



Inspiring All to Excellence



Violet Way Academy

Risk Assessment Policy

Document Control

Policy Title	Risk Assessment Policy
Effective Date	Spring 2024
Review Date	Spring 2025
Policy Owner	Violet Way Academy
Policy Approver	Local Governing Body

Version Control

Version	Date	Amended by	Comments
V2	January 2023	M Kee	See below
V3	January 2024	M Kee	No changes

Section	Changes Made
Risk Assessment at VWA	Added information about the Excel tracker for risk assessments.

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

It is not only a legal requirement, but also this School's firm belief, that risks to health and safety should be controlled wherever possible through risk assessments. These are therefore conducted in this school on a regular basis and cover all identified risks to our pupils, our staff, our buildings, our grounds, in our daily routines and at all school events.

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

Roles and responsibilities

The Governing Body

The governing body has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the Headteacher.

The governing body 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 Fierté Trust 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

The Headteacher / Deputy Headteacher

The headteacher/ deputy headteacher, or in their absence the most senior leader, is responsible for ensuring that all risk assessments are completed and reviewed.

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

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.

Contractors

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

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.

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 (SEND) 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 them 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 1 of this policy.

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 the 3 years after the length of time they apply. Risk assessments are securely disposed of.

Risk Assessments at VWA

All trips and residential visits will be risk assessed fully by the trip leader. This information will be part of the whole trip planning process completed through EVOLVE.

Individual risk assessments for pupils and staff will be carried out as required in order to meet individual needs. Where necessary, children and staff will also have a PEEP (Personal Emergency Evacuation Plan), for example if the child or adult has an injury or condition which could hinder evacuation. Any pregnant member of staff should inform the SLT of their pregnancy so a risk assessment can be completed and reviewed regularly.

There is a register of all Academy (e.g. curriculum, classroom, lunchtime, minibus, PE) and Premises and Facilities risk assessments and these are reviewed annually. The Headteacher is responsible for reviewing Academy and Individual risk assessments and the Caretaker is responsible for reviewing Premises and Facilities risk assessments. The Headteacher and Caretaker keep track of all the Risk Assessments for school and their review dates using an Excel tracker (see below for example)

Violet Way Risk Assessment Tracker

⚠️ Excel for the web

⚠️ Excel

In date	
Expires in 30 days	
Expired	
2/26/2023	

Assessment Title	Open	Date of Assessment	Next Assessment
Animals in school	Open	Jan-23	Jan-24
BACT Alternative Provision	Open	Jan-23	Jan-24
Book Fair Risk Assessment	Open	Oct-23	Oct-24
Curriculum - Art and Craft	Open	Jan-23	Jan-24
Curriculum - DT (including food technology)	Open	May-22	May-23
Curriculum - Music	Open	May-22	May-23
Curriculum - PE - Athletics	Open	May-22	May-23

Monitoring arrangements

This policy will be reviewed by the Headteacher annually and approved by the Local Governing Body.

Links with other policies

This risk assessment policy links to the following policies:

- Health, Safety and Welfare Policy
- Supporting pupils with medical conditions

Appendix 1: Risk Assessment Template

NAME OF RISK ASSESSMENT

Risk assessment completed by:

Date:

Revie Date:

Potential Hazard	Who might be harmed	Control Measures	Additional Control Measures: Hints / tips for what needs to be considered as part of specific assessment: