



Evolution Academy Trust

Risk Assessment Policy

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Chair of Trustees:-	Mark Jeffries
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1. Introduction

Employers are required to conduct suitable and sufficient risk assessments. An employer with five or more employees must record significant findings of their risk assessments.

Each risk needs to be managed and controlled as far as is reasonably practicable.

2. Government Guidance

Evolution Academy Trust takes account of the Department for Education's (DFE) guidance [*Health and Safety: Responsibilities and Duties for Schools*](#).

The guidance stresses the importance of assessing risks and putting into place proportionate control measure. It also discusses the legal requirement to record details of risk assessment, the measures taken to reduce these risks and expected outcomes.

The employees of Evolution Academy Trust take a 'common sense' and 'proportionate' approach to risk assessment and risk management.

3. Health and Safety Executive (HSE) Guidance

Definitions

The HSE definitions are:

- A **hazard** is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc.; and
- The **risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Sensible Risk Assessment

According to the HSE, sensible risk assessment is NOT about:

- Reducing protection of people from risks that cause real harm;
- Scaring people by exaggerating or publicising trivial risks;
- Stopping important recreational and learning activities for individuals where the risks are managed;
- Creating a totally risk-free society; or
- Generating useless paperwork mountains.

The HSE state that sensible approach to risk management is about:

- Ensuring that workers and the public are properly protected;
- Enabling innovation and learning not stifling them;



- Ensuring that those who create risks manage them responsibly and understand that failure to manage significant risks responsibly is likely to lead to robust action;
- Providing overall benefit to society by balancing benefits and risks, with a focus on reducing significant risks - both those which arise more often and those with serious consequences; and
- Enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility.

Evolution Academy Trust takes note of the HSE advice in its risk management policies and practices.

4. Aims

The aims of this policy are to:

- Explain Evolution Academy Trust's requirements for risk assessment and management; and
- Set out the various responsibilities.

5. Statement of Intent

Evolution Academy Trust and its member schools:

- Take all reasonable steps to provide safe and healthy conditions for pupils, employees and others who may be affected by its activities;
- Assess risks to the health, safety and welfare of staff, pupils and others affected by the actions; and
- Take sensible and proportionate steps to ensure compliance with all relevant health and safety legislation.

6. Responsibilities

This risk management policy is largely dependent upon the total co-operation of every person who works in a member school of Evolution Academy Trust. All employees of Evolution Academy Trust and its member schools co-operate in ensuring the health and safety of all staff, students and visitors and for carrying out suitable and sufficient assessments in accordance with this policy.

Trustees

The Trustees are responsible for:



- Ensuring that Evolution Academy Trust has in place a Health and Safety Policy and risk management procedures that are fit for purpose and reviewed annually;
- Ensuring that the Head Teacher/Principal takes into account the views and recommendations of the staff; and
- Appointing a Trustee to liaise with member schools on health and safety policies and procedures and the school's risk management.

Health and Safety Committee

Within its total responsibilities, the school Health and Safety Committee will:

- Take into account Evolution Academy Trust's statement of intent and policies;
- Make and review regularly specific health, safety, welfare and security arrangements for implementing this policy;
- Consider accident, incident and ill health records and statistics;
- Consider reports of any internal and external inspections;
- Consider the school's management of risks;
- Make recommendations on risk management; and
- Make recommendations on risk management training.

Head Teacher/Principal

The Head Teacher/Principal (or, when absent, a nominated deputy) will be responsible for the overall implementation of Evolution Academy Trust's Health and Safety Policy in their school.

As far as risk management is concerned, the Head Teacher/Principal of each school is responsible for and therefore does:

- Ensure safe working conditions for all persons in the school (staff, students, visitors etc.);
- Ensure safe working practices and procedures throughout the school, including those relating to the provision and use of machinery and other apparatus;
- Ensure that staff are consulted appropriately on issues that affect them;
- Determine in consultation with the Competent Person which risk assessments should be considered exceptional and be written, taking into account the DfE guidance *Health and Safety: Responsibilities and Duties for Schools* (see also the 'Written Records of Risk Assessments' section further down in this policy);
- Ensure that the health and safety training needs of all staff and students are identified and appropriate training provided;
- Encourage staff, students and others to promote health and safety and to suggest ways of reducing risks;
- Ensure that sufficient and appropriate risk assessments are carried out and effective control measures are determined and carried out;



- Delegate to appropriate tasks for the day-to-day implementation of the policy;
- Delegate appropriate tasks to relevant staff; and
- Ensure that relevant users are effectively using the school's health and safety management system.
- Delegate as appropriate:
 - A representative to meet with staff health and safety representatives;
 - Ensure that teaching, administrative, catering and all ancillary staff are aware of aspects of the Health and Safety Policy that affect them;
 - Ensure that contractors and persons hiring any part of the premises are aware of the school policy;
 - Put in place procedures for ensuring that supply and peripatetic staff, visiting sports coaches and voluntary helpers understand and implement the Health and Safety Policy as appropriate; and
 - Oversee the efficient use of the school's health and safety management system to prompt and record the proper discharge of all necessary relevant risk management tasks.

Head of Estates and Facilities (HEF)

The HEF will work with the Trust's nominated and suitably qualified and 'competent person' (Handsam) and the Head Teacher/Principal in connection with risk management and therefore does:

- Manage, co-ordinate and monitor health and safety matters;
- Ensure that the Trust's Health and Safety Policy and systems are implemented;
- Report regularly on health and safety issues;
- Liaise as appropriate with the member of the Trustees with health and safety responsibility;
- Maintain a suitable system for reporting accidents, near misses and concerns about staff or student welfare;
- Ensure that suitable and sufficient risk assessments are carried out and appropriate controls are implemented;
- Ensure provision is made for the Head Teacher/Principal to obtain advice on which risk assessments should be written having taken into account *Health and Safety: Responsibilities and Duties for Schools* (see the 'Written Records of Risk Assessments' section further down in this policy);
- Ensure that all contractors carry out suitable and sufficient risk assessments and have a risk management system in place before carrying out work in the school;
- Engage with the health and safety experts as appropriate, receive their reports and take any necessary action;
- Ensure that fire risk assessments are carried out, appropriate equipment is in place and properly maintained, that regular fire drills are carried out recorded



and monitored, that the required notices are in place and that appropriate training is given to relevant staff in accordance with the school's Fire Safety Policy;

A competent person is someone with the necessary skills, knowledge and experience to manage health and safety or else provide advice. The school has a duty under the *Management of Health and Safety at Work Regulations 1999* to ensure access to competent advice.

Staff with Departmental/Area Responsibilities

Heads of departments/areas will be appropriately trained and are responsible to the Head Teacher/Principal through the HSM for the implementation and operation of the Health and Safety Policy and risk management as they affect their areas of responsibility. In order to discharge this responsibility, heads of departments/areas do:

- Familiarise themselves with Evolution Academy Trust's Health and Safety Policy and all regulations and codes of practice relevant to the work in their areas of responsibility;
- Participate as required in the work of Evolution Academy Trust member schools Health and Safety Committee;
- Use the school's health and safety management system to record completion of the relevant tasks;
- Ensure that risk assessments are carried out on any specific risk identified in the department/area and ensure that effective measures are taken to control those risks;
- Provide appropriate health and safety information to relevant persons; and
- Report any health and safety concerns to the HSM.

The Staff

All members of staff at Evolution Academy Trust member schools must:

- Take all reasonable steps to safeguard the health and safety of themselves, all other staff, students in their care and any other persons who may be affected by their actions;
- Understand and use the school reporting systems;
- Take reasonable precautions in safeguarding themselves and others;
- Know and understand the school's and any departmental health and safety policies;
- Participate in assessing risks and the management of identified risks as appropriate;
- Alert the Head Teacher/Principal, heads of areas/departments or HEF as appropriate to any potential hazard noticed;

- Report any unsafe working practices to the HEF;
- Report any concerns they may have about the health, safety and welfare of any student in their charge in line with the school's 'safeguarding students' procedures;
- Ensure that no person uses a prescribed dangerous machine unless fully instructed in the dangers and precautions to be observed and have either received sufficient training in work at the machine, or are being supervised by someone with a thorough working knowledge of the machine;
- Ensure that they are familiar with fire drills, fire alarm systems, means of escape and evacuation procedures. Staff should ensure that there is a fire drill notice clearly visible in the rooms in which they work;
- Use the school's health and safety management system where relevant; and
- Participate in any relevant training.

7. Training

All staff required by Evolution Academy Trust member schools to produce risk assessments will undergo training provided by the Trust's nominated training provider. The training and recording of training will be managed locally by the individual school. Refresher training will be given every two years or sooner.

8. Risk Management Procedures

Types of Risk

Strategic risks or those affecting the whole school will be assessed by the HSM.

Specific risks relating to specific activities will be assessed by the person in charge of the activity.

Dynamic or continuing risks will be assessed and managed by the relevant person who is in charge at the time that the risk manifests itself.

Procedure for Making an Assessment

Evolution Academy Trust member schools follow the below procedure, which is adapted from the procedure recommended by the HSE:

1. Identify possible problems/risks;
2. Consider what needs to be done to minimise them;
3. Define the necessary actions;
4. Identify people to be responsible for their actions;

5. Set a time frame;
6. Implement;
7. Monitor progress; and
8. Review at the end.

Following the assessment, the risk will be designated 'HIGH', 'MEDIUM', or 'LOW'.

Appropriate controls will be determined, along with an identified person responsible for the control and a time by which the control must be completed and the risk made safe as far as is reasonably practicable.

Carrying out the Controls

In all cases in Evolution Academy Trust member schools, **risks WILL be controlled** either temporarily or permanently as soon as they have been identified. Activities identified as a very high risk should be stopped immediately until control measures have been identified and implemented and it has been considered how to deliver it safely.

Risk Levels

In determining the level of seriousness of the risk, two factors have to be assessed:

- Risk severity; and
- Risk likelihood.

Risk likelihood will range from 'near impossible' to 'almost certain', while risk severity will range from 'insignificant' to 'fatal'.

See Appendix A: Risk Assessment Template.

Dynamic Risk Assessment

Dynamic risk assessment is on the spot risk assessment by the relevant person who is in charge at the time that the risk manifests itself. For example, if plan A on an educational visit were to fall through and another activity needed to be arranged very last minute, the person in charge would mentally observe, assess and analyse the activity to identify and prevent/reduce risks. Another example could be a last minute idea for an activity during a lesson to engage pupils, for example asking pupils to act out a poem in English. Evolution Academy Trust encourages staff to quickly write down their thought process after a dynamic risk assessment on how they assessed the risk and what decisions they made in terms of potential hazards and control measures.



9. Written Records of Risk Assessments

The DfE guidance Health and Safety: Responsibilities and Duties for Schools stresses the importance of recording details of risk assessment, the measures taken to reduce these risks and expected outcomes. There is no legal requirement for any particular layout of a risk assessment. There are many different versions. Evolution Academy Trust will use the risk assessment template in Appendix A of this policy.

10. Monitoring and Review

The central trust team and Head Teacher/Principal will monitor the implementation of the policy and will report to the Trustees.

The Trustees will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout all trust member schools.

Date of next review: _____

Signed: _____

Date: _____

Printed: _____

Chair of Governors

Signed: _____

Date: _____

Printed: _____

Head Teacher/Principal

APPENDIX A: RISK ASSESSMENT TEMPLATE

Making risk assessments in the workplace is covered by the *Management of Health and Safety Regulations 1999*. There is no law about how risk assessments should be done or recorded, although the HSE has issued [guidance](#) on these.

Although some risks cannot be prevented, you should always look to eliminate a risk where it is possible. Controlling risks that cannot be prevented should be focused on doing what is “reasonably practicable”, with the aim to protect anyone likely to come into contact with the risk. No risk is averted by the amount of writing in a risk assessment. Be brief and to the point. For guidance on using the risk assessment, see table and explanations below.

ACTIVITIES: (What will you be doing and with whom?)				TO BE COMPLETED				
DATE OF RISK ASSESSMENT:				Date completed:	TO BE COMPLETED	Date to be reviewed: (Max timeframe 1 year)	TO BE COMPLETED	
STAFFING: (Staff deployment, responsibilities, expertise, etc.)				TO BE COMPLETED				
Aspects to Consider (List only actual hazards/issues related to planned activities)	Who is Affected/What Might Happen? (Staff, students, visitors etc.)	Inherent Likelihood & Severity (See table at end of doc)	Inherent Risk Score (Likelihood X Severity)	Control Measures (How you will reduce the risks and whether they are already in place or not e.g. guards on machines already in place or need to wear PPE eye wear/gloves)	Are Control Measures in Place? If Not Who Will Implement? (Staff member names or job roles)	Remaining Likelihood & Severity (See table below)	Residual Risk Score (Likelihood X Severity)	When Done & By Whom?
Hazard 1:		?? : ??				?? : ??		
Hazard 2:		?? : ??				?? : ??		

Hazard 3:		?? : ??				?? : ??		
Hazard 4:		?? : ?				?? : ??		
Hazard 5:		?? : ??				?? : ??		
Hazard 6:		?? : ??				?? : ??		
Hazard 7:		?? : ??				?? : ??		
Hazard 8:		?? : ??				?? : ??		
Hazard 9:		?? : ??				?? : ??		
Hazard 10:		?? : ??				?? : ??		
Responsible person name:				Signature:			Date:	

SMT/SLT name:		Signature:		Date:	
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Please rate the **Risk Severity** and the **Risk Likelihood** using the below table both before and after the Control Measures.

		Risk Likelihood				
Risk Severity	Total Risk calculation table	1: Near impossible	2: Unlikely	3: Notable chance	4: Likely	5: Almost certain
	1: Insignificant	1	2	3	4	5
	2: Minor injuries	2	4	6	8	10
	3: Notable injuries	3	6	9	12	15
	4: Major injuries	4	8	12	16	20
	5: Fatal	5	10	15	20	25

Likelihood and severity form a ratio created by taking the number affixed to the relevant level of each in the white box – for example a “near impossible” risk likelihood and “minor injuries” risk severity would form a ratio of 1:2. These figures are then multiplied to form the inherent risk score, in this case 2.
Repeat this process to ascertain your **remaining likelihood and severity** after control measures and then multiply the ratio to find your residual risk score.

Risk Rating Calculation

Total Risk = Remaining Risk Severity X Remaining Risk Likelihood

A **Total Risk** score of **1-9** should mean you are safe to undertake the activity as long as the required control measures are in place throughout.

A **Total Risk** score of **9-12** should mean you reconsider control measures, method or even necessity of activity before undertaking it.

A **Total Risk** score of **13-25** should mean you do not undertake the activity at all until you have completely reconsidered how to deliver it safely.

Please Also Note

All risk assessments should be approved and signed by SMT/SLT/line management as appropriate.



All accidents and incidents must be recorded in line with the school/academy's policy.

Also report near misses – not just accidents or incidents.

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