



Great Learners Trust

School Risk Assessment Policy

Approved by: Board of Trustees

Date: September 2023

Next review due by: October 2024

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1. Aims

The Great Learners Trust (GLT) 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
- 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 GLT 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 board of trustees

The board of trustees has ultimate responsibility for health and safety matters across the Trust which is delegated to local governing boards, however, day-to-day responsibility will be delegated to the headteacher in accordance with our scheme of delegation.

4.2 The Local Governing Board

The local governing 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.

GLT, 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

4.3 The Headteacher

The headteacher, or in the headteacher's absence, the Health and Safety Coordinator is responsible for ensuring that all risk assessments are completed and reviewed.

4.4 School staff and volunteers

School staff (including volunteers) are responsible, in their school, 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

4.5 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.

4.6 Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

For further guidance and information on contractor responsibilities, please refer to the contractor management policy.

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. Any risk assessment conducted should be completed in line with the HSE guidance for the Hierarchy of controls and in the order which follows:

- i. **Elimination** – physically remove the hazard
- ii. **Substitution** – replace the hazard
- iii. **Engineering controls** – isolate people from the hazard
- iv. **Administrative controls** – change the way people work
- v. **PPE** – protect the worker with personal protective equipment

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 will be written and produced as required by the school. All risk assessments will be reviewed by the Headteacher, as well as GLT's Head of Estates and Facilities as part of termly premises compliance reviews.

This policy will be reviewed by GLT's Head of Estates and Facilities manager every twelve-months. At every review, the policy will be shared with and approved by the board of trustees.

All relevant persons are required to familiarise themselves with the workings of this policy as part of initial implementation, induction training and every twelve-months thereafter as an ongoing requirement.

7. Links with statutory provision and other policies

This Risk Assessment policy links with statutory provisions around premises management, including:

- The Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Education (School Premises) Regulations 1999
- The Control of Substances Hazardous to Health 2002
- The Health and Safety (Display Screen Equipment) Regulations 1992
- The Manual Handling Operations Regulations 1992
- The Work at Height Regulations 2005
- Control of Asbestos Regulations 2012

This list is not exhaustive and this policy will also have regard for statutory and non-statutory guidance to ensure that GLT's schools are a safe place to work and study. This policy should be read in conjunction with the following GLT framework and policy documents:

- Health and Safety Policy
- Contractor Management Policy
- Fire Safety Policy
- Water Hygiene (Legionella) Management Policy
- Asbestos Policy and Management Plan
- Premises Management Policy
- First Aid Policy
- Supporting pupils with medical needs policy

Appendix 1

Statutory and Operational Risk Assessments Checklist Table

The following table lists the risk assessments that must be in place for each school:

Risk Assessment	In place	Lead Risk Assessor	Date of Review
	✓		
Workers under the age of 18 (if applicable)			
Asbestos			
Contractors			
Display screen equipment			
Fire			
First aid			
Manual handling			
Children being drawn into terrorism			
EYFS/Pre-school			
KS1			
KS2			
PE			
PTA			
Science			
SEND			
Safeguarding			
Swimming pools (if applicable)			
Chemicals and Other Substances Hazardous to Health (COSHH)			
Water hygiene (Legionella)			
Working at Height			

Public health incidents, including COVID 19			
Others (please add)			

