RISK ASSESSMENT POLICY AND GUIDANCE

Policy Reference No	H&S005
Review Frequency	Annual
Reviewed	Autumn 2024
Next Review Date	Autumn 2025
Approved by TLT	January 2024

(This policy supersedes all previous Risk Assessment policies and guidance)

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Change Log

Date	Changes to Policy
September 2024	Updated to reflect change to iAM Compliant
September 2023	Reviewed with no amendments
January 2023	Estates & Services Lead amended to Estates Compliance Lead Covid 19 removed under 2.2 Appendix 2 Covid assessment removed
Autumn 2021	Updated Formal Risk assessment section to reflect the Every recording system. General update of wording throughout Removed Appendix 2 & 3 (LAPRA01 template) as no longer used. Update to the wording in "What you need to do" sections
Autumn 2020	Updated Formal Risk assessment section to include individual Covid assessments. Updated to include Strategic level risks using Every compliance software
Spring 2019	Added information regarding fire risk assessments
Autumn 2018	Reviewed with no amendments
February 2018	Addition of general assessment paragraph Addition of appendices General wording updated
May 2016	Policy amended to LAP Guidance list amended to coincide with the new LAP Risk Assessment Form (LAPRA01)

Contents

1. Introduction

Legislation and good business practice requires that risk assessments be carried out to identify all possible sources of danger within a workplace and progressively reduce the risk to people, and property. Where significant risks are identified they must be controlled and recorded.

This policy is part of and should be read in conjunction with the Learning Academy Partnership (South West), (hereinafter 'The Trust') Health and Safety Policy H&S 001. For Educational Trips & Visits please also read in conjunction with the Trust's H&S009 Educational Visits and Risk Assessment Policy. The aim of this policy is to ensure that staff working within The Trust are aware of the correct action to take and the process of suitable and sufficient assessment of risk in view to eliminate or reduce the risk to an acceptable/safe level prior to the activity taking place.

Risk assessments should be effective in that they identify sources of danger and prioritise methods to eliminate or reduce risk to the lowest practicable level. All controls, safe systems of work etc used to reduce the risk must become part of training for all personnel, and as such should be recorded on the individual's training record.
The Board of Trustees is committed to;

2. Who Should Carry Out Risk Assessments

2.1 General Assessment

Every person carries out risk assessments as part of their day-to-day life! For instance, simply crossing the road involves assessing the level of risk of crossing at that place or at that time before making the decision to step into the road. This principle is taken into everything we do throughout the day and must be the basis for the planning of any activity undertaken.

The important element is to understand that if something could potentially lead to anyone or anything becoming injured/damaged, then you have a duty to consider an alternative way of carrying out that task in a manner that possess less of a risk, and if there is no alternative then a Formal Risk Assessment must be arranged to be carried out as below.

2.2 Formal Risk Assessment

The Trust carry out four types of formal Risk Assessments:

1. H&S Generic/site risk assessments – Completed by the H&S Representatives
2. Strategic level Academy/Trust risks - Completed by the Head Teacher and TLT
3. Fire Risk assessments - Completed by external consultant or by the Estates Compliance Lead
4. Educational Trips and Visits' risk assessments completed by the person organising the activity using the Evolve online system.

Types 1 & 2 are completed, shared and monitored using the compliance and risk software (iAM Compliant).
Types 3 and 4 are completed using specific templates.

All of which are used to record significant levels of risk involved in an activity/circumstance and the potential dangers that could have on a person, object or reputation. The task of carrying out risk assessments may be delegated to competent persons. However, the Head Teacher, Manager or leader needs to retain control of what risk assessments are being carried out through constant review and monitoring of their risk assessor's performance. A competent person is deemed to be anyone who has the training, knowledge and experience to carry out the assessment and the ability to correctly record the findings. The majority of the risk assessments across the Trust are completed by the appointed and trained H&S Reps and Support Reps.

Any actions put in place to reduce the risk must be correctly recorded with instruction/training provided to members of staff carrying out the activity.

3. When Should Risk Assessments Be Carried Out

For educational events/activities/visits etc please see the Trust's H&S009 Educational Visits and Risk Assessment Policy.

Fire risk assessments are carried out on an annual basis for each Trust site by the Estates Compliance Lead with an action plan issued to the Head Teacher to ensure compliance.

H&S Risk assessments should be carried out prior to starting a task or project and cover the implementation, use, cleaning, maintenance, disassembly or removal of equipment and structures. They should be reviewed if there are significant

changes to the equipment, working environment, personnel, the introduction of new technology, if an accident happens, when it is believed the previous risk assessment is no longer valid or at least annually.

4. What Needs To Be Assessed

An effective risk assessment should consider, but not be limited to the below sections. The workflow template in Appendix 1 should be used as guidance when completing any risk assessment.

4.1 The Workplace
The actual environment in which you work, the conditions or situations and tasks carried out in the workplace that may affect the health and safety of people.

- Conditions - Temperature, noise, light, ventilation, maintenance of equipment and footpaths etc.
- Situations - Reversing vehicles, working at height or in confined spaces, dealing with violent people, working with new machines, equipment, or personnel.
- Tasks - Driving a vehicle, answering the telephone, or working with vulnerable people.

4.2 Fire Arrangements
For situations within a workplace where a fire risk may exist, the following should be considered;

- The means of escape - How people leave a building or office etc in case of fire, the distance of travel, whether the route is protected and the area to which people would safely go to.
- The means of raising the alarm - How the alarm is raised, e.g. by pushing a call button, shouting or by other means.
- The means of fighting a fire - The number and type of fire extinguishers, hoses or sprinkler systems in use.
- Emergency lighting - Whether there is sufficient light to ensure a safe route to the exits in case of a power failure etc.
- Maintenance of equipment - How and when the fire defence equipment is maintained in an effective condition in line with statutory requirements and best practice.
- Instruction, information and training of staff - Whether suitable and sufficient instruction, information and training are provided for all people in a workplace. (See also guidance on Fire Precautions.)

4.3 Manual Handling
The movement of loads using physical or human effort, including lifting, lowering, pushing, pulling or carrying of loads, and repetitive movements.

- Movement of loads - Anywhere where a load is moved manually.
- Lifting lowering etc - The type of action being carried out to move the load.
- Repetitive movements - Packing boxes, filling envelopes or using keyboards for continuous periods.

4.4 Control of Substances Hazardous to Health (COSHH)
Where people are exposed to any substance, which could injure them or cause ill health.

- Substance - Any solid, powder, liquid, vapour, fume, gas or dust.
- Exposure - Where people come into contact with a substance, and how it can injure them or cause ill health, through breathing it, swallowing it, absorbing it through the skin or touching it.

4.5 Display Screen Equipment (DSE)
The conditions and equipment where people work with DSE.

- Conditions - The lighting, space, layout, workstation, and method of working when using DSE.
- Equipment - The desk, computer, screen, seat and software being used. (See also guidance on DSE.) These risk assessments are carried out and managed in line with the Trust's DSE Policy IT003.

5. Head Teachers/Manager/Team Leaders: What You Need To Do

Nominate both a Health and Safety Representative and an EVC for your academy. These need to be employees with an eye for detail that can partake in the required training to be able to carry out the duties effectively. Ensure these colleagues are competent and that they are given suitable resources to carry out their roles, i.e. training, time, advice and assistance where necessary.

Monitor and review risk assessments and assess performance.

If in doubt seek advice and guidance from the Estates Compliance Lead.

6. H&S Representative and EVCs: What You Need To Do

Take part in a Risk Assessment course if not already trained, which will include a familiarisation session with each recording system and which to use for different examples. Carry out risk assessments in line with this policy and guidelines. Identify methods of removing or reducing risk factors. Present your findings to your manager or team leader. Provide suitable information, instruction, and training for people at work.

If in doubt seek advice and guidance from your line manager or the Estates Compliance Lead.

It is for the assessor to decide/determine which recording system to use when recording the assessment and should again refer to the Estates Compliance Lead if unsure.

Keep a record of review dates for completed risk assessments and re-assess when due or earlier if required. Be prepared to carry out a re-assessment if situations or circumstances change significantly.

7. Teachers and HLTAs Who Plan Activities: What You Need To Do

Refer to the H&S009 Educational Visits Risk Assessments Policy.

Appendix 1 – Workflow Template

This simplified workflow should be used as a prompt alongside the guidance table to accurately score the identified risk to be recorded in the Risk Assessment form.

1. **Identify the hazards associated with the task**
   Using knowledge of the task in hand and the area of work identify hazards (things with the potential to cause harm) which are evident and have not previously been eliminated or adequately controlled.
2. **Identify the people and/or equipment at risk**
   Using your knowledge of people and the working area identify those who are likely to be present and any property which could be damaged should and incident or accident occur.
3. **Likelihood of Occurrence (L)**
   Using the guidance provided and best judgement of the task etc evaluate the likelihood of occurrence and record.
4. **Severity of Risk (S)**
   Using the guidance provided and knowledge of the factors involved estimate the severity of risk.
5. **Risk Rating (R)**
   This is the overall rating of the risk which is the score of L multiplied by the score of S (L x S = R)
6. See guidance for further information. The higher the Risk rating, the more robust the control measures must be.
7. **Existing and Possible Control measures**
   In the space provided list the controls currently in use, as well as identifying any possible actions that would reduce the overall Risk Rating. These controls must be reasonably practicable.
8. **Re-Evaluate the Likelihood and Severity**
   Identify and record the controls necessary to reduce the risk to the lowest practicable level, if in doubt seek advice from the Estates & Services Manager.
9. **Further Action Required**
   Identify any further actions required to either eliminate, or reduce the risk, this can include things such as training or guidance.
10. **Priority**
    Identify the priority of the work to be carried out remember the higher the risk factor, the higher the priority.
11. **Completion Date**
    State the date the action(s) are to be carried out by.
12. **Action by Whom**
    State who is going to carry out the action(s) remember to pass them a copy of the risk assessment or advise them that they need to carry out the work required.
13. **Action Checked By**
    When required action has been taken the Line Manager should sign the appropriate column.
14. **Re-Assessment Due**
    State the date when the risk assessment needs to be re-evaluated, remember the higher the risk factor the more often that reviews should take place. Risk assessments must be re-evaluated at least annually or before if required to ensure that the controls remain effective.

The information is produced as a guide and does not replace effective training and task knowledge. If you have any doubts or require advice or support in carrying out risk assessments, contact the Estates Compliance Lead on 01626 248800.