HOLY TRINITY
CE Primary School

part of the

LDBS Academies Trust
LAT and LAT 2

Risk Assessment Policy

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TRUST VISION STATEMENT

"The kingdom of heaven is like a mustard seed, which a man took and planted in his field. Though it is the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches." (Matthew 13: 31-32)

In the parable of The Mustard Seed, Jesus reminds us that even the smallest of seeds has the potential to grow into the fullness of itself. We aim to provide the right environment for our children, and all whom we serve, to flourish into the fullness of themselves. He tells us these seeds grow into trees, capable of providing a home for a rich diversity of life, our work is to ensure all in our communities grow into people of compassion and wisdom with a deep spiritual understanding of how to support the needs of others.

SCHOOL VALUES

We are a school that is more than bricks and mortar.

A place with a zest for learning without walls or limitations, where all are *held in the arms of love - respected* and encouraged.
A school that ignites curiosity *to take us beyond the world we already know; to r*ead the stories that have been told before us and write those yet to come.
A community that helps us pave our way, as we make great strides; where memories are made, that leave a sparkle in our eyes, and a smile on our face.
A place that builds strong foundations.
To cherish, to wonder, to dream, to flourish, to succeed.

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1 Aims

This Risk Assessment Policy sets out the approach of the LDBS Multi-Academy Trusts LAT and LAT 2 (jointly referred to hereafter as "The Trust") to Risk Assessment across all our schools.

The Trust and its academies aim 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 applies to Academies, 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 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

A table of all the risk assessments schools are required to have in place can be found in Annex I to this policy.

This policy complies with our funding agreements and articles of association (LAT and LAT 2)

3 Definitions

Risk Assessment	A tool for examining the hazards linked to a particular activity or situation, establishing whether enough precautions have been taken 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

For a more detailed overview of the roles and responsibilities for health and safety in the school, please refer to the Trust's and School's Health and Safety Policy.

4.1 Trust Board of Directors

The Board of Directors of the LDBS Academies Trust (LAT and LAT 2) ("the Trust") has ultimate responsibility for health and safety matters in the Trust. It delegates the strategic management of such matters to each individual school's Local Academy Committee.

The Board of Directors of the Trust, as the employer, has a duty to:

- Assess the risks to staff and others affected by school activities, 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 Local Academy Committee (LAC)

The Local Academy Committee has delegated responsibility for the strategic management of health and safety matters in the school. The LAC delegates operational matters and day-to-day tasks to the headteacher and staff members.

The LAC has a duty to take reasonable steps to ensure that staff and pupils in their school are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The LAC is required to appoint a link governor for Health and Safety.

4.3 The Headteacher

The headteacher is responsible for ensuring that all risk assessments are completed and reviewed. Please refer to the Trust's and school's Health and Safety Policy for information on the delegation of responsibility in case of absence.

4.4 School staff and volunteers

School staff are responsible for:

- Making risk assessments for activities they run/manage, as required
- Assisting with, and participating in, risk assessment processes, as required, in particular if they have relevant knowledge
- Familiarising themselves with existing risk assessments
- Implementing control measures identified in risk assessments

Alerting the headteacher to any risks they find that need assessing

4.5 Pupils and parents/carers

Pupils and parents/carers 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.

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.

5.1 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.

5.2 Step 2: decide who may be harmed and how

For each hazard, the school 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.

5.3 Step 3: evaluate the risks and decide on / review control measures

The school will establish the level of risk posed by each hazard and review existing control measures. The level of risk will be balanced against the measures needed to control the risks and do everything that is reasonably practicable to protect people from harm. The headteacher needs to be comfortable that the level of residual risk is acceptable.

5.4 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 Annex II of this policy.

5.5 Step 5: Communicate the assessment and ensure control measures taken

The risk assessments, along with the control measures, are communicated to all those who need to know and specifically to those individuals who are impacted by and/or need to take action to ensure the control measures are in place / effective.

5.6 Step 6: review the assessment and update as needed

We will review our risk assessments, as needed if there are changes to the procedures, personnel, work environment or following an incident, and at the latest every 12 months. 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?

5.7 Step 7: retaining risk assessments

Risk assessments and related proof of approvals / acknowledgements and other relevant documents (e.g. relevant risk assessments of external providers) are retained for 3 years after the length of time they apply. Risk assessments are disposed of securely.

6 Monitoring arrangements

As indicated above in Section 5.6, risk assessments are written and reviewed as needed, at least every year.

This Policy is reviewed every two years and approved by the Board of Directors of the Trust.

7 Links with other policies

This risk assessment policy links to the following policies:

- Health and safety
- Safeguarding
- First aid
- Supporting pupils with medical conditions
- SEND
- Maternity

ANNEX I – SCHOOL RISK ASSESSMENTS

The school has the following statutory risk assessments:

Area	**Date of last review**
Asbestos	
Children being drawn into terrorism (Prevent duty)	
Digital Screen Equipment	
Fire	
Lone Working	
Manual Handling	
Stress	
Substances hazardous to health	
Swimming Pools	
Working at height	
Pregnant employees	
Nursing employees	
Young workers (<18yrs, incl. volunteers, work experience, etc)	

The school also conducts the risk assessments identified in the Trust's Health and Safety Policy.

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ANNEX II – RISK ASSESSMENT TEMPLATE

School Name	Choose an item.					
Operation / activity description:						
Lead assessor (name):			Assessment/Review date:		Whole School / Yeargroup / Team:	
Authorised by (name):			Authorisation date:			
Who might be affected:	Pupil ☐	Employee ☐	Visitors (incl. volunteers, professionals) ☐	Contractor ☐	Out-of-hours users (clubs, lessees) ☐	Member of the public / third parties ☐

Hazard	How those affected may be harmed	Risk rating pre-mitigation (1-5, with 1 lowest, 5 highest). Risk Rating = likelihood x impact			Risk mitigation measures	Measures taken (tick if completed)	Residual risk rating post-mitigation (1-5, with 1 lowest, 5 highest). Risk Rating = likelihood x impact			Residual Risk acceptable? OR Further actions required (reference number linked to table below)
		Likeli-hood	Impact	Risk Rating		☐	Likeli-hood	Impact	Risk Rating	
						☐				
						☐				
						☐				
						☐				
						☐				

Assessor	Name:		Signature:		Date:	
Authoriser	Name:		Signature:		Date:	

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Risk Assessment Matrix		Likelihood of harm occurring Rare --------→ Almost certain				
		1	2	3	4	5
Potential severity of harm Major ←---------- Negligible	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Definitions	
High (>8)	Take appropriate action within agreed period
Medium (4-8)	Monitor & Review Situation
Low (<4)	No Action Required

Additional control measures required				
Action No.	Recommended additional control measures	Responsible (name)	Target Date	Completed?
				☐
				☐
				☐
				☐
				☐
				☐
				☐

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Proof of dissemination of risk information and relevant individuals' awareness regarding their role in ensuring control measures are in place:

The school should keep a log to be able to prove to that all relevant staff read the risk assessment. The school would ideally use their electronic health and safety management tool to do so. If this is not available, the following template (or similar) can be used:

Print Name	Signature	Date		Print Name	Signature	Date