SPAGHETTI BRIDGE

Risk Assessment Policy

Policy Owner	Head of Estates, Facilities and Health & Safety
Applies to	The policy will apply to all schools
Associated Documents	This is a list of any other related policies: - • First Aid Policy • Risk Assessment Policy • Medical Needs Policy • Accessibility plan • Fire Risk Policy • Food Safety Policy • Managing Contractors for Premises Work Policy • Site Security Policy • Human Resources Procedures
Review Frequency	This is to be reviewed every year
Review Date	October 2026
New Review Date	October 2027
Approved by Chief Executive Officer	Dan Alipaz Dan Alipaz (Oct 22, 2026, 9:09am)
Approved by the Chair of the Board	Stephen Bradshaw Stephen Bradshaw (Oct 15, 2026, 10:36am)

Table of Contents

1. Introduction 2

Purpose/Aim 2

Legal Framework 3

2. Scope 3

Definitions 3

3. Policy Statement 4

Trips and Outings 5

4. Roles & Responsibilities 6

The proprietor 6

The headteacher and Senior Leaders 6

School staff and volunteers 6

students and parents/carers 6

Contractors 6

5. Support, Advice and Communication *6*

1. Introduction

Purpose/Aim

Spaghetti Bridge Schools aim to ensure that:

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

This policy has regard for ensuring the welfare of staff, students, contractors and visitors at our schools is safeguarded and always promoted, to ensure the school meets its duty to have due regard to the need to prevent people from being drawn into terrorism (the Prevent Duty) by including the risk of radicalisation in the scope of suitable risk assessments 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 schools 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 of 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 details 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). Spaghetti Bridge schools are required to assess the risks to the health and safety of our employees 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.

Key UK legislation and statutory guidance:

Legislation/Guidance	Requirement & Purpose
Health and Safety at Work etc. Act 1974	The overarching UK law that places a duty on employers (the Proprietor) to ensure, so far as is reasonably practicable, the health, safety, and welfare of all employees, and non-employees (pupils and visitors).
The Management of Health and Safety at Work Regulations 1999	Requires employers to make a "suitable and sufficient assessment of the risks" to health and safety (Regulation 3) and imposes specific duties regarding new and expectant mothers.
Education Act 2002, Section 175/157	Places a statutory duty on governing bodies/proprietors to make arrangements to safeguard and promote the welfare of children.
Keeping Children Safe in Education (KCSIE)	Statutory guidance that schools must have regard to, which incorporates risk assessment duties related to safeguarding, including online safety and child-on-child abuse.
The Regulatory Reform (Fire Safety) Order 2005	Requires a dedicated Fire Risk Assessment for the premises.
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013	Governs the statutory requirement for reporting certain accidents and incidents.

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 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.

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 our schools, 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 to produce the risk assessment. A risk assessment template can be found on Bridgelink 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?

  Risk assessments will be reviewed frequently (at least annually) and updated, as and when necessary (for example, following an accident, incident or near miss).

- **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 Bridgelink system.

Mandatory Risk Assessment Areas	Required Clarification
Safeguarding Risks (KCSIE)	Explicitly state that risk assessments must be undertaken to address safeguarding and child protection risks, including online safety (filtering and monitoring), child-on-child abuse, and risks related to extra-familial harms.
Vulnerable Individuals	Specify that risk assessments must consider those who may be especially at risk, including pupils with Special Educational Needs (SEN) or disabilities, and any new or expectant mothers among the staff.
Mandatory Premises Risks	The school will ensure specific statutory risk assessments are completed for: Asbestos, Fire, Legionella, and Control of Substances Hazardous to Health (COSHH).
Working Practices	Assessments are required for all higher-risk activities, including Work at Height and the appropriate level of First Aid provision.

Risk Rating Matrix

The Risk Rating Matrix is the foundational tool used to quantify and categorize risk within our safety management system. Its primary purpose is to provide a standardized, objective method for evaluating hazards. By using a calculation where Risk Rating = Likelihood Score × Consequence Score, we ensure that every risk is measured against a consistent 5 x 5 framework.

This matrix allows us to translate subjective observations into actionable data, ranging from scores of 1 (Low) to 25 (Very High). It serves as a critical checkpoint to ensure that even when scores are low due to existing controls, those measures are actively maintained to sustain high safety standards.

This matrix is mandatory for every health and safety risk assessment across the group to ensure proper governance, escalation, and accountability. It directly dictates the Level of Approval and Notification required before any activity can proceed:

- Operational Autonomy (Low Risk, 1–5): Activities with a residual risk score of 1–5 require no further approval to proceed, allowing for efficient daily operations.
- Managerial Oversight (Medium Risk, 6–10): Risks scoring 6–10 trigger a mandatory review by the Line Manager, who must approve the final assessment and attempt to reduce the risk further.
- Senior Escalation (High Risk, 11–15): Activities scoring 11–15 cannot commence without approval from the Head of Service or the Estates, Facilities and Health & Safety team.
- Executive Involvement (Very High Risk, 16–25): The most critical risks (16–25) require that the CEO be informed of the residual risk to decide on the appropriate action.

Trips and Outings

- A risk assessment should be completed before any outing and/or trip. This should be reviewed by a member of SLT or an EVC.
- The risk assessment should be completed alongside an outing form completed via Evolve.

4. Roles & Responsibilities

The Proprietor

The proprietor (consisting of the Senior Leadership Team and group support) has ultimate responsibility for health and safety matters in Spaghetti Bridge schools but will delegate day-to-day responsibility to the Headteacher and Business Managers.

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 to identify and introduce the health and safety measures necessary to manage the risks.
- Inform employees about risks and 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 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 Business Manager should check and monitor assessments.

Spaghetti Bridge schools will implement effective arrangements for consulting with staff (including their union safety representatives, where applicable) on all health and safety matters, including the introduction or review of risk assessments and control measures.

Staff and Volunteers

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 the Business Manager, Business Management Support Lead or the Estates, Facilities and Health & Safety team.

Signable

Issuer	Spaghetti Bridge Ltd
Document generated	Thu, 15th Oct 2026 10:26:43 BST
Document fingerprint	f18623becd13a833822179b14dce133a

Parties involved with this document

Document processed	Party + Fingerprint
Thu, 22nd Oct 2026 9:09:19 BST	Dan Alipaz - Signer (0cf767941099f50398fe9633b47d25e3)
Thu, 15th Oct 2026 10:36:27 BST	Stephen Bradshaw - Signer (98583a7b810ef77b7499f21c5f3aa29a)

Audit history log

Date	Action
Thu, 15th Oct 2026 10:26:43 BST	Envelope generated with fingerprint ddb09ac70a9029f169778b40d84af911 by abbey.brocklehurst@spbridge.co.uk (86.15.242.63)
Thu, 15th Oct 2026 10:26:43 BST	Document generated with fingerprint f18623becd13a833822179b14dce133a (86.15.242.63)
Thu, 15th Oct 2026 10:27:07 BST	Dan Alipaz has been assigned to this envelope. (86.15.242.63)
Thu, 15th Oct 2026 10:27:07 BST	Stephen Bradshaw has been assigned to this envelope. (86.15.242.63)
Thu, 15th Oct 2026 10:27:32 BST	Sent the envelope to Dan Alipaz (dan.alipaz@spbridge.co.uk) for signing (86.15.242.63)
Thu, 15th Oct 2026 10:27:32 BST	Sent the envelope to Stephen Bradshaw (stephen.bradshaw@spbridge.co.uk) for signing (86.15.242.63)
Thu, 15th Oct 2026 10:27:32 BST	Document emailed to stephen.bradshaw@spbridge.co.uk
Thu, 15th Oct 2026 10:27:32 BST	Document emailed to dan.alipaz@spbridge.co.uk
Thu, 15th Oct 2026 10:27:34 BST	Stephen Bradshaw opened the document email. (74.125.151.170)
Thu, 15th Oct 2026 10:27:34 BST	Dan Alipaz opened the document email. (74.125.151.170)
Thu, 15th Oct 2026 10:36:09 BST	Stephen Bradshaw opened the document email. (66.249.93.65)
Thu, 15th Oct 2026 10:36:13 BST	Stephen Bradshaw viewed the envelope (185.66.206.162)
Thu, 15th Oct 2026 10:36:26 BST	Stephen Bradshaw viewed the envelope (62.252.173.132)
Thu, 15th Oct 2026 10:36:27 BST	Stephen Bradshaw signed the envelope (185.66.206.162)
Thu, 15th Oct 2026 18:27:47 BST	Dan Alipaz opened the document email. (35.239.90.224)
Tue, 20th Oct 2026 11:53:53 BST	Sent Dan Alipaz a reminder to sign the document. (86.15.242.63)
Tue, 20th Oct 2026 11:53:53 BST	Document emailed to dan.alipaz@spbridge.co.uk
Tue, 20th Oct 2026 11:53:55 BST	Dan Alipaz opened the document email. (74.125.151.169)

Thu, 22nd Oct 2026 9:09:09 BST	Dan Alipaz viewed the envelope (81.152.36.50)
Thu, 22nd Oct 2026 9:09:19 BST	Dan Alipaz signed the envelope (81.152.36.50)
Thu, 22nd Oct 2026 9:09:19 BST	This envelope has been signed by all parties (81.152.36.50)
Thu, 22nd Oct 2026 9:09:19 BST	Signed document confirmation emailed to dan.alipaz@spbridge.co.uk (81.152.36.50)
Thu, 22nd Oct 2026 9:09:19 BST	Signed document confirmation emailed to stephen.bradshaw@spbridge.co.uk (81.152.36.50)
Thu, 22nd Oct 2026 9:09:19 BST	Signed document confirmation emails have been sent to all parties (81.152.36.50)