



MacIntyre Academies Quest Academy

Risk Assessment Policy

Version	Purpose/Change	Responsibility	Date
5	• Removed mention of pool	V Scranage	Feb 23

Person Responsible:

Principal

Date of first draft:

December 2019

Date approved by the LAB:

February 2020

Date of implementation:

February 2020

Date reviewed:

February 2024

Date of next review:

February 2025

1. Aims

The academy aims to ensure that:

- All risks that may cause injury or harm to staff, learners 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 learners being drawn into terrorism

A table of all the risk assessments schools are required to have in place can be found in Appendix 1 of this policy.

This policy complies with our funding agreement and articles of association.

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 Local Advisory Board (LAB)

The LAB has ultimate responsibility for health and safety matters in the academy, but will delegate day- to-day responsibility to the Principal. The LAB has a duty to take reasonable steps to ensure that staff and learners are not exposed to risks to their health and safety. This applies to activities on or off the academy premises.

The Academy Trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by academy 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 Principal

The Principal, or in the Principal's absence the School Business Manager, is responsible for ensuring that all risk assessments are completed and reviewed.

4.3 Academy staff and volunteers

Academy 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 Principal to any risks they find which need assessing

4.4 Learners and parents/carers

Learners and parents/carers are responsible for following the academy'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 at the academy, 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 academy and establish what associated hazards could injure or harm the health of staff, learners 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 learners 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 learners spotted a problem?
- Have we learnt anything from accidents or near misses?

Step 6: retaining risk assessments – risk assessments are retained for the three years after the length of time they apply. Risk assessments are securely disposed of.

6. Monitoring arrangements

Risk assessments are written as needed and quality assured by School Business Manager. This policy will be reviewed by the School Business Manager every year and approved by the LAB.

7. Links with other policies

This risk assessment policy links to the following policies:

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

Changes at previous reviews:

Version	Purpose/Change	Responsibility	Date
3	<ul style="list-style-type: none"> • New risk assessment template • Statutory risk assessments checklist completed and Coronavirus added • Learners included in section 2 Example provided in section 4.4	V Scranage	Jan 22
4	<ul style="list-style-type: none"> • Risk Assessment dates updated • Replace school with academy • Added carers, after reference to parents 	V Scranage	Dec 22

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	<input type="checkbox"/>	Completed by	Date of review
Workers under the age of 18	<input type="checkbox"/>	Business Manager	08/08/2024
Asbestos (if applicable)	N/A	N/A	N/A
Substances hazardous to health	<input type="checkbox"/>	Science and Art Lead, Business Manager	Science 11.11.23 Art 20.12.23 Overall 06.12.23
Display screen equipment	<input type="checkbox"/>	Business Manager	Individual - ongoing
Fire	<input type="checkbox"/>	External expert contractors	30.08.24
First aid	<input type="checkbox"/>	Business Manager	Policy May 24
Manual handling	<input type="checkbox"/>	Facilities Manager	04.01.24
Working at height	<input type="checkbox"/>	Facilities Manager	General 04.01.24 Outside 04.01.24
Children being drawn into terrorism	<input type="checkbox"/>	Business Manager	06.12.23
Swimming pools (if applicable)	N/A	N/A	N/A
Coronavirus	<input type="checkbox"/>	Business Manager	01.09.24

Appendix 2: Risk Assessment Template



A risk assessment is used to identify hazards in the school environment and their associated risks. It is used by the school management team to assess existing control measures and if further actions are needed to eliminate, reduce or minimize the risks of loss, damage or injury in the workplace.

Title: _____

Assessor name		Date		Time	
Job title		Work Area			
Academy					
Task being assessed					
Frequency of review required					
Next review					

L: Increasing Likelihood Of The Hazardous Event Happening	C: Increasing Consequences	R: Risk Matrix	Risk Key:																																								
<p>1 = Very unlikely: 1 in a million chance</p> <p>2 = Unlikely: 1 in 100,000 chance</p> <p>3 = Fairly likely: 1 in 10,000 chance</p> <p>4 = Likely: 1 in 1000 chance</p> <p>5 = Very likely: 1 in 100 chance</p>	<p>1 = Insignificant: no injury</p> <p>2 = Minor: minor injuries needing first aid</p> <p>3 = Moderate: up to three days' absence</p> <p>4 = Major: more than 7 days' absence</p> <p>5 = Catastrophic</p>	<p>Consequence →</p> <table border="1"> <tr> <td></td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> <tr> <td>Likelihood ↑</td> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <td></td> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <td></td> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>		5	10	15	20	25	Likelihood ↑	4	8	12	16	20		3	6	9	12	15		2	4	6	8	10		1	2	3	4	5	<table border="1"> <tr> <td>20 - 25</td> <td>STOP activity and take immediate action</td> </tr> <tr> <td>15 - 16</td> <td>URGENT ACTION – take immediate action and stop activity if necessary – maintain existing controls rigorously</td> </tr> <tr> <td>8 - 12</td> <td>ACTION - - improve within specified timescale</td> </tr> <tr> <td>3 - 6</td> <td>MONITOR – look to improve at next review or if there is a significant change</td> </tr> <tr> <td>1 - 2</td> <td>NO ACTION – no further action but ensure controls are maintained and reviewed</td> </tr> </table>	20 - 25	STOP activity and take immediate action	15 - 16	URGENT ACTION – take immediate action and stop activity if necessary – maintain existing controls rigorously	8 - 12	ACTION - - improve within specified timescale	3 - 6	MONITOR – look to improve at next review or if there is a significant change	1 - 2	NO ACTION – no further action but ensure controls are maintained and reviewed
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What is the hazard?	Who might be harmed	How might people be harmed	Existing risk control measures	Risk Rating			Additional controls	New Risk Rating			Action monitored by whom?	Action monitored by when
				L	C	R		L	C	R		

Assessors initials:	
SBM initials:	

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Assessor Signature			
Date completed			
No. of pages	Pages initialled	Yes / No	

Competent Person Signature (SBM)			
Date verified			
No. of pages	Pages initialled	Yes / No	