

Risk Assessment Policy

KTS Academy



Approved by:	Governing Body	Date:
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Risk Assessment Policy

Overview

The Academy's Governors are committed to promoting the safety and welfare of all members of the school community. Governor's priority lies in ensuring that all operations with the Academy environment, both educational and support are delivered in a safe manner that complies fully not just with the law but with best practice. It is recognised that risks are inherent in everyday life and that the need is to identify them and adopt systems for minimising them. It is important for our pupils to be educated to cope safely with risk.

1. What is Risk Assessment?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring.
- A risk assessment is the resulting assessment of the severity of the outcome (for example, loss of life, destruction of property).
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (for example, staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

Risk assessments can be used to identify potential hazards to people (slipping, falling) and property (fire) and strategic hazards (reputation, loss of pupils, impact on development), financial hazards (falling pupil rolls), compliance hazards (Child Protection Issues) and environmental hazards (asbestos, legionella).

It is recognised that accidents and injuries can ruin lives, damage reputations and cost money, and it is recognised that preventative measures can often be surprisingly simple and cost effective, for example, the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

Risk assessments are reviewed and updated annually by the Deputy Head teacher, Trip leaders and the Academy Finance Leader.

2. What areas require risk assessments?

There are numerous activities carried out at the school, each of which requires its own separate risk assessment. Areas in which risk assessments are of particular importance are:

- Asbestos Control
- Educational Visits and Trips
- Fire Safety
- Health and Safety

Risk assessments are also needed for many other areas, including:

Educational

- Use of playground equipment
- Use of trampoline
- Visitors to school

The school makes use of model or generic risk assessments for educational activities and visits.

The accident books are kept in the main school offices on both sites, and it is the injured person, witness or First Aider who is responsible for ensuring that accident reports are passed to the Finance Leader/Office Manager or Deputy Headteacher.

Child Protection

Our Child Protection Policies and training for all staff form the core of our Child Protection risk management. Safe recruitment policies and procedures ensure that the Academy is not exposed to the risk of employing staff who are barred from working with children, or who are not allowed to work in the UK. By extending this regime to Governors, volunteers and the adult members of the families of staff who are accommodated on site, and by ensuring that everyone in our community receives regular Child Protection training, we manage this risk to an acceptable level.

Support Areas

Catering and Cleaning

Risk assessments and training cover all significant risks concerning catering and cleaning equipment, manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction training and refresher training cover risk assessments, protective equipment and safety notices.

Caretaking and Security

Risk assessments cover all significant risks. Particular emphasis in training is given to minimising fire risks and security risks by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction training and refresher training include training on risk assessments, protective equipment and safety notices.

Maintenance

Risk assessments and training cover all significant risks including, manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, and the control of substances hazardous to health (COSHH). Induction training and refresher training include training on risk assessments, safe working practices, communication and health and safety notices and protective equipment. External Contractors are required to ensure safe working practices including the use of appropriate PPE.

Grounds

Risk assessments and training cover all significant risks including manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction training and refresher training include training on risk assessments, protective equipment and safety notices. External Contractors are required to ensure safe working practices including the use of appropriate PPE.

Administrative Staff

Risk assessments are required for the display screen equipment used by those staff (primarily office based) who spend the majority of their working day in front of a screen.

Conductive Risk Assessment

The school principally uses the model Risk Assessment recommended by the Local Authority.

The school's policy is not to carry out any high-risk activity. Activities involving pupils are normally low risk. School staff may carry out medium rated activities only if they have been specifically trained for the activity.

In the event an external specialist will be working with pupils without school staff present they are required to have appropriate DBS checks.

Pupils are always:

- Given a safety briefing before participating in medium/higher risk activities.
- Expected to wear personal protective equipment provided and assessed as required for the activity.
- Expected to follow instructions.

All members of staff are also expected to wear personal protective equipment for tasks that have been assessed as requiring its use.

Specialist Risk Assessments and High-Risk Activities

We always employ specialists or take appropriate advice to carry out high-risk tasks at the Academy. Such risk assessments include;

- Fire
- Asbestos
- Legionella
- Gas
- Electricity

Review of Risk Assessments

All risk assessments are regularly reviewed.

Risk assessments are in place for all areas.

The Academy has a separate policy for Health and Safety.

The school maintains a copy of completed risk assessments and these are available for reference.

Responsibilities of All Staff

All members of staff are given an induction into the school's health and safety arrangements including risk assessments, and records are kept of all induction training.

Specialist training is given to those whose work requires it. Staff are, however, responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Head and other members of Senior Leadership Team in order to enable the Governors to comply with their Health and Safety duties. All members of staff are responsible for reporting any risks or defects to the Site Manager or Deputy Headteacher.

Accident Reporting

All staff are responsible for completing accident/incident reports and HSE notifications which are then referred to the Deputy Headteacher to record. In accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR), any notifiable accident that occurs on school premises involving a pupil, member of staff, parent, visitor or contractor must be recorded and reported to HSE. All notifiable accidents and near misses are reviewed by the schools Health and Safety Committee, with a view to assessing whether any measures need to be taken to prevent recurrence.

Audit Compliance Statements

The Governors carry out regular reviews of the School activities and the systems in use. This is for the purpose of planning for the future and assessing major risks to which the School is exposed. Health & Safety is a standard agenda item on the Governors Premises committee meetings.

The Governors are satisfied that systems are in place to mitigate exposure to major risks as summarised below:

- Strategic risks
- Loss of income
- Damage to reputation
- Safeguarding & Child Protection Issues
- Gaps in Governor Skills
- Conflicts of interest
- Employment disputes
- Major health and safety issues
- Possible data loss
- Risks of fire, flood and land slip
- Poor cash flow management
- Fraud
- Loss through inappropriate investments

The measures taken to protect the school against such risks, include:

- Appointment of the Head teacher as Accounting Officer
- Safe recruitment of staff, Governors and volunteers
- Measures to ensure the selection, training, and appraisal of appropriately qualified staff and Governors
- Insurance
- Strong financial controls and procedures that are regularly reviewed
- Use of professional advice from lawyers, accountants, architects, as needed
- Formal review of compliance with the school's charitable objectives via annual audit
- RO and annual audit of the school's financial records
- Review and maintenance of the risk register
- Ofsted rating of Outstanding