

September 2023



OUR  
HISTORY  
THEIR  
FUTURE

# Risk Assessment Policy

Issue date: September 2023

Signed:

A handwritten signature in black ink, appearing to be "G.A.", written over a horizontal line.

Review period: Annually

## TIME OFF FOR DEPENDENTS POLICY ISSUES AND UPDATES

PAGES	ISSUE	DATE
Annual review - no change	1	23/06/23

The following policy has been approved by the Senior Leadership Team and the Board of Trustees.

The policy will be reviewed on an annual basis unless circumstances arise requiring the policy to be reviewed earlier.

Approved by Board of Trustees: 27/07/2023.

Board signatory: Jon Drown

Planned review: July 2023

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## 1 SCOPE

This guidance is applicable to all those with responsibility for undertaking risk assessments for activities which are under their control. This includes the requirements of our primary, secondary and post 16 delivery.

## 2 OBJECTIVES

- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk.
- That identified control measures are implemented to control risk.
- That those affected by school activities receive suitable information on what to do
- That risk assessments are recorded and reviewed when appropriate.

## 3 GUIDANCE

The Managing Director and Head of Foundation will be responsible for the implementation of this policy.

- This guidance is applicable to general risk assessment. Where specialist skills are required, e.g., asbestos, fire, water quality and hazardous substances, there is separate policy guidance in place.
- Teaching area risk assessment checklists are also in place for guidance.
- All staff receive guidance on risk assessment as part of their induction.
- This is refreshed on an annual basis.

Risk assessments consider:

- Hazard - something with the potential to cause harm.
- Risk - an evaluation of the likelihood of the hazard causing harm.
- Control measures - physical measures and procedures put in place to mitigate the risk 2.
- Risk rating - assessment of the severity of the outcome of an event the risk assessment Process consists of the following:
  - What could go wrong?
  - Who might be harmed?
  - How likely is it to go wrong.
  - How serious would it be if it did.
  - What are you going to do to stop it?
  - How are you going to check that your plans are working?

Managing Director and Head of Foundation is responsible for the maintenance of risk assessment records Risk assessments are reviewed:

- When there are changes to the activity
- After a near miss or accident
- When there are changes to the type of people involved in the activity
- When there are changes in good practice
- When there are legislative changes
- Annually if for no other reason