



Centre Academy East Anglia

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:	May-27
Last Review Date:	May-26
Held on website:	Yes

Signed by Chair of Proprietor Body

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

Signed:

Date: 08/05/26

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.

Contents

1. Aims	3
2. Legislation and statutory requirements.....	3
3. Definitions.....	3
4. Roles and responsibilities	4
5. Risk assessment process	4
6. Monitoring arrangements.....	5
7. Links with other policies	5
Appendices	6

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
- Health and Safety at Work ect. Act 1974, which places a general duty on employers to ensure, so far as is reasonably practicable, the health, safety and welfare of employees and others affected by their activities
- Equality Act 2010, which requires reasonable adjustments to be made for disabled persons and protection for those who are pregnant or on maternity leave
- Keeping Children Safe in Education, which underpins safeguarding-related risk assessments including site security, supervision, and online safety
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, requiring certain incidents to be reported and considered as part of risk management
- 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
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	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, an SMT member.

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

The school follows the HSE's recommended five-step approach.

Step 1: Identify hazards

Activities, processes, substances and environments will be reviewed to identify potential hazards.

Step 2: Decide who may be harmed and how

Groups who may be harmed will be identified, including staff, pupils, visitors and contractors, with consideration given to:

- Pupils with special educational needs or disabilities
- Medical conditions
- New and expectant mothers

Step 3: Evaluate risks and decide on control measures

Risks will be assessed using a consistent risk rating system considering:

- Likelihood of harm
- Severity of potential injury

Existing controls will be reviewed and additional measures identified, following the hierarchy of control and ensuring risks are reduced so far as is reasonably practicable.

Step 4: Record significant findings

Significant findings will be recorded using the school's risk assessment template (Appendix 2) and shared with relevant staff.

Step 5: Review and update

Risk assessments will be reviewed:

- Annually as a minimum
- Following accidents, incidents or near misses
- Following changes to activities, staffing, equipment or premises
- When pupils' individual needs change
- When new guidance or legislation is issued

Step 6: Retention of records

Risk assessments will be retained for a minimum of 3 years, or longer where they relate to long-term activities, premises or significant incidents. Records will be securely stored and disposed of when no longer required. When assessing risks in the school, we will follow the process outlined below.

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
- Management and Administration of Medicines Policy
- Safeguarding policy
- Remote learning policy
- Offsite Visits Policy
- Prevent Policy
- Fire Safety Policy
- Continuity Plan – Crisis Management

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

Establishment: CENTRE ACADEMY EAST ANGLIA	Assessment by:	Date:
Next Review Date:	Approved by:	Date:

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

RESIDUAL 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
HIGH (H) Possibility of fatality/serious injury occurring	You must identify further controls to reduce the risk rating Seek further advice, e.g. from your H&S Team
MEDIUM (M) Possibility of significant injury or over 3 day absence occurring	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
LOW (L) Possibility of minor injury only	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

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

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	
Class								

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)

SITE			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><u>This form is not valid as a recognised Risk Assessment unless signed by a senior school member.</u></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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