

Risk Management and Assessment Policy

September 2020

Next Review Date: August 2021

The Pivot Academy are fully committed to promoting the safety and welfare of all in our academy community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the academy environment, both educational and support, are delivered in a safe manner that complies fully with not just the law but also best practice. We are committed to assessing the risks to our employees, students, visitors and wider community who could be affected by our activities. This policy applies to the whole academy including Pivot 6 and the Bungalow and is drawn up with regard to the following:

Handbook for the Inspection of Academies – The Regulatory Requirements August 2016

Health and Safety at Work Act (and other regulations derived from this act)

AIMS OF THE POLICY

The aim of this policy is to:

Protect both the Academy and individuals (including students and employees) from unnecessary risks by ensuring risks are properly identified and managed

Ensure consistency of approach and management across the wide range of activities that the Academy is involved in ^[1]_[SEP]

OTHER RELEVANT POLICIES

In reading this policy you should also consider and consult the following:

Health and Safety Policy

First Aid and Medicines Policy

Missing Student Policy ^[1]_[SEP]

Fire Policy ^[1]_[SEP]

Risk Register ^[1]_[SEP]

For staff there is additional guidance in the Staff and Employee Handbooks. Risk Assessment Policy ^[1]_[SEP]

RISK ASSESSMENT POLICY REVIEW DATES AND APPROVAL

Last reviewed: August 2020

WHAT IS A RISK ASSESSMENT?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

A hazard is something with the potential to cause harm ^[1]_[SEP]

A risk is an evaluation of the probability (or likelihood) of the hazard occurring

A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property) [SEP]

Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance). [SEP]

Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of students, impact on development), financial (falling student rolls), compliance (child protection issues) and environmental (asbestos, legionella). Accidents and injuries can ruin lives, damage reputations and cost money.

Apart from being a legal requirement, risk assessments make good sense – focusing on prevention, rather than reacting when things go wrong. [SEP]

Risk assessments need reviewing and updating regularly.

Risk assessments are done annually or as required in relation to our students and in accordance with legal and regulatory requirements across all other areas of compliance. A “library” of risk assessments is maintained an electronic copy of this information is held on the staff share folder for information for all academy staff. Individual student risk assessments are held in the individual student’s files.

The business manager is responsible for keeping records of staff training. The Appendix of this policy contains examples of some risk assessment templates. [SEP]

WHY HAVE RISK ASSESSMENTS? [SEP]

By focussing on prevention - as opposed to reacting when things go wrong - it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Preventative measures can often be surprisingly simple and cost-effective, such as the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers. ISI and Ofsted Inspectors (where applicable) will expect to see examples. [SEP]

WHICH AREAS REQUIRE RISK ASSESSMENTS? [SEP]

There are numerous activities carried out in the academy, each of which requires its own separate risk assessment. Examples that may be found in an educational setting include: [SEP]

Fire safety, procedures and risk assessments

Educational visits and trips [SEP]

Science experiments [SEP]

Design and Technology [SEP]

Food Technology [SEP]

Each sport and PE activity [SEP]

Art (including the art studios) [SEP]

Music [SEP]

Educational Visits ^[L]_[SEP]

Social Events/Functions – in and out of academy ^[L]_[SEP]

Medical and First Aid ^[L]_[SEP]

Classrooms ^[L]_[SEP]

Physical Education Equipment ^[L]_[SEP]

Catering Department ^[L]_[SEP]

Cleaning Department ^[L]_[SEP]

Maintenance Department ^[L]_[SEP]

Pregnant workers ^[L]_[SEP]

External contractors ^[L]_[SEP]

Site Security ^[L]_[SEP]

Slips and Trips ^[L]_[SEP]

Noise ^[L]_[SEP]

VDU Screens ^[L]_[SEP]

Ladders and Heights ^[L]_[SEP]

Gas ^[L]_[SEP]

Electricity ^[L]_[SEP]

Water ^[L]_[SEP]

Child Protection (See Welfare and Safeguarding Policy) ^[L]_[SEP]

Manual Handling ^[L]_[SEP]

Electrical Equipment ^[L]_[SEP]

PPE ^[L]_[SEP]

COSHH ^[L]_[SEP] All teaching staff and technicians receive an induction and refresher training in risk assessments tailored to their specific areas. ^[L]_[SEP]

SPECIALIST RISK ASSESSMENTS

The Business Manager arranges for specialists to carry out the following risk assessments:

Fire Safety ^[L]_[SEP]

Asbestos ^[L]_[SEP]

Legionella ^[L]_[SEP]

Gas Safety ^[L]_[SEP]

Electrical Safety ^[L]_[SEP]

CONDUCTING A RISK ASSESSMENT - RESPONSIBILITIES ^[SEP]

Overall responsibility for risk management within the academy is with the Governing Body. The Governing Body have delegated the overseeing of risk and H&S to the Head of the Academy for operational management of Health, Safety and Risk.

Within the Academy the Head devolves health, safety and risk management to the SLT and individual staff as relevant. ^[SEP]

Risk assessments are practical tools designed to assist teachers and support staff who are in charge of an outing, activity or event inside or outside of the academy.

There are several possible techniques or models that can be used and all staff and staff responsible for carrying out risk assessments will be trained in how to use and complete risk assessments that are used in the different areas.

Staff are responsible for taking reasonable care of their own safety, together with that of students and visitors. They are responsible for cooperating with the Head, the Business Manager and other members of the SLT in order to enable the Governors to comply with their legal health and safety responsibilities. ^[SEP]

All members of staff are responsible for reporting any risks or defects to the Estates Manager and/or through the Health and Safety forums.

When conducting a risk assessment in any area consideration should be given to the likelihood any hazard could potentially cause harm. This will determine whether action needs to be taken to reduce the risk. Even after all precautions have been taken some risk usually remains. A decision is then made to determine whether the remaining risk for each hazard is high, medium or low. The aim is to make all risks LOW. Pivot will cease any activity or event where the risk is deemed to be HIGH. ^[SEP]

In order to determine the low/medium/high risk status consideration has to be given to the likelihood of a situation occurring (from 1 – rare to 4 - likely) and the severity of the consequence of the situation occurring (from 1 – minor to 4 – catastrophic). The likelihood and impact scores are then plotted into the table below to produce a “risk rating”:

Risk Rating Matrix: _____

Consequence _____	1. Minor	2. Moderate	3. Major	4. Catastrophic
Likelihood				
4. Likely	4	8	12	16
3. Possible	3	6	9	12
2. Unlikely	2	4	6	8
1. Rare	1	2	3	4

Risk Rating Actions:

Grade	Risk Mitigation Actions
L1-4	Low. These risks should be recorded, monitored and controlled by the relevant staff.
M5-8	Medium. These risks should be recorded, monitored and controlled by the relevant staff to reduce the likelihood or severity of any risk. This will be endorsed by SLT.
H 9+	High. No risk rated high will ever be endorsed or allowed to take place.

All means of restricting or avoiding risk should be considered. Where an event/activity is identified as HIGH risk it will not be allowed to continue.

REVIEW OF RISK ASSESSMENTS

All risk assessments should be regularly reviewed.

Risk assessments should also be reviewed (and recorded), when major structural work is planned, or in the event of an accident/incident. The Academy's Health and Safety System describes the arrangements for regular health and safety audits of the fabric of the academy, its plant, machinery and equipment, together with its arrangements for auditing the catering and cleaning functions and for water sampling.

STUDENT SPECIFIC RISK ASSESSMENTS.

There may be occasions where individual students require a student specific risk assessment. This may be as a result of behaviours they have demonstrated or concerns raised by referring agencies or multi agency professionals. In these cases these risk assessments will be completed and signed off by the Pivot social care team in consultation with staff and SLT as required.

Separate guidance on how these assessments are completed and the relevant proforma are filed and kept alongside this policy.

Student specific risk assessments are kept in the individual student files. In some cases these can contain confidential information and these are kept locked in the students confidential files (safeguarding). Redacted or amended versions will then be shared with staff as appropriate.