

The Auriga Academy Trust

Risk Assessment Policy and Guidance

Contents:

1. Background	2
1.1 What is a Risk Assessment?	2
1.2 Useful Terms	2
1.3 Legal Requirements	2
2. Trust Statement	2
2.1 Statement	2
2.2 Responsibilities	2
2.3 Documentation	3
2.4 Training	3
2.5 Monitoring and Review	3
3. Risk Assessments	4
3.1 Premises and Facilities Risk Assessments undertaken by an External Consultant	4
3.2 Premises and Facilities Risk Assessments undertaken Internally	4
3.3 School Operational Risk Assessments	4
3.4 HR Risk Assessments undertaken Internally	5
3.5 School Educational Risk Assessments – Specialist Classes / Activities	5
3.6 Educational Visits Risk Assessments	6
3.7 Ad hoc Risk Assessments	6
4. Management of Contractors – Risk Assessment Responsibility	6
APPENDIX 1: Carrying out a Risk Assessment	7
APPENDIX 2: Risk Assessment Form Explained	9
APPENDIX 3: Risk Assessment Form Proforma	11
APPENDIX 4: Register of Risk Assessments Template	12

Please note that all Trust policies are reviewed regularly. Should you have any queries regarding this policy, note an omission or wish to propose an amendment, please email estates@aurigaacademytrust.org.uk.

1. Background

1.1 What is a Risk Assessment?

A risk assessment is an examination of an activity that has the potential to cause injury, ill health or harm. It identifies the likelihood of hazardous events happening, along with the consequent level of harm. This examination also confirms what controls are needed to reduce the risk to a reasonably practicable level. It is the implementation and monitoring of these controls that is key to keeping the risk level reduced.

Not every activity needs a risk assessment. Risk assessments are only required where there is a 'significant hazard'. For example, a risk assessment is not required before a member of staff makes a coffee, but someone managing a kitchen or carrying out the manual handling of heavy items would require one.

Not all hazards can be eliminated so there will always be some risk. However, if effectively managed, the impact of things going wrong can be minimised. This guidance aims to improve risk awareness rather than encourage risk avoidance.

1.2 Useful Terms

Hazard - something with the potential to cause harm e.g. hot surfaces, swinging play equipment, cleaning chemicals, electricity, working from ladders, etc.

Risk - the chance/likelihood, high medium or low, that somebody will be harmed by the hazard. This also takes into consideration the potential severity/ consequences of harm.

1.3 Legal Requirements

The **Management of Health & Safety at Work Regulations 1999** specify: *Regulation 3(1) Every employer shall make a suitable and sufficient assessment of (a) the risks to the health & safety of their employees to which they are exposed whilst they are at work; and (b) the risks to the health & safety of persons not in their employment from the work being carried out.*

Risk assessments must be reviewed regularly or when any of the circumstances change and extra consideration is required for young people and anyone pregnant.

2. Trust Statement

2.1 Statement

It is The Auriga Academy Trust's (the Trust's) policy to ensure that the hazards associated with the work taking place on any Trust site are identified and risk assessed, and that suitable and sufficient control measures are put in place accordingly. Where there are significant hazards the findings of a risk assessments will be recorded. Every effort must be made to eliminate the hazard(s), and if this is not possible, to reduce both the hazard(s) and the risk.

The Trust recognises that there are a wide range of activities taking place on its sites that could potentially lead to injury and/or harm. For example, specific risk assessments are required for specialist lessons (DT, bike maintenance, food tech) and for specialist tasks (manual handling, working at heights, the use of chemicals). In addition, risk assessments are required by site, as each site is unique and has its own risks.

2.2 Responsibilities

The Headteacher has ultimate responsibility for ensuring that risk assessments are completed and is responsible for the final 'sign off' of each assessment.

The Headteacher can delegate the completion of a risk assessment to the individual responsible for the activity. Before completing the risk assessment, the individual must have received risk assessment training. See **Section 2.4**.

As advised by the HSE, all staff must be given adequate time for risk assessment completion, reading or training.

2.3 Documentation

Trust risk assessments templates are available for a wide range of activities. Guidance as to how to complete the Risk Assessment Templates can be found in **Appendix 2: Risk Assessment Form Explained**.

The activities covered by Trust risk assessment templates are listed in **Section 3: Risk Assessments**. In the event another area is identified that requires a risk assessment, the Trust Estates Manager should be contacted in the first instance for guidance. In the event of a change in legislation, or recognised best practice, if a Trust risk assessment template is amended / updated, the Headteacher will be informed by the Trust Estates Manager. The identified changes **MUST** be incorporated into the relevant school's risk assessment.

All risk assessment must be uploaded and stored on the Trust estates platform **Risk Manager** (formally SYPRO) as evidence that they have been completed. **Risk Manager** is used to monitor compliance across the Trust. Risk Manager will issue a reminder when a risk assessment is due for review. If a risk assessment is reviewed early (see **Section 2.5 Monitoring and Review**), it must be uploaded to Risk Manager and the review schedule updated.

A copy of the completed risk assessments must also be stored on the school's server. It is the responsibility of the Headteacher to ensure that all staff know where risk assessments are stored, and that all staff are notified of any updates promptly.

2.4 Training

Any member of staff carrying out, designing or approving risk assessments **MUST** have completed suitable training.

Basic risk assessment training is available on Every HR. Please contact Trust HR to have this allocated HR@Aurigaacademytrust.org.uk. Risk assessment training must be completed every 3 years.

Risk assessments must be completed by staff who have knowledge of the specific area to ensure that the relevant hazards and associated risks are identified. This is particularly important for specialised areas such as PE, Design Technology or Working at Height. For specialist training please contact the Trust Estates Manager for guidance.

2.5 Monitoring and Review

Risk assessments must be reviewed annually or sooner if there is

- a change in circumstance to the location/activity
- a related incident/accident
- a change in the responsible person.

3. Risk Assessments

At each site location, there are numerous activities which require their own separate risk assessment. A complete list of the risk assessments that a school is required to hold is provided on Risk Manager.

The below list details who is responsible for preparing each type of risk assessment.

3.1 Premises and Facilities Risk Assessments undertaken by an External Consultant

Health & Safety Risk Assessment: completed by the Trust's Health and Safety Advisor with the Trust's Estates Manager present. Every second year a full Risk Assessment is undertaken with a follow up review being undertaken in the interim years. The Headteacher is responsible for addressing the issues raised in the risk assessment. The Trust Estates Manager is responsible for monitoring completion and where possible supporting with advice and guidance.

Fire Risk Assessment: completed by the Trust's Health and Safety advisor with the Trust's Estates Manager present. Every second year a full Risk Assessment is undertaken with a follow up review being undertaken in the interim years. The Headteacher is responsible for addressing the issues raised in the risk assessment. The Trust Estates Manager is responsible for monitoring completion and where possible supporting with advice and guidance.

Legionella / Water Management: specialist contractor arranged by the Trust.

Asbestos: Specialist contractor arranged by the Trust.

3.2 Premises and Facilities Risk Assessments undertaken Internally

General building: The Trust has a general building risk assessment that must be completed and reviewed annually for each site. The risk assessment must be completed by Senior Leadership with the support of the site premises staff. The Headteacher or the Head of Site is required to sign it off.

Manual Handling – Heavy Equipment: The Trust has a standard template that all schools should adapt to their site. Hosts sites should be provided with a copy of these and asked to sign off that they have read it. The Headteacher or the Head of Site is required to sign it off.

Working at Heights – Ladders: The Trust has a standard template that all schools should adapt to their site. The Headteacher or the Head of Site is required to sign it off.

Control of Substances Hazardous to Health (COSHH): Each COSHH item should have its own risk assessment. The Trust has a library of risk assessments for specific products. These are listed on the Trust COSHH approved directory which can be found on Risk Manager. Schools are encouraged to only use the products listed on the Trust COSHH approved directory. It is the school's responsibility to produce a risk assessment for any products that are not on this directory. Risk assessments for these products must be submitted to the Trust Estates Manager (estates@aurigaacademytrust.org.uk) for review and sign off. Any products that are identified on estates 'walk around' reviews as not being on the approved directory, and do not have a separate risk assessment, will be removed and reported to the Headteacher and premises as part of the walkaround follow up.

3.3 School Operational Risk Assessments

Manual Handling – Light Equipment and Pupils: The Trust has a standard template that all schools should adapt to their site. The Headteacher or the Head of Site is required to sign it off.

Management of Medicines: Each school must have a written procedures for the management of medicines. The Headteacher or the Head of Site is required to sign it off.

Playtime Risk assessment: The majority of school sites within the Trust have specialist play equipment. A Playtime Risk Assessment is required for each school site. The Trust has a standard template that all schools should adapt to their site. This should be reviewed annually at the start of each term or in the light of any accidents reported. The Headteacher or the Head of Site is required to sign it off.

Vehicles on School Grounds / Car Park: The transport of pupils to and from school may involve vehicles being on school grounds. The Trust has a standard template that all schools should adapt to their site. The Headteacher or the Head of Site is required to sign it off.

Slips and Trips Risk Assessment: A slips, trips, and falls risk assessment is required by school site to identify and address potential hazards. The Trust has a standard template that all schools should adapt to their site. The Headteacher or the Head of Site is required to sign it off.

Animals onsite: Animals can be onsite for a variety of reasons. Each instance must be assessed for hazards, risks and possible mitigation requirements. The Trust has a standard template that all schools should adapt to their site. The Headteacher or the Head of Site is required to sign it off.

Risk assessments are expected for: dogs / chickens / ducks / hamsters / snakes.

Specialist risk assessments are not required for the following animals / insects as they are covered under the buildings general risk assessment: gecko's / stick insects / crickets / fish.

3.4 HR Risk Assessments undertaken Internally

Display Screen Equipment (DSE): All staff are required to undertake an annual display screen equipment training using EveryHR. This includes the completion of a personal online workstation assessment. Staff should report any concerns or needs to their line manager. A further personalised assessment can be provided by a Trust DSE Assessor.

Stress / mental health: Stress and mental health are addressed by the **AAT Stress Management Policy** which includes an **Individual Stress Risk Assessment Questionnaire**. The policy and risk assessment are maintained by HR. If a specific concern is raised an individual stress risk assessment should be completed by the line manager / Headteacher which will assist in determining if an Action plan or full personal risk assessment is required.

Pregnant Worker: A risk assessment will be undertaken by the line manager or headteacher. Please contact Trust HR for a template (HR@aurigaacademytrust.org.uk). Once complete a copy should be sent to Trust HR and reviewed by the line manager / Headteacher periodically throughout the pregnancy. Having completed the risk assessment, it is the responsibility of both the pregnant worker and their line manager to raise any issues or the need to make any changes.

Reported medical conditions (e.g. heart condition): Medical conditions are usually identified as part of the pre-employment checks and HR will notify Senior Leadership. For a new condition, the condition should be discussed at the return-to-work meeting. A risk assessment will be undertaken by the line manager or the Headteacher. Once complete this should be sent to Trust HR (HR@aurigaacademytrust.org.uk) and reviewed periodically.

3.5 School Educational Risk Assessments – Specialist Classes / Activities

Specialist lessons / activities require specialists risk assessments, due to the variety of hazards which can present themselves within these lessons / activities. The Trust has a standard template that all schools should tailor to address the risks identified. The Headteacher or the Head of Site is required to sign specialist risk assessments off.

Risk assessments are required as standard for the following lessons / activities.

- Design Technology
- Bicycle workshops
- Food technology (Indoor)
- Food technology (Outdoor – BBQ/Fire pit)
- PE indoors
- PE outdoors
- PE Trampolining (or Bounce Therapy)
- Swimming (onsite or visit)
- Horse riding

- Forest school (or known Risky Play)
- Work experience
- Activity days (inflatable wall climbing or bouncy castles)

If a teacher or member of senior leadership has concerns around the safety of a lesson / activity they should contact the Trust Estates Manager for advice (Estates@aurigaacademytrust.org.uk).

3.6 Educational Visits Risk Assessments

For educational visit risk assessments, the Trust recommends that schools use the Action HR Educational Visits Guidance and follow the Educational Visits Coordinator format. Each site must have a trained Educational Visits Coordinator. The Educational Visits Coordinator training must be completed/refreshed every 3 years at a minimum. Training is available from Achieving for Children and must be registered on EveryHR.

The member of staff leading the visit is responsible for preparing the risk assessment. The trained Educational Visits Coordinator is responsible for reviewing this and signing it off.

The school may make use of the independent **Educational Visits Assessor** (Mick Bradshaw Mick.Bradshaw@Cognus.org.uk) as required.

3.7 Ad hoc Risk Assessments

In the event of an accident, an assessment should be made of whether it has identified an area of risk for the school / Trust. It is the responsibility of the Headteacher to oversee the completion of a risk assessment addressing a particular incident. Support should be sought from any staff trained in the specific area, the Trust Estates team and external consultants as appropriate.

All incidents, accidents and near misses will be recorded on Arbor and reported to Senior Leadership. All major incidents, accidents and near misses will be reported via the Action>HR Health and Safety Accident Management System ("AMS"). Major incidents and accidents include; head injuries, human bites and RIDDOR reportable incidents (**RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**). It is the responsibility of Action>HR to ascertain whether an accident should be RIDDOR reported. Senior Leaders will investigate incidents in accordance with the Health and Safety policy. Statistical data will be collated each term and annually and shared with the Local Governing Body. The reports generated by each school should help Senior Leadership identify areas of risk and where a risk assessment is necessary.

4. Management of Contractors – Risk Assessment Responsibility

The Trust maintains high standards of health and safety and requires contractors and their staff to undertake their work in a way that does not put themselves or others at risk. As such the Trust has a **Managing & Monitoring Contractors Policy** in place. The policy details the requirement for contractors to provide full risk assessments, method statements, proof of insurance and proof of qualifications prior to any work commencing.

APPENDIX 1: Carrying out a Risk Assessment

Risk management is a step-by-step process for controlling health and safety risks caused by hazards in the workplace.

You can do it yourself or appoint a [competent person](#) to help you. Training is available on EveryHR and should be refreshed at a minimum of every 3 years. Please contact hr@aurigaacademytrust.org.uk to have the training allocated to you.

Identify hazards

Look around your workplace and think about what may cause harm (these are called hazards). Think about:

- how people work and how plant and equipment are used
- what chemicals and substances are used
- what safe or unsafe work practices exist
- the general state of your premises

Look back at your accident and ill health records as these can help you identify less obvious hazards. Take account of non-routine operations, such as maintenance and cleaning.

Think about hazards to health, such as manual handling, use of chemicals and causes of work-related stress. For each hazard, think about how employees, contractors, visitors or members of the public might be harmed.

Vulnerable workers

Some workers have particular requirements, for example [young workers](#), [migrant workers](#), [new or expectant mothers](#) and [people with disabilities](#).

Talk to your staff

Involve your staff as they will usually have good ideas.

Assess the risks

Once you have identified the hazards, decide how likely it is that someone could be harmed and how serious it could be. This is assessing the level of risk. Decide:

- who might be harmed and how
- what you're already doing to control the risks
- what further action you need to take to control the risks
- who needs to carry out the action
- when the action is needed by

Control the risks

Look at what you're already doing, and the controls you already have in place. Ask yourself:

- can I get rid of the hazard altogether?
- if not, how can I control the risks so that harm is unlikely?

If you need further controls, consider:

- redesigning the job
- replacing the materials, machinery or process
- organising your work to reduce exposure to the materials, machinery or process

- identifying and implementing practical measures needed to work safely
- providing personal protective equipment and making sure workers wear it.

What reasonably practicable means

Put the controls you have identified in place. You're not expected to eliminate all risks, but you need to do everything 'reasonably practicable' to protect people from harm. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble.

APPENDIX 2: Risk Assessment Form Explained

This appendix explains how to complete a risk assessment form. Appendix 3 provides a blank standard risk assessment proforma, an electronic copy can be sourced [here](#). Proforma specialist risk assessments are listed in **Appendix 4** and a link is supplied to a downloadable copy.

Risk assessments should only be completed by staff with current risk assessment training, and each risk assessment must be signed off by Senior Leadership at least two weeks before the planned activity. Please note that all staff covered or effected by a risk assessment should have a fair opportunity to review and comment on a risk assessment before the activity. Queries or concerns can be raised with school leadership or the Trust Estates manager if required.

Once the final risk assessment is completed, and signed off by Senior Leadership, it must be

1. saved as per the specific schools' procedure, AND
2. a copy sent to estates@aurigaacademytrust.org.uk, where it will be downloaded and saved on Risk Manager.

PART 1: This summarises what is being assessed, where it is being assessed and by whom. It evidences managerial control over the assessment, ensuring there is a suitable level of oversight and input. A review date is required to ensure the risk assessment is still valid or if it needs modification in light of new information.

Activity or Type of Risk Assessment		
School & Site	School:	Site:
Location (Specific Area)		
Assessor's Name & Date	Name:	Date:
Senior Leadership Team Sign Off	Name:	Date:
Planned Review – Name & Date	Name:	Date:

PART 2: Identifying Significant Hazards and Current Controls

The questions asked are:

- **What are the hazards?** Identify the hazards. Hazards are something with the potential to cause harm e.g. hot surfaces, swinging play equipment, cleaning chemicals, electricity, working from ladders, etc.
- **Who is at risk and how?** Consider who is affected by each hazard identified. This includes pupils, staff, visitors, contractors. Depending on the situation, individuals can be specifically named.
- **Current Control Measures?** Outline what is currently in place to mitigate the hazards identified. The 'controls' identified must be part of standard operating procedure that staff are aware of and are actively engaged with.
- **Summary Further Control Measures?** Summarise what additional procedures or measures are going to be put in place in order to address each hazard. These additional procedures can be broken down in **Part 3: Action Plan for Improvement** with individual

responsibilities assigned. If the Further Control Measures are over and above standard operating procedure these MUST be communicated to all individuals put at risk.

- **Responsible Person?** This is the person responsible for ensuring that all the controls are in place to address the hazard and that all individuals at risk are aware.
- **Expected Completion?** A realistic timescale for ensuring all control measures are in place. Expected Completion should never exceed 6 months.
- **Completion date?** The date that senior leadership, or designated competent person(s), are satisfied that the necessary controls are in place.

No.	What are the hazards?	Who is at risk & how?	Current Control Measures	Summary Further control measures (see PART 3)	Responsible Person	Expected Completion	Completion Date
1							
2 +							

PART 3: Further Control Measures Action Plan (as identified in PART 2 Further Control Measures – please provide details)

Where further action is required PART 3 analyses and breaks down the Summary Further Control Measures (see PART 2) required to address an identified hazard. The responsible person is the individual responsible for addressing the specific action. This person may be different to the individual signing off that the hazard has been addressed.

No.	Specific Actions Identified	Responsible Person	Expected Completion	Completion Date
1				
2 +				

APPENDIX 3: Risk Assessment Form Proforma

The generic proforma risk assessment can be downloaded from [here](#). Proforma specialist risk assessments can be downloaded

PART 1: What is being Assessed

Activity or Type of Risk Assessment		
School & Site	School:	Site:
Location (Specific Area)		
Assessor's Name & Date	Name:	Date:
Senior Leadership Team Sign Off	Name:	Date:
Planned Review – Name & Date	Name:	Date:

PART 2: Identifying Significant Hazards and Current Controls

No.	What are the hazards?	Who is at risk & how?	Current Control Measures	Further control measures	Responsible Person	Expected Completion	Completion Date
1							
2							
3							
4+							

PART 3: Further Control Measures Action Plan (as identified in PART 2 Further Control Measures – please provide details)

No.	Specific Actions Identified	Responsible Person	Expected Completion	Completed
1				
2				
3				
4				

APPENDIX 4: Register of Risk Assessments Template

Risk Assessment *	Proforma Template Link	School	Site	Date
Premises and Facilities Risk Assessments - External				
Health & Safety Risk Assessment - Annual	Externally completed			
Fire Risk Assessment - Annual	Externally completed			
Legionella / Water Management – every 2 years	Externally completed			
Asbestos – As required dependent on outcome / presence				
Premises and Facilities Risk Assessments – Internal				
General Building Risk Assessment				
Manual Handling Risk Assessment				
Working at Heights / Ladders Risk Assessment				
COSHH Risk Assessments(s)				
School Operational Risk Assessments				
Manual Handling – Light Equipment and Pupils				
Management of Medicines				
Playtime Risk Assessment				
Vehicles on School Grounds Risk Assessment				
Slips and Trips Risk Assessment				
Animals onsite				
Human Resources Risk Assessments				
Display Screen Risk Assessment				
Stress / Mental Health Risk Assessment (Please see the AAT Stress Management Policy)				
Pregnant worker Risk Assessment				
Reported medical conditions				
School Education Risk Assessments – Specialist classes / Activities				
Design Technology				
Bicycle workshops				
Work experience				
Food technology (Indoor)				
Food technology (Outdoor – BBQ/Fire Pit)				
PE indoors				
PE outdoors				

PE Trampolining (or Bounce Therapy)				
Swimming (onsite)				
Horse riding				
Forest school (or known Risky Play)				
Activity days (inflatable wall climbing or bouncy castles)				

Please note educational visits require individual risk assessments which must be tailored to the activity and completed by the educational visit's coordinator.

** The above list is not intended to be exhaustive, please delete / add as appropriate.*