

# ILLUMINATE MINDS TRUST

# RISK ASSESSMENT

# POLICY



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Reviewed:  
Next Review:

Spring Term 2023  
Spring Term 2026

# Contents

1. Aims .....	2
2. Legislation and statutory requirements.....	2
3. Definitions .....	3
4. Roles and responsibilities .....	3
5. Risk assessment process .....	4
6. Monitoring arrangements.....	4
7. Links with other policies.....	4
Appendix 1: statutory risk assessments checklist.....	6
Appendix 2: risk assessment template.....	7

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## 1. Aims

The school 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

- DfE guidance on [health and safety: responsibilities and duties for schools](#) says schools must identify the measures needed to reduce the risks from COVID-19 so far as is reasonably practicable

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

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 or to reduce risk of harm to a minimum.

### 4. Roles and responsibilities

#### 4.1 The governing board

The Trust Board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Head Teacher of each school.

The Trust 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 school premises.

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

- Assess the risks to staff and others affected by school 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 headteacher, or in the headteacher's absence the Deputy Head Teacher is responsible for ensuring that all risk assessments are completed and reviewed.

#### 4.3 School staff and volunteers

School 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 to any risks they find which need assessing

#### 4.4 Pupils and parents

Pupils and parents are responsible for following the school'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 school, we will follow the process outlined below.

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.

**Step 1: identify hazards** – we will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, pupils and visitors. This will also include situations where pupils present a risk to themselves or others through their behaviours or additional needs or medical conditions.

**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 some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

**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.

**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 (used in all circumstances except where the risk relates to medical or dietary or specific behaviour challenges – see appendix 3).

**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:

- 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: retaining risk assessments** – risk assessments are retained for 3 years after the length of time they apply. Risk assessments are securely disposed of.

### 6. Monitoring arrangements

Risk assessments are written as needed and reviewed by a member of SLT responsible for the specific area (eg. premises – COO / Premises Manager / School Business Manager; pupil presenting behaviour challenges or with additional, complex needs – AHT / SENCo)

This policy will be reviewed by the Trust Director of SEND, Safeguarding and Inclusion] every 2 years and approved by the COO.

### 7. Links with other policies

This risk assessment policy links to the following policies:

- Health and safety
- First aid

- Supporting pupils with medical conditions
- Relationships and Behaviour
- Safeguarding

**Appendix 1: statutory risk assessments checklist**

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

Statutory or mandatory risk assessment	✓	Completed by	Date of review
Workers under the age of 18			
Asbestos			
Substances hazardous to health			
Display screen equipment			
Fire			
First aid			
Manual handling			
Working at height			
Children being drawn into terrorism			
Swimming pools (if applicable)			
COVID-19			



**Appendix 3**

**Pupil Specific Risk Assessment**

Name	
DOB	
Date of Assessment	

Hazard/Behaviour	Opinion Known	Deliberate Accidental Involuntary	Seriousness Of Outcome A	Probability Of Hazard B	Severity Risk Score  A x B
	O/K	D/A/I	1/2/3/4	1/2/3/4	
Harm to Self					
Harm to Peers					
Harm to Staff					
Damage to property					
Harm from Disruption					
Criminal Offence					
Harm from Absconding					
Other Harm					
Total					

<b>Seriousness</b>	
<b>4</b>	Foreseeable outcome is loss of life or permanent disability, emotional trauma requiring psychological support/treatment, or critical property damage
<b>3</b>	Foreseeable outcome is hospitalisation, significant distress, extensive damage
<b>2</b>	Foreseeable outcome is harm requiring first aid, distress or minor damage
<b>1</b>	Foreseeable outcome is upset or disruption
<b>Probability</b>	
<b>4</b>	The Risk of Harm is persistent and constant
<b>3</b>	The 'Risk of Harm' is more likely than not to occur again
<b>2</b>	The 'Risk of Harm' has occurred within the last 12 months, the context has changed to make a reoccurrence unlikely
<b>1</b>	There is evidence of historical risk, but the behaviour has been dormant for over 12 months and no identified triggers remain

***Now complete the Risk Management Plan overleaf***

## Risk Management Plan

<b>Name:</b>	<b>Class:</b>	<b>Date:</b>	<b>Review Date:</b>
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<b>Potential Triggers / Key Themes</b>
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<b>What we want to see:</b>	<b>Strategies to maintain:</b>
<b>First signs that things are not going well:</b>	<b>Strategies to support:</b>
<b>Where this behaviour leads next:</b>	<b>Strategies needed:</b>
<b>What we are trying to avoid:</b>	<b>Interventions necessary</b>

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What's the risk	Action to be taken	By who	Review

<b>Date:</b>	<b>Review:</b>

**Persons agreeing to this risk assessment**

<b>Name</b>	<b>Signed</b>

**MEDICAL / DIETARY NEEDS RISK ASSESSMENT**

Pupil name:  Class:  Photo:	Date completed - Initial:  Updated:  Review date 1:  Review date2:  Review date 3:	RA for:	Medication:
<b>Risk:</b>	<b>Who does it affect?</b>	<b>Level of risk and to who?</b>	<b>Action to mitigate risk?</b>
<b>Break/lunchtimes/PE</b>			

<b>Personal Care</b>			
<b>Staying Hydrated</b>			
<b>Mental Wellbeing</b>			
<b>UPDATED –</b>			
Risk assessment to be reviewed immediately if there are any changes needed as deemed by school/notified by Parent.  Risk assessment to be Reviewed at the start of each 6-week term.			

Parental signature: \_\_\_\_\_ Date: \_\_\_\_\_

School signature: \_\_\_\_\_ Staff name: \_\_\_\_\_ Date: \_\_\_\_\_