



South Lakes Academy

Risk Assessment Policy and Procedures

2024

Approved by	
Name:	Tunde Christie
Position:	Head teacher
Signed:	<i>Tunde Christie</i>
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Policy Statement

South Lakes Academy are fully committed to promoting the safety and welfare of all in our school community so that effective education can take place. Our highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not only statutory requirements but also what is considered best practice. The school is committed to assessing the risks to our staff, students, visitors and the wider community who could be affected by our activities.

This policy applies to the whole school and is drawn up with regard to the following:

- Handbook for the Inspection of Schools – The Regulatory Requirements January 2015
- Charities and Risk Management Regulations
- HSE
- Health and Safety at Work Act (and other regulations derived from this act)

Policy Aims

The aim of this policy is to:

- Protect both the School and individuals – including pupils and staff – 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 staff and/or students are involved in

This policy should be read in conjunction with all other school policies and risk assessments.

Risk Assessment Policy

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 organisations) that could result from a particular activity or situation.

- A hazard is something that could potentially cause harm
- A risk is an evaluation of the likelihood of the hazard occurring
- A risk assessment is the resulting assessment of the severity of any outcome e.g. loss of life, destruction of property
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of any risk e.g. staff training, work procedures, preliminary visits, warning signs and insurance.

Risk assessments can be used to identify the potential hazards to people (trips or slips), property (fire), strategic (reputation, loss of pupils), financial (drop in student numbers) and environmental (asbestos, legionella). Accidents and injuries can ruin lives, damage reputation and cost money. Apart from being a legal requirement, risk assessments make good logical practice – with the focus being on prevention rather than the reaction to when things go wrong.

Risk assessments need reviewing and updating regularly to ensure that all risks are accounted for and considered. A folder of all risk assessments, covering a variety of scenarios is completed and maintained by the head of centre. This is available for all staff to use and routinely check before carrying out an activity.

Why have risk assessments?

By putting the focus 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 are often simple and cost effective, for example, storing chemicals properly in locked containers, or ensuring there are no trailing wires on the floor.

Which areas require risk assessments?

Each activity carried out within South Lakes Academy require their own risk assessments. The most important of which are:

- Fire safety, procedures and risk assessments
- Educational visits and trips

However, many other areas require risk assessments, including but not limited to:

- Food technology
- Each sport activity
- Art

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- Music
- Social events – in and out of school
- Medical and first aid
- Classrooms
- Cleaning
- Pregnant workers
- External contractors
- Security
- Slips and trips
- Noise
- VDU screens
- Ladders
- Gas
- Electricity
- Water
- Child protection
- Manual Handling
- Electrical equipment
- COSHH

All staff receive training in risk assessments tailored to their specific needs and areas.

Specialist Risk Assessments

Whilst it is the duty of the building owners to ensure that the following risk assessments are carried out:

- Asbestos
- Legionella
- Gas Safety
- Electrical Safety

The Head of Centre also has a duty to ensure that these checks have been carried out and are monitored regularly by requesting written documentation from the landlord to show that the checks have been made and any issues addressed.

Conducting a risk assessment – Responsibilities

Overall responsibility for risk management within the school is with the Head of Centre – Tunde Christie, who then disseminates individual risk assessment responsibilities to the relevant people.

Risk assessments are practical tools that are designed to assist teachers and support staff who are responsible for an outing or activity inside or outside of the school. There are several possible techniques or models that can be used, and all staff are responsible for carrying out risk assessments.

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Staff are responsible for taking reasonable care for their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Head of Centre, and the building owners to comply with their legal health and safety responsibilities.

All members of staff are responsible for reporting any risks or defects to the Head of Centre.

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, it is important to remember that some level of risk will remain. 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. South Lakes Academy will not continue with any activity or event where the risk is deemed to be HIGH

Risk Rating

In order to determine the low/medium/high risk status, consideration has to be given to the likelihood of a situation occurring from 1-3 (1 being rare, 3 being likely) and the severity of the consequence of the situation occurring from 1-4 (1 being minor to 4 being catastrophic). The likelihood and impact scores are then plotted into the table below to produce a “risk rating”

Risk Rating Matrix

L I K E L I H O O D (L)	SEVERITY (S)				
		Negligible (1)	Low (2)	Med (3)	High (4)
	Low (1)	1	2	3	4
	Medium (2)	2	4	6	8
High (3)	3	6	9	12	

Once the risks have been identified and preventative measures put in place the residual risk is calculated using the matrix

Risk Rating Actions:

Grade	Risk Mitigation Actions
Low 1-2	Low: These risks should be recorded, monitored and controlled by the responsible staff member
Medium 3-4	Medium: These risks should be recorded, monitored and controlled with mitigation actions to reduce the likelihood and seriousness identified and appropriate actions to identified and endorsed by Head of Centre
High 6 and above	High: This level of risk could pose a significant impact on an individual or group of individuals. No risks assessed as “high” will be taken by the school. The Head of Centre should be advised of identified risks which have been graded at this level.

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

Review or Risk Assessments

All risk assessments should be annually reviewed. They should be reviewed more regular when major structural work is planned, or in the event of an accident or incident.

Accident Reporting

The Head of Centre is responsible for reporting and recording any notifiable accident that occurs on school premises to a pupil, staff member, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR). Further details are provided in the Health and Safety Policy. All notifiable accidents and near misses are reviewed by the Head of centre and reported to the Compliance Committee with a view to assess whether any measures need to be taken to prevent future recurrences.