



# Risk Assessment Policy

## INTRODUCTION

Open Box Education Centre recognises that a failure to take reasonable safety precautions in relation to identified hazards would represent a serious risk and possible injury to staff, students, visitors, general public and contractors pupils, and expose the school to the possibility of prosecution.

## PURPOSE

The aim of this Policy is to set out the systematic approach for suitable and sufficient risk management throughout Open Box Education Centre. This policy has particular regard for ensuring the welfare of students at the school is safeguarded and promoted at all times, and appropriate action is taken to reduce risks and potential risks that are identified.

The purpose of risk assessment is to identify hazards, evaluate any associated risks, put control measures in place to minimise the likelihood of those risks occurring, record the findings of the assessment and review it periodically. This includes all aspects of all daily activity in school, and covers such areas as:

- Safeguarding
- Health and Safety
- Security
- Fire Safety
- Site Security
- School Trips/Offsite education, sporting and enrichment activities
- Critical incidents

## SCOPE

### Legal aspects of Risk Assessment

There are clear duties for risk assessment under acts such as the Health & Safety at Work Act 1974 and The Management of Health & Safety at Work Regulations. The following requirements are laid down in those regulations and can be applied to other areas of risk assessment:

- The risk assessment shall be 'suitable and sufficient' and cover both employees and non-employees affected by the employers undertaking (e.g. contractors, members of the public, students etc) The term 'suitable and sufficient' is important as it defines the limits to the risk assessment process.

- A suitable and sufficient risk assessment should:
  - Identify the significant risks and ignore the trivial ones;
  - Identify and prioritise the measures required to comply with any relevant statutory provisions;
  - Remain appropriate to the nature of the work and valid over a reasonable period of time;
  - Identify the risk arising from or in connection with the work or task. The detail should be proportionate to the risk. The significant findings that should be recorded include a detailed statement of the hazards and risks; the preventative, protective or control measures in place; and any further measures to reduce the risks present.

For the purpose of this policy the following definitions apply:

- Hazard: Something with the potential to cause harm
- Hazardous Outcome: A description of how someone could be hurt, or damage that could occur as a result of interacting with the hazard
- Risk Rating: The overall judgement of the level of risk which may arise from the hazard, based upon the likelihood of the event occurring and the potential severity of the consequence
- Control Measures: Method used to reduce or control risks arising from identified hazards
- Residual Risk: The level of risk remaining once control measures have been applied to reduce risks so far as is reasonably practicable.

## **RESPONSIBILITIES**

1. All staff are responsible for:

- Identifying the hazards relative to the activity, task or trip they are carrying out with students, in a setting where they are responsible for the health and safety considerations.
- Recording the risks on a Risk Assessment form
- Highlighting the measures and controls in place to minimise the likelihood of an accident or incident occurring
- Sharing the draft risk assessment with the School Business Manager, for assistance, review and discussion, to ensure the finished assessment is as comprehensive as possible.

1.1 The School Business Manager is responsible for:

- Identifying hazards relative to the premises and surroundings of the school, and writing relevant risk assessments to highlight dangers and considerations to staff, students, visitors and contractors
- Assisting staff to complete their individual risk assessments for activities and tasks being carried out with students in and out of the classroom, including school trips
- Monitoring the review dates of existing risk assessments and liaising with staff for updating and review
- Checking that risk assessments are in place for activities, tasks and trips that are being undertaken in and out of school
- Reporting incidents of possible risk to the Principal that are difficult to minimise

- Coordinating the training of all staff on the Smartlog system, so staff have the knowledge and confidence to complete a risk assessment, and are aware of Health & Safety considerations in school
- Updating staff at training days and meetings on managing risk and important considerations regarding risk

1.2 The Principal is responsible for:

- Allocating resources in response to risk assessments completed within departments and determining a course of action should it be identified that a risk cannot be suitably controlled so far as is reasonably practicable.
- Setting up frameworks for decision making and whole school strategies which incorporate risk assessment principles. This will ensure that decisions made take into account relevant risk factors.
- Ensuring that those who are tasked with completing, assessing and reviewing risk assessments within the school are suitably trained to do so.
- Ensuring that a suitable mechanism exists to communicate the safe systems of work identified as part of the risk assessment procedures. Typically these are likely to be in the form of Standard Operating Procedures (SOP) or Open Box Education Centre's own guidelines, such as those set out in our school policies, procedures, handbooks and codes of conduct.
- Make suitable representation to the Governing Body if risk assessments identify an outstanding need, which cannot be resourced within existing departmental resources.

1.4 The Governing Body is responsible for:

Monitoring and reviewing risk assessment process within the school.

## **PROCEDURES**

Risk assessments do not have to be complicated. The level of detail contained in them will be relevant to the level of the risks involved with the activity. In many cases a risk assessment will lead to clarification and documenting of protocols and procedures that are often already in place, following best practice and relevant industry standards where applicable.

Risk assessments can also assist in the identification of requirements for levels of instruction, information, training and supervision that may be required for the activity. Risk Assessments will also be obtained from external sources, where specific outdoor or sporting activities are carried out.

In addition, some topic specific risk assessments are required by legislation for example those concerning fire safety, student supervision, school trips, manual handling, display screen assessments, substances hazardous to health, provision and use of work equipment, asbestos, and security assessments. This list is in no way exhaustive.

Where relevant these risk assessments will be completed using industry standard assessment templates or guidelines.

All other Open Box Education Centre risk assessments should be completed using the standard risk assessment template. (Appendix 1)

In unusual circumstances, eg; during the pandemic, specific risk assessments relating to individual staff health concerns will be completed using a pro forma template.

## **Risk Assessment**

Open Box Education Centre has a responsibility to ensure that the risk posed to staff, students, property, visitors, contractors and the public is reduced, so far as reasonably practicable.

\* Risk assessment is a subjective but logical process which can be broken down into 5 steps:

Step 1 Identify the hazard

Step 2 Decide who or what might be harmed and how

Step 3 Evaluate the risks and decide on precautions

Step 4 Record significant findings and implement them

Step 5 Review the assessment and update if necessary

When conducting a risk assessment, staff should adopt a team approach to risk assessment whenever possible. The process should involve all staff members who have practical experience in the specific area as they often have the best awareness and understanding of the hazards involved with the activity and how the activity is actually carried out.

## **Types of Risk Assessment**

All significant risks shall be assessed. Although the principals of assessment remain the same, their application can differ. There are 3 recognised methods of assessment;

- Formal – A written method of evaluating the risk of harm (as described above\*).
- Generic – An evaluation of risk that can be applied to common tasks. In unusual circumstances, when an unforeseen risk presents itself, (a previous Formal or Generic risk assessment not having been compiled and / or in use) an employee may be required to use a dynamic risk assessment.
- Dynamic – A mental assessment of risk, for use when any delay would increase the risk from harm.

## **Training**

Open Box Education Centre as a responsible employer will provide appropriate risk assessment training for all staff via the Smartlog system.

Those who have a responsibility for the completion of risk assessments will initially be provided with training and guidance on how to complete a risk assessment.

This training covers the processes and key stages of risk assessment including the rationale behind the risk assessment; application of suitable and sufficient control measures to mitigate risk; communication of the risk assessment; record keeping and incident management.

The School Business Manager will assist staff as necessary to enable them to complete their assessment.

Specialised risk assessment training will be provided to staff as required ensuring appropriate expertise, monitoring and supervision. Where a risk assessment is required out of the scope of the expertise of staff, professional support will be organised; eg; the Building Fire Risk Assessment.

## **Communication**

Relevant information identified in the risk assessment regarding the hazards, their associated risks to the school and the appropriate control measures must be effectively communicated, and be readily accessible to, employees and others as appropriate. The risk assessment will be signed by staff who have produced it, and available on the staff Sharepoint site for easy access.

## **Monitoring**

The School Business Manager or another appropriate person shall monitor the effectiveness of control measures and ensure that physical control measures are used, installed correctly and suitably maintained where applicable. Likewise checks will be made to ensure that agreed control measures and safe systems of work are being followed correctly.

## **Record Keeping**

Risk Assessments and associated documents will be kept for a minimum period of three years from the date which they are superseded as they may be required in the event of a litigation claim for accident compensation (note that claims for compensation can, generally be made up to 3 years from the date of the incident occurring). It should be noted that risk assessments which relate to the use of substances may need to be kept for 40 years, in order to trace exposure to substances which are known to have ill health effects e.g. asbestos.

## **Review of Policy**

This policy will be reviewed every three years or at an earlier date if changes are required due to risk assessment review or changes in legislation and/or guidance.

**Approved by:** ..... (Principal) ..... (date)

**Authorised by:**..... (Chair of Governors) ..... (date)

**To be reviewed every:** 3 Years

**Next review date:** January 2027

<b>Date of Review</b>	<b>Reviewed by</b>	<b>Date of next review</b>
August 2017	Tim Dolan	July 2020
Dec 2020	Tim Dolan	Dec 2023
January 2024	Marie Black	January 2027

**APPENDIX 1**

**Open Box Education Centre - Risk Assessment Form**

**ACTIVITY:        XXXXX**

**DATE: XX/XX/XXXX Academic Year 202x/202x**

**ASSESSMENT COMPLETED BY:-**

What is the hazard?	Who might be harmed and how?	What are you already doing to minimise this effect?	What further action is necessary?	Level of Risk = Likelihood v Severity	Action by who and when?	Completion date
	(Hazardous Outcome)	(Control Measures )		(Risk Rating)		

Yes

No

All control measure in place and no further action required

Additional control measures outstanding

Review required **XXXXXXXXXX**

**RISK=SEVERITY x PROBABILITY**

**Severity**

**Probability**

1	Negligible
2	Minor
3	Serious
4	Major
5	Catastrophic

1	Very low
2	Low
3	Possible
4	Likely
5	Very likely

1-4	Minimal risk (min)	Risk reduced as far as reasonably practicable
5-11	Low risk (L)	Low risk. Keep under review
12-16	Medium risk (M)	Additional controls should be considered. Monitor closely.
17-25	High risk (H)	Stop the activity until control measures to reduce risk are in place

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_