

CACFO UK EDUCATION CENTRE



RISK ASSESSMENT POLICY

Approved by: Governing Body **Date:** 19 December 2019

Signature:

A handwritten signature in blue ink, appearing to read 'Alan Jones', is placed within a light grey rectangular box.

Last reviewed on: December 2019

Next review due by: December 2020

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1. Aims

CACFO UK aims to ensure that:

- All risks that may cause injury or harm to staff, pupils, elders 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

With regards CACFO UK Education Centre, 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
- 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

A table of all the risk assessments schools are required to have in place can be found in appendix 1 of this policy.

However, given the Education Centre shares a site with CACFO UK Adult Day Centre, this risk assessment policy extends to the site overall.

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

4. Roles and responsibilities

4.1 Trustees and the governing board

CACFO UK's Board of Trustees has ultimate responsibility for health and safety matters for the site, but delegates' responsibility for the strategic management of such matters in respect of the Education Centre to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

The governing 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 governing body, 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

4.1 The headteacher

The headteacher, or in the head teacher's absence the Designated Safeguarding Lead, is responsible for ensuring that all risk assessments are completed and reviewed.

4.2 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

4.3 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.

4.4 Contractors

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

5. Risk assessment process

When assessing risks at the CACFO UK site, we will follow the process outlined below. An assessment will be made for the:

- Education Centre (with the headteacher responsible for its completion);
- Adult Day Centre (with the Centre's Co-coordinator responsible) and
- joint areas of interface between the two Centre's(to be completed by the Secretary to the Board of Trustees)

We will involve more 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 (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 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 2 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.

6. Monitoring arrangements

Risk assessments are written as needed and reviewed by the senior leadership team. The headteacher should work with the governing board to keep risk management up to date, recommending policy changes if necessary to keep the school safe.

This policy will be reviewed in general every year by the Board of Trustees in consultation with the governing board in respect of the Education Centre.

7. Links with other policies

This risk assessment policy links to the following policies:

- Health and safety
- First aid
- Supporting pupils with medical conditions

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
Health and safety			
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)			

The Education Centre is within a complex which caters for various sections of the community. There is both a vehicular and pedestrian entrance. The mini-bus for the Adult Day Centre uses part of the grounds to reach the entrance to the community centre. Following a CACFO UK risk assessments, the following policy has been adopted to minimise risk in the grounds outside of the school:

Students:

- must be supervised by at least one member of the behaviour team upon arrival at the school gates, when leaving the school premises and when playing in the grounds
- should use the pedestrian access to the grounds at all times not the vehicular access
- breaks/playtimes must be scheduled to avoid 9.15am to 9.45am when the minibus is scheduled to depart and 11.45am to 12.30pm when it returns
- should be supervised at all times by two members of school staff during breaks/playtimes
- should not be outside in the grounds when the mini-bus is arriving or exiting the grounds
- should not be outside in the grounds if elders are being dropped off by any other vehicle, if an emergency vehicle attends the day centre, etc

Teachers and other CACFO UK personnel:

- who park in the grounds of the site must do so before the school day begins at 9am and at the furthest point from the Education Centre to the left of the gate as you enter;
- who park in the grounds of the site must not move their vehicles until after the school day has ended and pupils have departed or if it is necessary to do so beforehand it is their responsibility to ensure that all pupils are inside and the school door is closely supervised by a member of staff to ensure no pupil leaves the building while the vehicle is leaving the site;
- who park in the grounds must ensure that the gate is closed behind them when leaving;
- who press the buzzer to open the gates are responsible on each occasion for ensuring that the person entering or leaving the grounds is fully supervised on or off the premises and that the gates are fully closed behind them (this includes going out to close the gates manually if necessary in the event of malfunction). Volunteers are not to be allowed to open the gates.

The Proprietor:

- has imposed a 5 MPH restriction at the site and will install speed limit signs to that effect

The mini-bus driver for the Adult Day Centre:

- must not move the mini-bus under any circumstances unless the grounds are clear of pupils or cleared if necessary by Education Centre supervising staff;
- must ensure that the Driver Escort is positioned outside of the bus at all times when it is leaving or arriving at the site during the school day to doubly ensure that no pupil is out in the grounds and that the electronic gate is fully closed behind the mini-bus on each occasion (closing the gate manually if necessary in the event of malfunction)
- must adhere to the 5 MPH speed limit set for the site

All CACFO UK personnel are responsible for monitoring this system for evidence of consistent implementation.

CLASSROOM PRACTICAL RISK ASSESSMENT FORM



SITE:	CACFO UK Education Centre	Subject:	
ACTIVITY:		ASSESSMENT COMPLETED BY:	

HAZARD NO	HAZARD	WHO IS AT RISK	HOW MANY	HOW OFTEN	Existing Controls	LIKELIHOOD OF HARM	SEVERITY OF HARM	OVERALL RISK
1		Staff & Students	All					
2		Staff & Students	All					
3		Staff & Students	All					
4		Staff & Students	All					
5		Staff & Students	All					
6		Staff & Students	All					

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HAZARD No	ACTION REQUIRED	Responsibility	TARGET DATE	COMPLETION DATE

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