

Risk Assessment Policy



DfE no: 850/7900



Approved by:	Governing board	Date: 1 st April 2024
Signed by:		Position: Chair of the board
Last reviewed:	1 st April 2024	Next review due: March 2025

Monitoring arrangements

Risk Assessments are written as needed and reviewed by the Headteacher/Senior Leadership Team.

This policy will be revised by the Headteacher annually and approved by the Governing Board.

Author: KJ	Title: Risk Assessment Policy	Ref: inccollege006	Date: 1 st Apr 24
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1. Aims

The college aims to ensure that:

- 1.1 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
- 1.2 Risk assessments are conducted and reviewed on a regular basis

2. Legislation and statutory requirements

- 2.1 This policy is based on the following legislation and Department for Education (DfE) guidance:
 - 2.1.1 Paragraph 16 of part 3 of [The Education \(Independent College Standards\) Regulations 2014](#), which requires proprietors to have a written risk assessment policy
 - 2.1.2 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
 - 2.1.3 Regulation 4 of [The Control of Asbestos Regulations 2012](#) requires employers carry out an asbestos risk assessment
 - 2.1.4 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](#)
 - 2.1.5 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
 - 2.1.6 Regulation 9 of [The Regulatory Reform \(Fire Safety\) Order 2005](#) says fire risks must be assessed This order was amended in 2021 and 2022
 - 2.1.7 Regulation 4 of [The Manual Handling Operations Regulations 1992](#) requires employers to conduct a risk assessment for manual handling operations
 - 2.1.8 [The Work at Height Regulations 2005](#) say employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely
 - 2.1.9 [DfE guidance on first aid in colleges](#) says colleges must carry out a risk assessment to determine what first aid provision is needed
 - 2.1.10 [DfE guidance on the Prevent duty](#) states colleges are expected to assess the risk of students being drawn into terrorism
 - 2.1.11 [The Health and Safety Executive \(HSE\)](#) say colleges that manage their own pools must conduct a risk assessment
 - 2.1.12 DfE guidance on [health and safety: responsibilities and duties for colleges](#) says colleges must identify the measures needed to reduce the risks from public health incidents, including but **not limited to** COVID-19, so far as is reasonably practicable
- 2.2 A table of all risk assessments the colleges are required to have in place can be found in appendix 1 of this policy.

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3. 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

4. Roles and responsibilities

4.1 The Charity and governing board

- 4.1.1 Inclusion Education CEO and Trustee board has ultimate responsibility for health and safety matters in the college, but delegates responsibility for the strategic management of such matters to the college's governing board.
- 4.1.2 The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.
- 4.1.3 Inclusion Education, as the employer, has a duty to:
- 4.1.4 Assess the risks to staff and others affected by college activities in order to identify and introduce the health and safety measures necessary to manage the risks
- 4.1.5 Inform employees about risks and the measures in place to manage them

4.2 The headteacher

- 4.2.1 The headteacher, or in the headteacher's absence the Deputy Head/s or College Admin Manager is responsible for ensuring that all risk assessments are completed and reviewed.

4.3 College staff and volunteers

College staff are responsible for:

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

4.4 Students and parents

- 4.4.1 Students and parents are responsible for following the college's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

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4.5 Contractors

- 4.5.1 By Law, Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

5. Risk assessment process

- 5.1 When assessing risks in the college, we will follow the process outlined below.
- 5.2 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.
- 5.3 **Step 1: identify hazards** – we will consider activities, processes and substances within the college and establish what associated-hazards could injure or harm the health of staff, students and visitors.
- 5.4 **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 our students may have special requirements, for special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.
- 5.5 **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 the risks and do everything that is reasonably practicable to protect people from harm.
- 5.6 **Step 4: record significant findings** – the findings from steps 1 to 3 will be written up and recorded in order to produce the risk assessment. A risk assessment template can be found in appendix 2 of this policy.
- 5.7 **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:
- 5.7.1 Have there been any significant changes?
- 5.7.2 Are there improvements that still need to be made?
- 5.7.3 Have staff or students spotted a problem?
- 5.7.4 Have we learnt anything from accidents or near misses?
- 5.8 **Step 6: retaining risk assessments** – risk assessments are retained for 3 years after the length of time they apply. Risk assessments are securely disposed of.

6. Links with other policies

This risk assessment policy links to the following policies:

- 6.1 Health and safety

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6.2 First aid

Appendix 1: statutory risk assessments checklist

The following table lists the risk assessments that colleges are required to have in place.

Statutory or mandatory risk assessment	<input type="checkbox"/>	Completed by	Date of review
Workers under the age of 18		Not Required	
Asbestos		Not Required	
Substances hazardous to health	Y		
Display screen equipment	Y		
Fire	Y		
First aid	Y		
Manual handling	Y		
Working at height	Y		
Children being drawn into terrorism		Not Required	
Swimming pools (if applicable)		Not Required	
Public health incidents, including COVID-19	Y		

Appendix 2: Risk Assessment Template

As per Excel Files

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