



# Centre Academy East Anglia

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## Risk Assessment Policy

### Equality Statement

Centre Academy East Anglia is committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourably on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief. We provide a safe, supportive and welcoming environment

Review Date:	Jan-24
Last Review Date:	Jan-23
Held on website:	Yes

### Signed by Chair of Proprietor Body

A handwritten signature in blue ink, appearing to read 'R. Murphy'.

Signed:

Date: 01/01/23

Chair of Proprietor Body

Mr R Murphy

*Centre Academy East Anglia is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

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# 1. Aims

CAEA 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 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 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 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 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
- DfE guidance on health and safety: responsibilities and duties for schools says schools must identify the measures needed to reduce the risks from public health incidents, including COVID-19, so far as is reasonably practicable

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 has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the Head of School, or in their absence, the site manager.

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 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 Head of School

The Head of School, or in the Head of School's absence the SMT lead, 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 Head of School to any risks they find that need assessing
- Completing any training deemed necessary

### 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 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 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.

## **6. Monitoring arrangements**

Risk assessments are written as needed and reviewed by the Head of School or SMT lead. This policy will be reviewed by the SMT lead every year and approved by the proprietor.

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

This risk assessment policy links to the following policies:

- Health and safety
- First aid
- Medication policy
- Safeguarding policy
- Remote learning policy
- Offsite Visits Policy

**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)			
Public health incidents, including COVID-19			

**Appendix 2: Onsite Template**

<b>Establishment:</b> CENTRE ACADEMY EAST ANGLIA	<b>Assessment by:</b>	<b>Date:</b>
<b>Next Review Date:</b>	<b>Approved by:</b>	<b>Date:</b>

<b>What are the Hazard/Risks</b>	<b>Who is at Risk?</b>	<b>Current Risk Level</b>	<b>Existing/Future Control Measures</b> <i>(Brief description and/or reference to source of information).</i>	<b>Who is responsible?</b>	<b>New Level of Risk</b>

<b>RESIDUAL RISK RATING</b>	<b>ACTION REQUIRED</b>
<b>VERY HIGH (VH) Strong likelihood of fatality/serious injury occurring</b>	<b>The activity must not take place at all</b> You must identify further controls to reduce the risk rating
<b>HIGH (H) Possibility of fatality/serious injury occurring</b>	You must identify further controls to reduce the risk rating Seek further advice, e.g. from your H&S Team
<b>MEDIUM (M) Possibility of significant injury or over 3 day absence occurring</b>	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
<b>LOW (L) Possibility of minor injury only</b>	No further action required

### **Appendix 3: CENTRE ACADEMY EAST ANGLIA SCIENCE RISK ASSESSMENT**

#### **Science Department**

CAEA Science department include a descriptive risk assessment for chemicals used or procedures adopted in documents such as scheme of works and/or lesson plans or students worksheets which have safety information outlined. It is considered impracticable for the employer to write risk assessments for each of the many activities in school science, CAEA follows the recommendation of the Health and Safety Commission to adopt published 'model' or 'general' risk assessments which school science departments adapt to their local circumstances.

CAEA use of the following publications as sources of model (general) risk assessments.

CLEAPSS2 publications generally

CLEAPSS, Hazards, current edition

CLEAPSS, Laboratory Handbook, current edition

CLEAPSS, Recipe Book, current edition

Whenever a new course is adopted or developed, all activities (including preparation and clearing-up work) are checked against the model risk assessments and significant findings are incorporated into texts in daily use, i.e., the scheme of work. If a model risk assessment for a particular operation involving hazards cannot be found in these texts, a special risk assessment is obtained, following the employer's instructions, from CLEAPSS. In order to assess the risks adequately, the following information is collected.

- Details of the proposed activity.
- The age and ability of the persons likely to do it.
- Details of the room to be used, i.e., size, availability of services and whether the ventilation rate is good or poor.
- Any substance(s) possibly hazardous to health.
- The quantities of substances hazardous to health likely to be used, including the concentrations of any solutions.
- Class size.
- Any other relevant details, eg, high voltages, heavy masses, etc.

Since the scheme of work has been checked against the model risk assessments, staff should deviate from it only if their proposed activities have been also checked with the models / agreed with the Science Coordinator. We encourage the development of new practical activities (including for example at science clubs, etc) but these should be undertaken only after a prior check against model risk assessments and/or a special risk assessment has been obtained.



**Appendix 4: CAEA School Onsite Risk Assessment combined with Individual Student Risk Assessment**

<b>Establishment:</b> CENTRE ACADEMY EAST ANGLIA	<b>Assessment by:</b>	<b>Date:</b>
<b>Next Review Date:</b> (Changes in students' needs and provision plans need to be reflected in the risk assessment when provision plans are completed)	<b>Approved by:</b> This form is not valid as a recognised Risk Assessment unless signed by a senior school member.	<b>Date:</b>

What are the Hazard/Risks	Who is at Risk?	Current Risk Level	Existing/Future Control Measures (Brief description and/or reference to source of information).	Who is responsible?	New Level of Risk

**Individual Student Risk Assessment**

Name of student and Profile	Diagnosis	Medical Issues	Identify the hazards (a hazard is something with the potential to cause harm)	Who/what may be harmed	Risk			Recommendations/further action required (establish whether the risk can be removed completely or if not, how it can be reduced)
					Likelihood of occurrence (High, Medium or Low)	Severity of harm (High, Medium or Low)	Overall risk-with control measures in place	
<b>Class</b>								

**Appendix 5: CAEA Off Site Risk Trip Assessment Template combined with Individual Student Risk Assessment**

1. Please ensure relevant medical information is collected from the Medical Officer
2. Please ensure Specific Student information is included on this RA
3. Please ensure Behaviour Plans are included (if relevant)
4. All staff involved on the trip need to be aware of all students specific needs
5. All staff are to carry a mobile phone
6. Names of students are to be abbreviated (Full Forename and Initial of Surname)

<b>SITE</b>			Access to Site	
Used by			Nearest Phone	
Used for			Distance from School	
Adult and student ratio;	:		Walking Time	
Name of Staff on Trip				
Date of activity:			Driving Time	

Nearest Hospital, Postcode and Telephone Number:

**Likelihood Scores;** 1- highly unlikely to ever occur, 2 - May occur but very rarely, 3 -Does occur but only rarely, 4 - Occurs sometimes, 5 - Likely to occur often.

**Severity Score;** 1 - slight inconvenience, 2.- Minor injury requiring first aid, 3 – Medical attention required, 4 – Major injury leading to hospitalisation. 5 – Fatal or serious injury leading to disability.

Total Risk; 8 = bring to attention of all, 10 = risk is unacceptable

\* Put All (for employees, students, visiting staff) or state specific group only

Hazards	TO WHOM *	Uncontrolled Risk			CONTROLS / PREVENTATIVE MEASURES IN PLACE Use checklist guide	Controlled Risk		
		LIKELIHOOD (L)	SEVERITY (S)	RISK RATING (L+S)		LIKELIHOOD	SEVERITY	RISK RATING (L+S)

<p><b><u>This form is not valid as a recognised Risk Assessment unless signed by a senior school member.</u></b></p> <p>Name:</p> <p>Signature:</p> <p>Date:</p>	<p>Recorded by:</p> <p>Name:</p> <p>Signature:</p> <p>Date:</p>
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