

RISK ASSESSMENT POLICY

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TABLE OF CONTENTS

1. Purpose	3
2. Definitions	3
3. Legislation and Statutory Requirements	3
4. Roles and Responsibilities	4
4.1 The governing board.....	4
4.2 The Director of Education	4
4.3 School staff	4
4.4 Health and Safety Committee	4
4.5 Pupils and parents	5
4.6 Contractors	5
5. Risk assessment process.....	5
5.1 Types of Risk Assessment	5
5.2 When assessing risks in the school, we will follow the process outlined below.....	5
6. Monitoring arrangements	6
7. Policy Review	7
5 Version History	8
6 Related Legislation & Guidance	8
7 Related Internal Documentation	8

1. Purpose

1.1 Jigsaw School 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. Definitions

- 2.1 'The Trust' means Jigsaw School, Jigsaw Plus, Jigsaw Trust and Jigsaw Trading 2013 Limited (Café on the Park)
- 2.2 Jigsaw School or 'the school' means Jigsaw CABAS® School
- 2.3 Risk Assessment – a tool for examining the hazards linked to a particular activity or situation and establishing whether sufficient precautions have been taken in order to prevent harm based on their likelihood and their potential to cause harm.
- 2.4 Hazard - something with the potential to cause harm to people, such as chemicals or working from height.
- 2.5 Risk - The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be.
- 2.6 Control Measure - Action taken to prevent people being harmed.

3. Legislation and Statutory Requirements

3.1 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 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 that 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
- DfE guidance on [health and safety: responsibilities and duties for schools](#) says schools must identify the measures needed to reduce the risks from COVID-19 so far as is reasonably practicable

4. Roles and Responsibilities

4.1 The Governing Body

- 4.1.1 The Governing Body has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to The Director of Education.
- 4.1.2 The Governing Body has 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.
- 4.1.3 The Governing Body as the employer, also has a duty to ensure that:
 - risks to staff and others affected by school activities have been assessed in order to identify and introduce the health and safety measures necessary to manage the risks
 - employees are informed about risks and the measures in place to manage them

4.2 The Director of Education

- 4.2.1 The Director of Education with support from the Facilities Manager, or in the Director of Education's absence, the Deputy Headteacher, is responsible for ensuring that all risk assessments are completed and reviewed.

4.3 School staff

- 4.3.1 School staff are responsible for:
 - Assisting with, and participating in, risk assessment processes, as required
 - Familiarizing themselves with risk assessments
 - Implementing control measures identified in risk assessments
 - Alerting the Director of Education to any risks they find which need assessing

- 4.4 **Health and Safety Committee** will include Risk Assessments as a standing item on the agenda.

4.5 Pupils and parents

4.5.1 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.

4.6 Contractors

4.6.1 Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

5. Risk assessment process

5.1 Types of Risk Assessment

5.1.1 All significant risks shall be assessed, however, although the principles of assessment remain the same their application can differ. There are three recognised methods of assessment:

- **Dynamic** - A mental assessment of risk for use when any delay would increase the risk of harm. Dynamic assessment can also be used as the initial step in formal risk assessment.
- **Formal** - A written method of evaluating the risk of harm.
- **Generic** - An evaluation of risk that can be applied to common tasks.

5.1.2 Dynamic risk assessment allows for immediate mental safety assessments to be made without implementing the formal risk assessment process e.g. the decision to tackle a small fire, a task with obvious safety risks which would increase if delayed by formal assessment. Therefore, dynamic risk assessment can be effectively used in emergencies where any delay increases the risk of harm, it is not to be used purely to save time or avoid additional work.

5.1.3 Dynamic risk assessment can be used as an initial step in establishing which risks are significant and require further assessment. It can also be used prior to the use of generic assessments to identify if the assessment is suitable and sufficient for the task in hand.

5.1.4 Formal risk assessment is a documented process of assessing risks and involves a process of measuring the likelihood of an event occurring with its likely consequences.

5.1.5 Some common tasks, tasks that share the same hazards and controls e.g. routine maintenance or cleaning activities, can be assessed and a generic risk assessment produced. These assessments can only be used when the influencing factors are the same and the Facilities Manager and/or Health and Safety consultant considers that the control measures identified and implemented adequately reduce the risk of harm.

5.2 Risk Assessment Process .

5.2.1 staff will be involved, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

5.2.2 **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.

5.2.3 **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 all our pupils and expectant mothers. We will then establish how these groups might be harmed.

5.2.4 Step 3: evaluate the risks and decide on control measures (including reviewing existing measures) – we will establish the level of risk posed by each hazard and review appropriate and/or 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.

5.2.5 Step 4: record significant findings – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment. A risk assessment template is available on the Jigsaw home drive.

5.2.6 Step 5: review the assessment and update, as needed – we will review our risk assessments, on a regular basis (see Section 6.3) , and the following questions will be considered 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?

5.2.7 Step 6: retaining risk assessments – risk assessments are retained for 3 years after the length of time they apply and then securely disposed of.

6. Monitoring arrangements

6.1 The Director of Education will ensure that any individual assigned to carrying out a risk assessment understands the risks and is familiar with the activity that is planned. Risk Assessments should be carried out by either:

- the Director of Education
- the Facilities Manager and/or the Health and Safety Consultant
- members of the School Senior Management Team
- heads of department within the Trust
- other experienced persons

6.2 Risk Assessments are not a once-and-for-all activity; they should be 'living documents' that are reviewed and amended if necessary to ensure they remain suitable and sufficient.

6.3 A review should be conducted:

- at least Annually.
- If there is reason to doubt the effectiveness of the assessment.
- Following an accident or near miss.
- Following significant changes to the task, process, procedure or Line Management
- Following the introduction of more vulnerable personnel, e.g. persons who are not familiar with the process, task or environment, persons who may have special needs.

- 6.4 If following review there are no changes to be made to the assessment, the Director of Education / Deputy Headteacher / Facilities Manager / Health and Safety Consultant will agree the risk assessment and agree a new review date.
- 6.5 The review should be conducted by the person/people responsible for the activity, area.

7. Policy Review

- 7.1 This policy will be updated as necessary to reflect best practice and to ensure compliance with any changes or amendments to relevant legislation.
- 7.2 The practical application of this policy will be reviewed annually or when the need arises by the Facilities Manager and/or the Director of Education
- 7.3 This policy was last reviewed in May 2022.

5 Version History

No.	Date	Amendment
1.1		Policy reformat
1.2	May 2019	Reviewed. No updates
2.1	May 2022	Policy overhaul.

6 Related Legislation & Guidance

Document	Location

7 Related Internal Documentation

Document	Electronic Copy Location
Health & Safety Policy (Scool)	Home page (common drive) / POLICIES / School
Driving Policy	Home page (common drive) / POLICIES / Trust
Personal & Intimate Care Policy	Home page (common drive) / POLICIES / School
Managing & Administering Medication for Pupils	Home page (common drive) / POLICIES / School
Learning Outside the Classroom (LOtC) Policy	Home page (common drive) / POLICIES / School
Safeguarding & Child Protection Policy	Home page (common drive) / POLICIES / School
Lone Working Policy	Home page (common drive) / POLICIES / Trust