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# Risk Assessment Policy

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# Risk Assessment Policy

Harworth Church of England Academy

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## 1. Introduction

Harworth Church of England Academy is committed to ensuring the health, safety and wellbeing of all pupils, staff, visitors and contractors.

Risk assessment is a key part of this commitment and supports the school in identifying hazards, reducing risks and ensuring that appropriate control measures are in place.

This policy should be read alongside the Health and Safety Policy, Safeguarding Policy and Educational Visits Policy.

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## 2. Legal Framework

The school recognises its duties under:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999

These require the school to:

- assess risks to health and safety
  - implement appropriate control measures
  - review risks regularly
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## 3. What is a Risk Assessment?

A risk assessment is a systematic process of:

- identifying hazards
- evaluating the likelihood and severity of harm
- implementing control measures to reduce risk

Definitions:

- Hazard: something with the potential to cause harm
  - Risk: the likelihood of that harm occurring
  - Control measures: actions taken to reduce or eliminate risk
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## **4. Aims**

The aim of risk assessment at Harworth Church of England Academy is to:

- Prevent injury and ill health
  - Safeguard pupils and staff
  - Ensure safe working practices
  - Promote a proactive approach to managing risk
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## **5. Responsibilities**

### **Governing Body**

- Ensure systems are in place for effective risk management
  - Monitor the effectiveness of risk assessments
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### **Headteacher**

- Ensure risk assessments are completed, reviewed and implemented
  - Ensure staff are trained and supported
  - Ensure appropriate systems are in place for recording and monitoring
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### **Staff**

- Follow risk assessments
  - Carry out risk assessments where required
  - Report hazards or concerns immediately
  - Take reasonable care of themselves and others
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### **Health and Safety Lead / Site Manager**

- Support the development and review of risk assessments
  - Conduct routine site checks
  - Ensure control measures are in place
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## 6. Conducting Risk Assessments

Risk assessments must follow a clear process:

1. Identify hazards
2. Identify who may be harmed
3. Evaluate the risks
4. Put control measures in place
5. Record findings
6. Review regularly

Risk assessments will only be undertaken by competent staff.

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## 7. Areas Requiring Risk Assessments

Risk assessments are required for all areas of school activity, including but not limited to:

- Educational visits (via EVOLVE)
  - Fire safety
  - EYFS provision
  - Curriculum activities (e.g. PE, DT, science)
  - Trips and extracurricular activities
  - Premises and site safety
  - Use of equipment
  - Manual handling
  - COSHH (hazardous substances)
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## 8. Dynamic Risk Assessment

Staff are expected to use **dynamic risk assessment** at all times.

This means:

- responding to changing situations
- adapting plans where necessary

- stopping activities if risks become unsafe
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## **9. Recording and Storage**

- Risk assessments will be recorded using appropriate templates
  - Educational visit risk assessments will be stored on EVOLVE
  - Other risk assessments will be stored centrally and accessible to relevant staff
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## **10. Monitoring and Review**

Risk assessments will be:

- reviewed annually
- reviewed following incidents or near misses
- updated when activities or environments change

The school will analyse accidents and incidents to identify patterns and reduce future risks.

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## **11. Accident Reporting**

- All accidents and incidents must be recorded
  - Serious incidents will be reported in line with RIDDOR requirements
  - Records will be reviewed to inform future risk assessments
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## **12. Safeguarding and Risk**

Risk assessment also supports safeguarding by:

- identifying risks to pupils' wellbeing
- ensuring safe supervision
- reducing opportunities for harm

Where risk relates to safeguarding concerns, procedures will follow the Child Protection Policy.

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## **13. Training**

All staff will receive:

- induction on risk assessment
- ongoing training where appropriate

Staff will be supported to understand their responsibilities in managing risk.

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## **14. Monitoring and Review**

This policy will be reviewed annually or sooner if required.