

# Risk Assessment Policy

CMAS School Devon

CMAS School Gloucestershire



<b>Approved by:</b>	Craig Davey	<b>Date:</b> 07.10.2020
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## 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

## 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 that 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 that 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 that 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 that 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

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 proprietary board

The proprietary board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to business manager.

The proprietary board 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 proprietary board, as the employer, also 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

### 4.2 The Executive Headteacher

The Executive Headteacher, or in the headteacher's absence the Regional Head of School, 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 headteacher to any risks they find which need assessing

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

**Step 4: record significant findings** – the findings from steps 1-3 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 the 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 site lead, mentors, teachers and head teacher.

This policy will be reviewed by the business manager every year and approved by the executive head teacher.

## 7. Links with other policies

This risk assessment policy links to the following policies:

- Health and safety
- First aid
- Supporting pupils with medical conditions

## 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)			

## Appendix 2: Individual risk assessment template

**Risk Assessment Form – to be used for assessment of individual students, activities and/or sites used during CMAS sessions.**

**Ensure you read the notes for completion before you complete this assessment and seek guidance if you are uncertain of assessing risk or creating a risk management plan. Do not start work until the assessment has been signed off.**

**If in doubt contact:**

**Joss Hayes – Executive Head Teacher – 07929 795387**

**Chris Kenny – Director – COO – 07929 795401**

**Dan Tipp. Director – Safeguarding – 0777 551 6262.**

### **Notes for completion of this risk assessment.**

Use the following measures when assessing risk rating and residual risk.

High	Common, regular or frequent occurrence.	3	3 Med	6 High	9 High
Medium	Occasional occurrence.	2	2 Low	4 Med	6 High
Low	Rare or improbable occurrence.	1	1 Low	2 Low	3 Med
<b>Risk Matrix Likelihood X Consequence</b>			1	2	3
			Minor injury or illness.	Serious injury or illness.	Fatalities, major injury or illness.
			Low	Medium	High

**When recording the Risk Rating ensure that both the Likelihood and Consequence scores are included.**

<b>High</b>	Improve control measures; consider stopping work. Conducting work at this level of risk is to be reported up the Line Management
<b>Medium</b>	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.
<b>Low</b>	Maintain control measures and review if there are any changes.

**Ensure you record the residual Risk Rating to demonstrate that the risk has been reduced to an acceptable level; record Likelihood and Consequence scores.**

**Risk Assessments are to be reviewed Annually OR**

- Following significant changes to the task, process or procedure - Following the introduction of more vulnerable staff or student
- Following an accident or near miss -If there is reason to doubt the effectiveness of the assessment

<b>SITE</b>		[where is the activity taking place]	<b>Assessment No:</b>	[sequential]	<b>Assessment Date:</b>	[date completed]		
<b>STUDENT:</b>		Various		<b>Assessment Type</b> (TICK AS APPROPRIATE)				
				<b>STUDENT SPECIFIC</b>	<b>ACTIVITY SPECIFIC</b>	<b>SITE SPECIFIC</b>		
<b>Activity/Situation:</b> [description]								
<b>Assessor</b>				<b>Sign off – line manager / centre lead/ SLT</b>				
<b>Name:</b>				<b>Name:</b>				
<b>Position:</b>								
<b>Signature:</b>								
Hazards	Who is at Risk?	Control Measures (Specific existing Control Measures)	Risk Rating (Likelihood X Consequence) (See Note 1)	Additional Controls to reduce risk to an acceptable level (Each Control Measure is to be specific and managed)	Residual Risk Rating (See note 2)	Management Plan To ensure risk is managed		
						Lead	Target Date	Comp Date



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Assessment Review							
<b>Review Date:</b>		<b>Review Date:</b>		<b>Review Date:</b>		<b>Review Date:</b>	
<b>Name:</b>		<b>Name:</b>		<b>Name:</b>		<b>Name:</b>	
<b>Position:</b>		<b>Position:</b>		<b>Position:</b>		<b>Position:</b>	
<b>Signature:</b>		<b>Signature:</b>		<b>Signature:</b>		<b>Signature:</b>	

## Appendix 3: School Site risk assessment template

### BUILDING HEALTH AND SAFETY RISK ASSESSMENT FORM

<b>Building Name</b>	CMAS School [insert site name]	<b>Date</b>		<b>Time</b>	
<b>Location</b>		<b>Site Manager</b>		<b>Responsible Person</b>	
<b>Assessor</b>					
	<b>Date</b>	<b>Assessor</b>	<b>Staff consulted</b>	<b>Forwarded to Directors/ Head school/site Lead</b>	<b>Related RA</b>
<b>Reviewed</b>					
<b>Reviewed</b>					
<b>Reviewed</b>					

### Adapt / amend to suit location

Section 1 - Identify hazards - consider all the activities within the building and mark an X in the boxes of significant hazards that apply

1	Slips, Trips, Housekeeping	X		Cleaning Equipment	X		Stage Area	X		Boiler Room	X			41		
2	Fall of Objects	X		Food provision	X		Stairs	X		Medical Room	X			42		
3	Layout and Traffic Routes	X		Fire hazards	X		Kitchen	X		YP Toilets	X			43		
4	Lighting Levels	X		Sanitation	X		Staff Toilet	X		Garden	X			44		
5	Heating and Ventilation	X		Gas	X		Office	X		Driveway	X			45		

6	Electrical Equipment	X		Road access	X		Reading Room	X		Lean-to	X			46		
7	Seating Arrangements	X		Public access	X		Classroom	X		Intruders	X			47		
8	Hazardous Substances	X		Main Hall	X		Storeroom	X		Absconson	X			48		

		5	10	15	20	25
Likelihood	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	Severity					

Likelihood	
Very likely	4
Likely	3
Unlikely	2
Very unlikely	1

Severity	
Fatality	5
Major injury or illness	4
Serious injury or illness	3
Moderate injury or illness	2
Minor injury or illness	1

- Where a risk is highlighted as **GREEN** no further controls need be put in place.
- Where a risk is highlighted as **YELLOW** controls should be reviewed.
- Where a risk is highlighted as **RED** the risk must be reduced before any activities take place.

Section 2 – Detail risk controls for ALL hazards or areas identified in section 1.

**Likelihood/Severity**

	<b>HAZARD DESCRIPTION</b>	<b>THOSE AT RISK</b>	<b>EXISTING CONTROLS (adapt to setting)</b>	<b>L</b>	<b>S</b>	<b>SCORE</b>	<b>POSSIBLE ACTION/NOTES</b>
1	<b>SLIPS, TRIPS AND HOUSEKEEPING</b>	YP, staff and visitors	Flooring kept in good condition and inspected regularly. Spills should immediately be highlighted and cleaned up. Trailing cables should be taped down, made safe or put in cable mats. High- vis tape in place where needed.	2	4	8	Cleaners use signs to mark wet floor surfaces
2	<b>FALL OF OBJECTS</b>	YP, staff and visitors	No heavy objects to be stored above head height. Weight load specifications on shelving to be observed. Regular visual inspections for overloading. Mezzanine checked for loose items,				
3	<b>LAYOUT AND TRAFFIC ROUTES</b>	YP, staff and visitors	Corridors kept clear of obstruction.				
4	<b>LIGHTING LEVELS</b>	YP, staff and visitors	Except where designed all accessible areas of the building are sufficiently lit.				

5	<b>HEATING AND VENTILATION</b>	YP, staff and visitors	Heating checked and operated by staff only. Boiler system kept in good order.				
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6	<b>ELECTRICAL EQUIPMENT</b>	YP, staff and visitors	All portable electrical equipment to be PAT tested at regular intervals. Visual inspection of equipment should take place during normal usage.				
7	<b>SEATING ARRANGEMENTS</b>	Pupils & Staff	Seating must be arranged so as not to block access to entrances or fire exit routes. Furniture visually inspected at regular intervals to ensure their continued suitability for use.				
8	<b>HAZARDOUS SUBSTANCES</b>	YP, staff and visitors	<ul style="list-style-type: none"> <li>• Cleaning products stored securely.</li> <li>• Cleaners told not to leave any products in YP toilets.</li> </ul>				
9	<b>CLEANING EQUIPMENT</b>	YP, staff and visitors	Cleaning equipment stored safely.				
10.	<b>FOOD PROVISION</b>	YP &	Food to be prepared only in the kitchen				

		Staff	area. YPs should be reminded of the importance of correct food preparation.  Knives locked away.				
11.	<b>FIRE</b>	YP, staff and visitors	<ul style="list-style-type: none"> <li>• The evacuation routes are highlighted, and the evacuation procedure is displayed. The building is equipped with fire alarms.</li> <li>• Fire assessment current</li> <li>• Fire extinguishers on site.</li> <li>• Fire exits signed and kept clear.</li> <li>• Fire checks made regularly by site leads.</li> </ul>				
12	<b>SANITATION</b>	YP, staff and visitors	<ul style="list-style-type: none"> <li>• Toilets and hand washing facilities are kept clean and clear.</li> <li>• Soap and antibacterial wash provided.</li> </ul>				
13	<b>GAS</b>	YP, staff and visitors	<ul style="list-style-type: none"> <li>• No gas cooker or heaters on site.</li> <li>• Boiler regularly serviced.</li> <li>• Staff vigilant regarding suspected gas leaks.</li> </ul>				
14	<b>ROAD ACCESS AND CAR PARK</b>  Risk of accident	YPs and staff	Staff to accompany students to and from vehicles. Staff to exercise caution when entering and leaving the site.				

15	<b>PUBLIC ACCESS TO SITE</b> Visitors, tradesmen etc.	YPs and staff	Public access to the site is limited and all visitors must sign in.				
16	<b>MAIN HALL</b> Electrics – risk of shock* Door closures – risk of trapping within shut* Heating and pipe work – risk of burns* Windows – trapping*	YP, staff and visitors	Clear instructions for YPs and staff supervision. Staff to operate windows*				
17	<b>STAGE AREA</b> Mezzanine area – risk of climbing Cistern – heavy object above head level	YP, staff and visitors	Clear instructions to YP, mezzanine area out of bounds, cistern not to be tampered with.				
18	<b>STAIRS</b> Staircase – trip hazard Low headroom – risk of banging head External door – risk of absconsion	YP, staff and visitors	YPs reminded to take care on the stairs. Low ceiling highlighted with hi-vis tape. Clear instructions for YPs and staff supervision. Central risk assessment in place for YP absconsion protocol.				
19	<b>KITCHEN</b> Water –risk of flooding or spillage Kettles – risk of scalding Knives and cutlery – risk of harm or misuse Electrics – risk of shock Cooker – risk of burning or fire hazard	YP, staff and visitors	Clear instructions for YPs and staff supervision. YPs not to use kitchen equipment or electrics without direct staff supervision. Knives locked away. Powder extinguisher on site. COOKER NOT CURRENTLY IN USE.				

	Appliances – risk of shock First Aid materials – risk of misuse Serving hatch – risk of trapping body parts		Fire blanket fitted. Clear instructions for YPs and staff supervision around First Aid equipment. Clear instructions to YPs; serving hatch not to be tampered with.				
20	<b>STAFF TOILET</b> Chemicals – risk of harm Hoover and cleaning item storage – trip hazard	YP, staff and visitors	Area out of bounds for YPs.				
21	<b>DOWNSTAIRS ROOM 1</b> “Office”	YP, staff and visitors	Door closure protectors in place.				



22	<ul style="list-style-type: none"> <li>• <b>DOWNSTAIRS ROOM 2</b></li> <li>• “Reading room”</li> <li>• Boiler room access – risk of entry</li> <li>• Storeroom access – risk of entry</li> <li>• External door – risk of absconsion</li> <li>• Low ceiling – risk of banging head</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• YP, staff and visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Boiler room door locked and out of bounds for YPs, storeroom closed and out of bounds for YPs.</li> <li>• Clear instructions for YPs and staff supervision.</li> <li>• Central risk assessment in place for YP absconsion protocol.</li> <li>• Door closure protectors in place.</li> <li>• High visibility tape for low ceiling.</li> <li>•</li> </ul>	•	•	•	•
23	<ul style="list-style-type: none"> <li>• <b>DOWNSTAIRS ROOM 3</b></li> <li>• “Classroom”</li> <li>• External door – risk of absconsion</li> <li>• Low ceiling – risk of banging head</li> </ul>	<ul style="list-style-type: none"> <li>• YP, staff and visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Clear instructions for YPs and staff supervision.</li> <li>• Central risk assessment in place for YP absconsion protocol.</li> <li>• Door closure protectors in place.</li> <li>• High visibility tape for low ceiling.</li> <li>•</li> </ul>	•	•	•	•
24	<ul style="list-style-type: none"> <li>• <b>STOREROOM</b></li> <li>• Space unsuitable for YPs</li> </ul>	<ul style="list-style-type: none"> <li>• YP, staff and visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Door closed and out of bounds for YPs.</li> </ul>	•	•	•	•
25	<ul style="list-style-type: none"> <li>• <b>BOILER ROOM</b></li> <li>• Space unsuitable for YPs</li> </ul>	<ul style="list-style-type: none"> <li>• YP, staff and visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Area locked and no YP access.</li> </ul>	•	•	•	•
26	<ul style="list-style-type: none"> <li>• <b>MEDICAL ROOM</b></li> <li>• Space unsuitable for YPs</li> </ul>	<ul style="list-style-type: none"> <li>• YP, staff and</li> </ul>	<ul style="list-style-type: none"> <li>• Area to be locked with no unsupervised YP access.</li> </ul>	•	•	•	•

	unattended	visitors					
27	<ul style="list-style-type: none"> <li>• <b>YP TOILETS</b></li> <li>• Chemicals – risk of contact</li> </ul>	<ul style="list-style-type: none"> <li>• YP, staff and visitors</li> </ul>	<ul style="list-style-type: none"> <li>• No chemicals stored in YP toilets.</li> </ul>	•	•	•	•
28	<ul style="list-style-type: none"> <li>• <b>GARDEN</b></li> <li>• Boundary – risk of absconding</li> <li>• Railway line – proximity risk</li> <li>• Main road – risk of RTA</li> <li>• Neighbouring properties – risk of related incident</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• YP, staff and visitors</li> </ul>	<ul style="list-style-type: none"> <li>• YPs briefed on protocol for “time out”.</li> <li>• Central risk assessment in place for YP absconsion protocol.</li> <li>• Rear boundary fenced off.</li> <li>• Clear instructions for YPs and staff supervision around main road.</li> <li>• All staff have site lead contact number, staff to report any suspicious persons asap to site lead or SLT.</li> <li>•</li> </ul>	•	•	•	•
29	<ul style="list-style-type: none"> <li>• <b>DRIVEWAY</b></li> <li>• Road – risk of accident</li> <li>• Vehicles on site– risk of accident</li> </ul>	<ul style="list-style-type: none"> <li>• YP, staff and visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Clear instructions for YPs and staff supervision.</li> <li>• Staff to remain vigilant of traffic flow.</li> <li>• Staff to remain vigilant regarding vehicles on site.</li> </ul>	•	•	•	•
30	<ul style="list-style-type: none"> <li>• <b>LEAN-TO AREA</b></li> <li>• Plastic roofing – risk of climbing</li> </ul>	<ul style="list-style-type: none"> <li>• YPs</li> </ul>	<ul style="list-style-type: none"> <li>• Clear instructions for YPs and staff supervision.</li> </ul>	•	•	•	•
31	<ul style="list-style-type: none"> <li>• <b>INTRUDERS ON SITE</b></li> </ul>	<ul style="list-style-type: none"> <li>• YPs and staff</li> </ul>	<ul style="list-style-type: none"> <li>• All staff have site lead contact number, staff to report any suspicious persons asap to site lead or SLT.</li> </ul>	•	•	•	•
32	<ul style="list-style-type: none"> <li>• <b>YP ABSCONSION</b></li> </ul>	<ul style="list-style-type: none"> <li>• YPs</li> </ul>	<ul style="list-style-type: none"> <li>• YPs briefed on protocol for “time out”.</li> <li>• Central risk assessment in place for YP absconsion protocol.</li> </ul>	•	•	•	•

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\*Repeat items present across the entire site with at least the same control measures in place; not duplicated after first area listing.