



Health and Safety Risk assessment policy

GFM

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| Approved by: | GFM Board | Date: | 07 March 2022 |
| Maintained by: | Executive Finance Director | Next review due: | March 2025 |

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1. Aims

The GFM 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. Legislation and statutory requirements

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](#) says 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
- [The Health and Safety Executive \(HSE\)](#) say schools that manage their own pools must conduct a risk assessment
- CDM (2015) Regulations require a risk assessment to be carried out on building works no matter how small or large

A table of all the risk assessments schools are required to have in place can be found in appendix 1 of this policy.

This policy complies with our funding agreement and articles of association.

3. Definitions

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| 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 Governing Board

The GFM Board has ultimate responsibility for health and safety matters in the GFM, but will delegate day-to-day responsibility to the headteacher.

The GFM Board 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 GFM premises.

The GFM Board, as the employer, also has a duty to:

- Assess the risks to staff and others affected by GFM 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
- Assess the risks to staff and others affected by GFM 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

4.2 The Headteacher

The named headteacher or associate headteacher, with the support of the Health and Safety Lead, is responsible for ensuring that all risk assessments are completed and reviewed.

4.3 GFM staff and volunteers

GFM 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 or the appropriate senior leader to any risks they find which need assessing

4.4 Pupils and parents

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

4.5 Contractors

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

5. Risk assessment process

When assessing risks in the GFM, the following process should be followed. Risk assessments should be completed by line managers alongside the individual requiring the risk assessment. The Trust will involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following the assessment.

Step 1: Identify hazards – The assessor will consider activities, processes and substances within the GFM and establish what associated-hazards could injure or harm the health of staff, pupils and/or visitors.

Step 2: Decide who may be harmed and how – For each hazard, the assessor will establish who might be harmed, listing groups rather than individuals. The assessor will bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. It will then be established how these groups might be harmed.

Step 3: Evaluate the risks and decide on control measures (reviewing existing ones as well) – The assessor will establish the level of risk posed by each hazard and review existing control measures. The level of risk against the measures needed to control them will be balanced in order to 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 in appendix 2 of this policy. This template can be accessed at the GFM Staff Drive and will be maintained and updated by the GFM H&S Manager.

Step 5: Review the assessment and update, as needed – The GFM H&S Manager will review all risk assessments making recommendations where required, 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 pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

Step 6: Submission and retention – Risk assessments for staff should be sent to agreed and signed by the individual being assessed and the line manager should then submit to HR alongside the actions agreed to be taken. Risk assessments are then retained for the 3 years after the length of time they apply and stored centrally in the relevant staff folder within the central HR system.

Risk assessments for pupils are kept with the relevant school medical team.

Assessments will be archived annually (and placed in a central folder labelled archive) and in respect of paper copies, shredded following the retention period.

6. Monitoring arrangements

Risk assessments are written as needed and reviewed by the Health and Safety Manager/Lead. This policy will be reviewed by the Health and Safety manually every 3 years and approved by the GFM Board.

7. Links with other policies

This risk assessment policy links to the following policies:

- Health and safety
- First aid
- Supporting staff and pupils with medical conditions

Appendix 1: statutory risk assessments checklist

The following table lists the risk assessments that GFM's are required to have in place.

| Statutory or mandatory risk assessment | ✓ | Completed by | Date of review |
|---|----------|---|-----------------------|
| Workers under the age of 18 | ✓ | P Andrews | 05/05/2024 |
| Asbestos | ✓ | P Andrews | 01/09/2021 |
| Substances hazardous to health (COSHH) | ✓ | P Andrews | 01/09/2021 |
| Display screen equipment | ✓ | P Andrews | 01/09/2021 |
| Fire | ✓ | P Andrews | 01/09/2021 |
| First aid | ✓ | P Andrews | 01/09/2021 |
| Manual handling | ✓ | P Andrews | 01/09/2022 |
| Working at height | ✓ | P Andrews | 01/09/2022 |
| Children being drawn into terrorism | ✓ | This is overseen by the safeguarding team | |
| Swimming pools (Brune Park site only) | ✓ | L Hodges | 01/09/2021 |

Appendix 2: risk assessment template

GFM EDUCATION RISK ASSESSMENT TEMPLATE FORM GFMRA

Risk Assessment

To be completed in all instances *insert description of what the risk assessment is covering*. The risk assessment is to be carried out in accordance with the Safety Guidance Procedure GFMSGP01 and using **Guidance Notes** below.

| | | |
|------------------------------------|--|--|
| Location / Site | Insert location where vulnerable person identified works. | |
| Name / Vulnerability reason | Insert name of vulnerable person & nature of vulnerability | |
| Assessment date | Insert date when assessment is being carried out | |
| Assessment serial number | 3 sections complete this number | |
| GFMRA-015 | Delete school codes as appropriate | Insert the next rolling number (available from H&S Team) |
| | BHS6 BPCS EA GJS LWS RJS SGL | |

| | | |
|--------------------------------|--|-----------|
| Identify people at risk | Circle or highlight boxes where persons may be affected by hazards | |
| Vulnerable person(s) | YES | NO |
| Other employees | YES | NO |
| Visitors | YES | NO |
| Contractors | YES | NO |
| Pupils | YES | NO |



| | |
|--|--|
| Hazard (A Hazard is anything that has the potential to injure or cause harm) | Insert a hazard associated with activity/task please put each one in context.. |
| | |

| | |
|--|---|
| Control Measures Required (These are actions that can be taken to reduce the potential of exposure to the hazard) | Identify control measure to manage the hazard above |
| | |

| | |
|---------------|---|
| Hazard | Insert a hazard associated with activity/task please put each one in context. |
| | |

| | |
|----------------------------------|---|
| Control Measures Required | Identify control measure to manage the hazard above |
| | |

| | |
|---------------|---|
| Hazard | Insert a hazard associated with activity/task please put each one in context. |
| | |

| | |
|----------------------------------|---|
| Control Measures Required | Identify control measure to manage the hazard above |
| | |

| | |
|---------------|---|
| Hazard | Insert a hazard associated with activity/task please put each one in context. |
| | |

| | |
|----------------------------------|---|
| Control Measures Required | Identify control measure to manage the hazard above |
| | |

Please copy and paste additional boxes as required.

| | | |
|---|--|-------------------------------------|
| With these control measures the risk is: | Tick which of following is most applicable | <input checked="" type="checkbox"/> |
| UNACCEPTABLE | FURTHER CONTROLS REQUIRED | ADEQUATELY CONTROLLED |

| | |
|---|---|
| Assessor's comments (person doing the assessing) | Insert additional information as required |
| | |
| Name of Assessor | |
| Signature of Assessor | |
| Date of Assessment | |

| | |
|---|---|
| Line Manager's comments (line manager, senior Leader, H&S or HR) | Insert additional information as required |
| | |
| Name of Line Manager/Approver | |
| Signature of Line Manager/Approver | |
| Date of Signing | |

