Policy Name: Risk Assessment Policy

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Type of Policy:

☒ Trust Policy

☐ Trust policy tailored by School

☐ School Policy

Approval:

☐ School

☐ LAB

☒ Board

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Orion Education
Mansion House, Coopers School
Hawkwood Lane, Chislehurst,
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Orion Education

Our Four Critical Questions

Why do we exist?

To improve outcomes, transform lives and enable social mobility.

How do we behave?

Trust • Kindness • Endeavour

What do we do?

We create a strong network of schools which transform the lives of students by enabling them to achieve high educational and personal goals, regardless of their background.

How do we succeed?

Through a clear backbone, strong culture, academic rigour and smart systems.

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1. Aims

Orion Education (the Trust) 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
- 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 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 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 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 schools are expected to assess the risk of pupils being drawn into terrorism.
- 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
- CLEAPSS Home page- Handbook

A table of all the risk assessments the schools are required to have in place can be found in Appendix 1 of this policy. As the Trust Central Team offices are located at Coopers School, it will be covered by Coopers School's risk assessments.

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
Record and Review	Record your findings, review, and update if/when necessary
School	Means an individual school within the Trust

4. Roles and responsibilities

4.1 The Trustees

The Trustees have ultimate responsibility for health and safety matters in the schools within the Trust but will delegate day-to-day responsibility to the Head of Estates for the Trust central team office.

The Trustees have 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 Trust, 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 Principal

The Principal of the School, or in the Principal's absence the senior leader in charge, is responsible for ensuring that all risk assessments are completed and reviewed.

4.2 School, Trust Central Team staff and volunteers

School, Trust Central Team staff and volunteers 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/Head of Estates to any risks they find that need assessing

4.3 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.

4.4 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 using the risk matrix 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 the risks and do everything that is reasonably practicable to protect people from harm.

Step 4: record significant findings – the findings from steps 1 to 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 3 years after the length of time they apply. Risk assessments are securely disposed of.

6. Monitoring arrangements and Training

Risk assessments are written as needed and reviewed by [job title(s)]. (This may be the phase leader, head of year, head of faculty, or senior leadership team, depending on your school's own arrangements).
This policy will be reviewed by the Trust's Head of Estates every 2 years and approved by the Executive Team.

Risk assessment training should be undertaken by all staff that carry out/ and or have responsibility for writing or signing off assessments. Training can be arranged through the Head of Estates- ngunn@orionedu.org.uk

7. Links with other policies

- This risk assessments policy links to the following policies:
- Health and safety
- First aid
- Supporting pupils with medical conditions
- Educational visits
- SEND
- Safeguarding

Appendix 1: risk assessments checklist

The boxes below show the suggested templates that should be completed for each subject area or work activity. Please note that this list is not exhaustive.

Principal	➢ Fire – general ➢ Fire-precaution ➢ First aid ➢ General assessment – slips, trips and falls ➢ Office safety ➢ Asbestos management ➢ Legionella ➢ Management of contractors ➢ Security ➢ Staff room ➢ Staff room kitchen ➢ Stress ➢ Traffic and pedestrian management ➢ Pregnant, Post-natal, breastfeeding women ➢ Portable electrical equipment ➢ Manual handling ➢ Visitors ➢ Personal protective equipment ➢ General classrooms ➢ COSHH
Maintenance tasks	➢ Plant rooms ➢ Car park and external areas ➢ Grass cutting – ride on mower ➢ Lone working ➢ Manual handling ➢ Pressure washer ➢ Snow and ice severe weather ➢ Strimmer ➢ Use of ladders ➢ Hand tools ➢ Work at height
Art	➢ Art room – Kiln ➢ Art room – Textiles ➢ Art, design and craft rooms ➢ General assessment – slips, trips and falls ➢ First aid ➢ Fire – specialist rooms
Computers	➢ Staff computer use (DSE assessment)
Physical Education	➢ First aid ➢ Fitness suite ➢ General assessment – slips, trips and falls ➢ Sports equipment ➢ Gymnasium ➢ Manual handling

Science	➢ Fire – specialist rooms ➢ First aid ➢ PPE ➢ General assessment – slips, trips and falls ➢ Laboratory technician activities ➢ Manual handling

	➢ Moving chemicals ➢ Chemicals Storage ➢ Bunsen burners
Technologies	➢ Fire – specialist rooms ➢ General assessment – slips, trips and falls ➢ Storage ➢ PPE ➢ Technology – Bench mounted scroll saw ➢ Technology – Bench/pedestal grinder ➢ Technology – Electric ovens ➢ Technology – Hand fed band saw ➢ Technology – Handheld portable circular power saw ➢ Technology – Hazardous substances ➢ Technology – Heat processes ➢ Technology – Metal working centre lathe ➢ Technology – Milling machine Technology - Morticer ➢ Technology – Pedestal drill Technology – Plastics ➢ Technology – Portable router ➢ Technology – Powered hand tools ➢ Technology – Vacuum former Technology – Wood lathe ➢ Technology - Woodworking bench circular saw ➢ Technology and design workshop
Food Technology	➢ First aid ➢ Food allergies ➢ Gas safety ➢ Electrical safety ➢ Cleaning ➢ Personal hygiene ➢ Food hygiene ➢ Spillages and trip hazards ➢ PPE
Trips	➢ Outdoor problem solving ➢ Swimming during educational visits ➢ Visits to coastal locations ➢ Visits to farms ➢ Cycling ➢ Canoeing/kayaking ➢ White water rafting ➢ Travel to developing countries/ expeditions to remote areas abroad ➢ Sports matches ➢ Amusement or theme parks, large public attractions ➢ All educational visits ➢ Travel on educational visits ➢ Residential visit accommodation ➢ Use of tour operator or provider of activities ➢ Ski trips ➢ School exchange visit with a school abroad ➢ Walks in normal country ➢ Walks in remote terrain ➢ River walks, gorge, or stream scramble as an adventure activity ➢ Field studies in or by inland water
Early Years Foundation Stage	➢ Outdoor play equipment ➢ Messy play ➢ Small world and construction play

Appendix 2: risk assessment template

This is an example of a risk assessment; we will provide schools with templates for the relevant RA in Appendix 1.

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RISK ASSESSMENT						Orion Education
People at Risk:		Date:		Review due:		

Potential Hazards	Pre-Control Risk Rating	Control Measures	Post-Control Risk Rating	Comments / Additional Control Measures

RISK ASSESSMENT						Orion Education
People at Risk:		Date:		Review due:		

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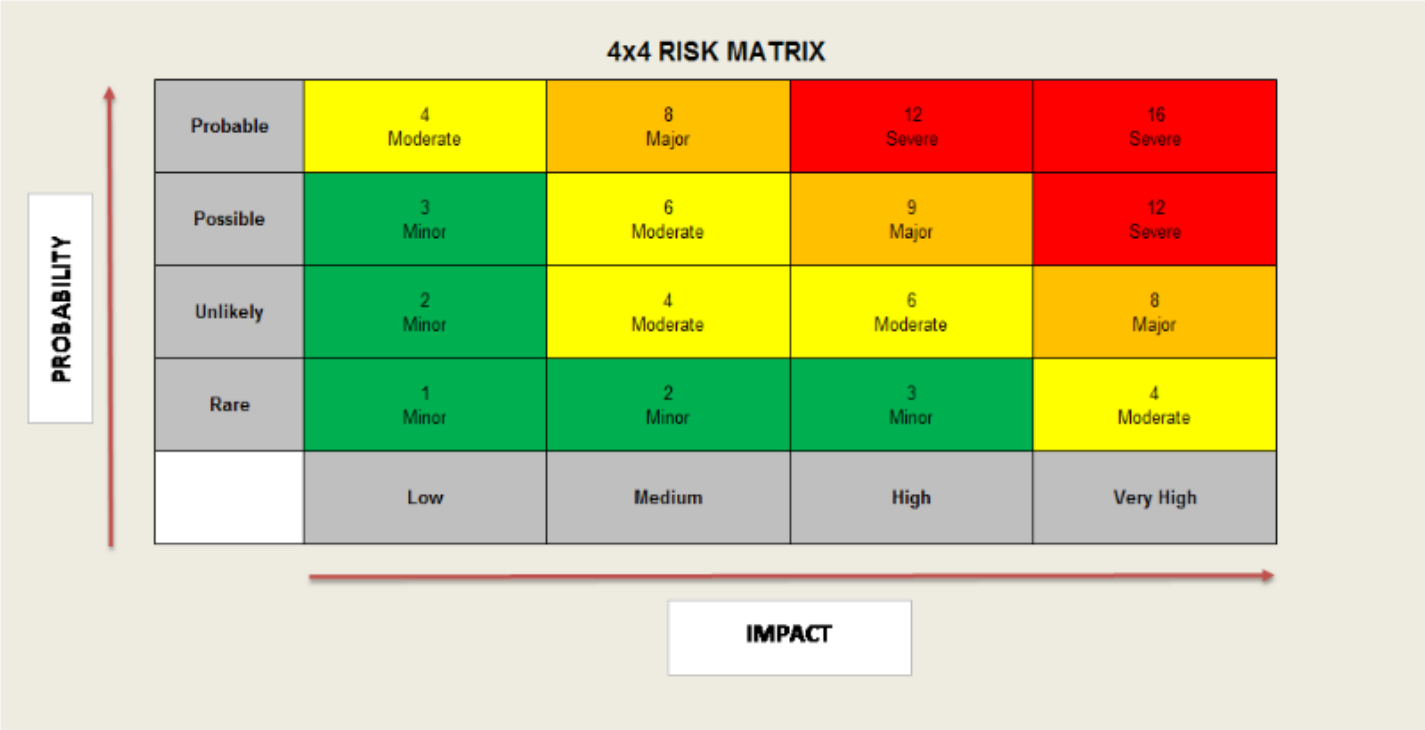
DECLARATION *(to be read and signed by persons supervising the activities)*				
This risk assessment has been tailored to the activities planned. **Risks will continue to be dynamically assessed as the task is being undertaken and control measures will be implemented as required.**	**Name:**		**Date:**	

Key: