completed and signed Risk Assessments related to the premises are kept in a H&S risk assessment file.
- Risk assessments will be in place for all communal areas including hall, and corridors.

**All Staff**

All members of staff are given a thorough induction into the school's arrangements for Risk Assessments and health and safety. Specialist training is given to those whose work required it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Headteacher in compliance with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Headteacher promptly.

- All staff are responsible for ensuring that risk assessments are in place for curriculum activities where there is a potential risk to staff and students.
- Risk assessments must cover any activities that may take place in areas.

- Implementing the control measures identified in risk assessments.

- Alerting the Head Teacher to any risks they find that need assessing.

**All Pupils**
Pupils are responsible for following the school and service advice in relation to risk, on site and off site and for reporting any hazards to a member of staff.

# 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 the risks and do everything that is reasonably practicable to protect people from harm.

- **Step 4: record significant findings** – the findings from steps 1 to 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 noticed a problem?
- Have we learnt anything from accidents or near misses?

# Links with other policies

- Health and Safety Policy
- Safeguarding Offsite Policy

# Appendix 1

## Risk Assessment

| Severity | Multiplier | | | | | |
|---|---|---|---|---|---|---|
| Extreme / Catastropic | 5 | 5 | 10 | 15 | 20 | 25 |
| Major | 4 | 4 | 8 | 12 | 16 | 20 |
| Moderate | 3 | 3 | 6 | 9 | 12 | 15 |
| Minor | 2 | 2 | 4 | 6 | 8 | 10 |
| Insignificant | 1 | 1 | 2 | 3 | 4 | 5 |
| | Multiplier | 1 | 2 | 3 | 4 | 5 |
| Likelihood | | Remote | Unlikely | Possible | Probable | Certain |

| | Key | |
|---|---|---|
| Severe | 20 - 25 | Unacceptable level of risk exposure which requires immediate corrective action to be taken |
| Major | 12 - 16 | Unacceptable level of risk exposure which requires constant active monitoring, and measures to be put in place to reduce exposure |
| Moderate | 5 - 10 | Acceptable level of risk exposure subject to regular active monitoring measures |
| Minor | 3 - 4 | Acceptable level of risk exposure subject to regular passive monitoring measures |
| Insignificant | 1 - 2 | Acceptable level of risk subject to periodic passive monitoring measures |

| **Start Date:** | | **End Date:** | | | |
|---|---|---|---|---|---|
| Pupil Name: | | | School Contact: | | |
| Parent Contact No: | | | Pupil Information/diagnosis: | | On Medication: Yes ☐ No ☐<br>**Intuniv (3mg) Circadin (4mg) taken at home currently not in school.** |

| Details of Risk | To whom | Severity | Likelihood | SxL = Risk rate | Control measures | Further actions | Controlled Severity | Controlled Likelihood | SxL = Risk rate |
|---|---|---|---|---|---|---|---|---|---|
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| | | | | | | | | | |

I, the undersigned, have read and understand the risks and control measure of the above activity

Date written:

Completed by:

Signed off by_____
(SLT only)