



# SPAGHETTI BRIDGE

## Risk Assessment Policy

<b>Policy Owner</b>	Group Business Management Lead
<b>Applies to</b>	<i>The policy will apply to all schools</i>
<b>Associated Documents</b>	<p><i>This is a list of any other related policies:-</i></p> <ul style="list-style-type: none"><li>• <i>First Aid Policy</i></li><li>• <i>Risk Assessment Policy</i></li><li>• <i>Medical Needs Policy</i></li><li>• <i>Accessibility plan</i></li><li>• <i>Fire Risk Policy</i></li><li>• <i>Food Safety Policy</i></li><li>• <i>Managing Contractors for Premises Work Policy</i></li><li>• <i>Site Security Policy</i></li><li>• <i>Human Resources Procedures</i></li></ul>
<b>Review Frequency</b>	<i>This is to be reviewed every year</i>
<b>Date of Implementation</b>	<i>October 2022</i>
<b>Review Date</b>	<i>October 2023</i>
<b>New Review Date</b>	<i>October 2024</i>

Policy Approved By:

CEO: Dan Alipaz  
Dan Alipaz (Oct 24, 2023 09:25 GMT+1)

Chairman: Stephen Bradshaw  
Stephen Bradshaw (Oct 24, 2023 12:13 GMT+1)

## Table of Contents

<b>1. Introduction</b>	<b>2</b>
<b>Purpose/Aim</b>	<b>2</b>
<b>Legal Framework</b>	<b>3</b>
<b>2. Scope</b>	<b>3</b>
<b>Definitions</b>	<b>3</b>
<b>3. Policy Statement</b>	<b>4</b>
<b>4. Roles &amp; Responsibilities</b>	<b>5</b>
<b>The proprietor</b>	<b>5</b>
<b>The headteacher and Senior Leaders</b>	<b>5</b>
<b>School staff and volunteers</b>	<b>6</b>
<b>students and parents/carers</b>	<b>6</b>
<b>Contractors</b>	<b>6</b>
<b>5. Support, Advice and Communication</b>	<b>6</b>

## 1. Introduction

### Purpose/Aim

The school aims to ensure that:

- All risks that may cause injury or harm to staff, students 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

The aim of this Policy is to set out the systematic approach for suitable and sufficient risk management throughout our school. This policy has particular regard for ensuring the welfare of students at the school is safeguarded and promoted at all times and appropriate action is taken to reduce risks and potential risks that are identified. The purpose of risk assessment is to identify hazards and evaluate any associated risks. Specific Risk Assessments, which the School must have in place under current regulations are:

- Fire Risk
- First Aid

- Young workers employed by the School/work experience (under 18 years old)
- New and expectant mothers
- Lone working
- Display screen equipment
- Working at height
- Manual handling
- Asbestos
- Control of substances hazardous to health
- Children being drawn into terrorism

The risk assessment shall be 'suitable and sufficient' and cover both employees and non-employees affected by the employer's undertaking (e.g. contractors, members of the public, students, etc.) The term 'suitable and sufficient' is important as it defines the limits to the risk assessment process. A suitable and sufficient risk assessment should:

- Identify the significant risks and ignore the trivial ones
- Identify and prioritise the measures required to comply with any relevant statutory provisions. Remain appropriate to the nature of the work and valid over a reasonable period of time
- Identify the risk arising from or in connection with the work. The detail should be proportionate to the risk.

The significant findings that should be recorded include a detailed statement of the hazards and risks; the preventative, protective or control measures in place; and any further measures to reduce the risks present.

### Legal Framework

Documented Risk Assessments are a requirement under the Health & Safety at work Act 1974 and the Management of Health and Safety at Work Regulations 1999 (Amended 2006). The School is required to assess the risks to the health and safety of workers and any others who may be affected by the work carried out for the purpose of identifying measures needing to be taken to comply with other legislation. Carrying out these written assessments will help to identify all the protective and preventive measures that must be taken to comply with the Regulations.

## 2. Scope

### Definitions

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

This policies impacts on staff, students, property and visitors

## 3. Policy Statement

Types of Risk Assessment All significant risks shall be assessed. Although the principles of assessment remain the same their application can differ. There are 3 recognised methods of assessment:

- A. Formal – A written method of evaluating the risk of harm
- B. Generic – An evaluation of risk that can be applied to common tasks In unusual circumstances, when an unforeseen risk presents itself (a previous Formal or Generic risk assessment not having been compiled and / or in use) an employee may be required to use a dynamic risk assessment.
- C. Dynamic – A mental assessment of risk for use when any delay would increase the risk from harm

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.

**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, students and visitors.

**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 students with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

**Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well)** – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

**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 can be found on Bridgeline under Form templates.

**Step 5: review the assessment and update, as needed** – we will review our risk assessments, as needed, and 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 students spotted a problem?
- Have we learnt anything from accidents or near misses?

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

Risk assessments are written as needed and reviewed by a member of the senior leadership team.

On completion of risk assessment and once the content is agreed with the manager it should be uploaded to the relevant folder on shared drives. The Business Manager is responsible for ensuring checks are completed annually on all risk assessments.

A register of all risk assessments should be completed and maintained by Business Manager

All risk assessments should be signed by all staff to ensure that they have read and understood them, this is completed via our Bridge link system.

#### 4. Roles & Responsibilities

##### The proprietor

The proprietor and governance team has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to headteacher and Business Manager. The proprietor/governance team has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The proprietor/governance team, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order 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

## **The headteacher and Senior Leaders**

The headteacher, is responsible for ensuring that all risk assessments are completed and reviewed.

There is a requirement for all SLT departments ( Education, Health and safety, Human Resources) to explain to staff how health and safety is managed for their department. All staff have a responsibility for ensuring risk assessments are completed for their area of work, and the Head of Department should check and monitor assessments.

## **School staff and volunteers**

School staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required
- Familiarising themselves with risk assessments
- Implementing control measures identified in risk assessments
- Alerting the headteacher to any risks they find which need assessing

## **students and parents/carers**

students 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.

## **Contractors**

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

## **5. Support, Advice and Communication**

For more support or advice regarding this policy please contact Business Manager or Group Business Management Support Lead.










# Risk Assessment Policy.docx

Final Audit Report

2023-10-24

Created:	2023-10-23
By:	Shelley Langdon (shelley.langdon@quay-tech.co.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAAZwKXvrvZn2lu1X7RISOXGV5741OfOea4

## "Risk Assessment Policy.docx" History

-  Document created by Shelley Langdon (shelley.langdon@quay-tech.co.uk)  
2023-10-23 - 1:22:54 PM GMT
-  Document emailed to Dan Alipaz (dan.alipaz@spbridge.co.uk) for signature  
2023-10-23 - 1:23:28 PM GMT
-  Email viewed by Dan Alipaz (dan.alipaz@spbridge.co.uk)  
2023-10-24 - 8:25:20 AM GMT
-  Document e-signed by Dan Alipaz (dan.alipaz@spbridge.co.uk)  
Signature Date: 2023-10-24 - 8:25:28 AM GMT - Time Source: server
-  Document emailed to stephen.bradshaw@spbridge.co.uk for signature  
2023-10-24 - 8:25:29 AM GMT
-  Email viewed by stephen.bradshaw@spbridge.co.uk  
2023-10-24 - 11:12:53 AM GMT
-  Signer stephen.bradshaw@spbridge.co.uk entered name at signing as Stephen Bradshaw  
2023-10-24 - 11:13:19 AM GMT
-  Document e-signed by Stephen Bradshaw (stephen.bradshaw@spbridge.co.uk)  
Signature Date: 2023-10-24 - 11:13:21 AM GMT - Time Source: server
-  Agreement completed.  
2023-10-24 - 11:13:21 AM GMT