

# RISK ASSESSMENT POLICY

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## 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](#) states 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
- 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

### The Governing Body and the Trust

- 4.1 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.
- 4.2 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.
- 4.3 The Trust 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

### The Director of Education

- 4.4 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 regularly reviewed.

### School staff

- 4.5 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 require assessing

### Health and Safety Committee

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

### Pupils and parents

- 4.7 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.

## Contractors

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

## 5. Risk assessment process

### Types of Risk Assessment

- 5.1 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.
- 5.2 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.
- 5.3 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.
- 5.4 Formal risk assessment is a documented process of assessing risks and involves a process of measuring the likelihood of an event occurring and its likely consequences.
- 5.5 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 compiled. 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.

### Risk Assessment Process

- 5.6 Staff will be involved, where appropriate, to ensure that all possible hazards have been identified and to agree control measures, following a risk assessment.
- 5.7 **Step 1: identify hazards** –activities, processes and substances within the school are considered to establish those associated-hazards that could injure or harm the health of staff, pupils and visitors.
- 5.8 **Step 2: decide who may be harmed and how** – for each hazard, those who might be harmed and how they might be harmed, listing groups rather than individuals will be established taking account that certain groups will have special requirements, for instance all our pupils and expectant mothers.

- 5.9 **Step 3: evaluate the risks and decide on control measures (including reviewing existing measures )** –the level of risk posed by each hazard is established and appropriate and/or existing control measures considered. Control measures should be proportionate to the the assessed level of risk such that these measures do all that is reasonably practicable to protect people from harm.
- 5.10 **Step 4: record significant findings** – the findings from steps 1-3 form the basis of the written risk assessment using the risk assessment template available on the Jigsaw home drive.
- 5.11 **Step 5: review the assessment and update, as needed** –risk assessments will be reviewed on a regular basis (see Section 6.3) , and the following questions considered :
- Have there been any significant changes to the activity or situation?
  - Are there any additional control measures that could be implemented ?
  - Have staff or pupils identified any issues relating to the activity or situation not already incorporated within the risk assessment ?
  - Are there any lessons learnt from accidents or near misses that should be incorporated within the risk assessment?
- 5.12 **Step 6: retaining risk assessments** – obsolete risk assessments are to be retained for 3 years after which they should be 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 may be undertaken by any of the following :
- 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 persons deemed competent to undertake the task
- 6.2 Risk Assessments are not a once-and-for-all activity; they should be 'living documents' that are reviewed and amended as necessary to ensure they remain relevant and the control measures are adequate.
- 6.3 Each risk assessment should be reviewed in the following circumstances:
- at least annually
  - If there is reason to doubt the effectiveness of the assessment or control measures.
  - 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.

- 6.4 If following review there are no changes to the assessment, the Director of Education / Deputy Headteacher / Facilities Manager / Health and Safety Consultant will ratify the risk assessment and agree a new review date.
- 6.5 The review should be conducted by the person/people responsible for the activity or 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 This policy will be reviewed annually or earlier should the need arises by the Facilities Manager and/or the Director of Education
- 7.3 This policy was last reviewed in June 2024.

## 5 Version History

No.	Date	Amendment
1.1		Policy reformat
1.2	May 2019	Reviewed. No updates
2.1	May 2022	Policy overhaul.
2.2	June 2024	No fundamental changes

## 6 Related Legislation & Guidance

Document	Location

## 7 Related Internal Documentation

Document	Electronic Copy Location
Health & Safety Policy (School)	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