Risk Assessment Management Policy

Expanse Learning Group

September 2024

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Version:
8

This Policy was approved by:
Board of Directors on 16th September 2024

Date for Review:
September 2025

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1. Scope

This policy applies to all staff at Expanse Learning.

2. Aim

Expanse Learning aims to ensure that:
- All risks that may cause injury or harm to staff, students 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
- All external activities are fully assessed and approved before commencing

3. 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
- 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 students 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. This policy complies with our funding agreement and articles of association.

4. 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

5. Roles and responsibilities

Staff & Volunteers
- Staff are responsible for taking reasonable care of their own safety, together with that of students and visitors.
- They are responsible for cooperating with the Shared Services Team (SST) and other members of the SLT in order to enable the Governors to comply with their legal health and safety responsibilities.
- All members of staff are responsible for reporting any risks or defects to the SST through the "Servicedesk" via DatabridgeMIS platforms available to them.
- Assisting with, and participating in, risk assessment processes, as required
- Familiarising themselves with risk assessments
- Implementing control measures identified in risk assessments

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- Alerting the SST to any risks they find which need assessing

Shared Services Team
- The Chief Executive Officer (CEO) (Duty Holder) has ultimate responsibility for health and safety matters at Expanse Learning.
- SST is responsible for ensuring that all employees are competently able to complete risk assessments
- SST will review and quality assure sample of complete risk assessments.

The governing board

The governing board has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. Any activity that is classified as a Category C activity will be reviewed and challenged during scheduled Governor's meetings. This applies to activities on or off the Expanse premises.

The governing board 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

Students and parents

Students 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.
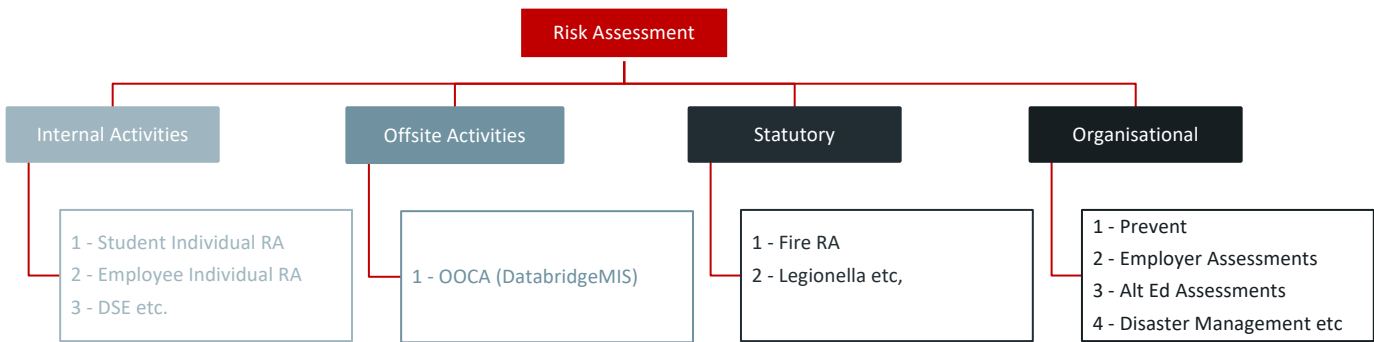
Contractors

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

6. 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:
  - o we will consider activities, processes and substances within the school and establish what associated hazards could injure or harm the health of staff, students and visitors.
- Step 2: decide who may be harmed and how:
  - o 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 students 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):
  - o 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:
  - o 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:
  - o 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 students 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.

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Expanse has categorised risk assessments into the following four elements:

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                           ┌──────────────────┐
                           │  Risk Assessment  │
                           └──────────────────┘
        ┌──────────────┬──────────────┴────────────┬──────────────┐
 ┌──────────────┐ ┌──────────────┐      ┌──────────────┐  ┌──────────────┐
 │   Internal   │ │   Offsite    │      │   Statutory  │  │ Organisational│
 │  Activities  │ │  Activities  │      │              │  │              │
 └──────────────┘ └──────────────┘      └──────────────┘  └──────────────┘
```

Internal Activities	Offsite Activities	Statutory	Organisational
1 - Student Individual RA 2 - Employee Individual RA 3 - DSE etc.	1 - OOCA (DatabridgeMIS)	1 - Fire RA 2 - Legionella etc,	1 - Prevent 2 - Employer Assessments 3 - Alt Ed Assessments 4 - Disaster Management etc

7. Group/OOCA Risk Assessment

All planned activities will be categorised into the following levels

Category A	Category B	Category C
activity is as follows: ○ Supervised walk – about interest trips in the local area ○ Supervised visits to local places of interest, museums, theatres, libraries etc ○ Similar visits involving transport but not involving overnight accommodation. ○ Timescale: 7 days before planned activity ○ Approval by: Line Manager (or Deputy)	activity is as follows: ○ Supervised interest visits requiring overnight accommodation ○ Works involving the use of tools / equipment ○ Visit to a place of employment; and ○ Participation in sports and similar events. ○ Timescale: 14 days before planned activity ○ Approval by: Provision Director	activity is as follows: ○ Camping ○ Trips abroad ○ Outdoor adventure activity e.g. orienteering; sailing etc ○ The form is to be completed by Identifying the hazard, once they have been identified you will need to describe what Preventative and Protective Measures are in place. You will then need to describe what Outcome/Objective is looking to be achieved. Once this has been determined then using the risk Matrix you will be able to identify the risk level the activity is determined at. ○ Timescale: 28 days before planned activity ○ Approval by: Director and HoSS

8. Training

All employees will receive competence training prior to creating any Risk Assessments. The competence of all staff must be approved by the SST and recorded in the organisational training records. All training will be reviewed annually to ensure that the organisation complies with Legal and Statutory requirements.

9. DatabridgeMIS

All External Activity Risk Assessments will be completed within DatabridgeMIS. Please refer to Appendix 1 for the operating procedure.

10. Monitoring arrangement

- Risk assessments are written as needed and reviewed by the SST
- This policy will be reviewed by the SST every 12 months and approved by the Board of Directors.

Links with other policies, this risk assessment policy links to the following policies:
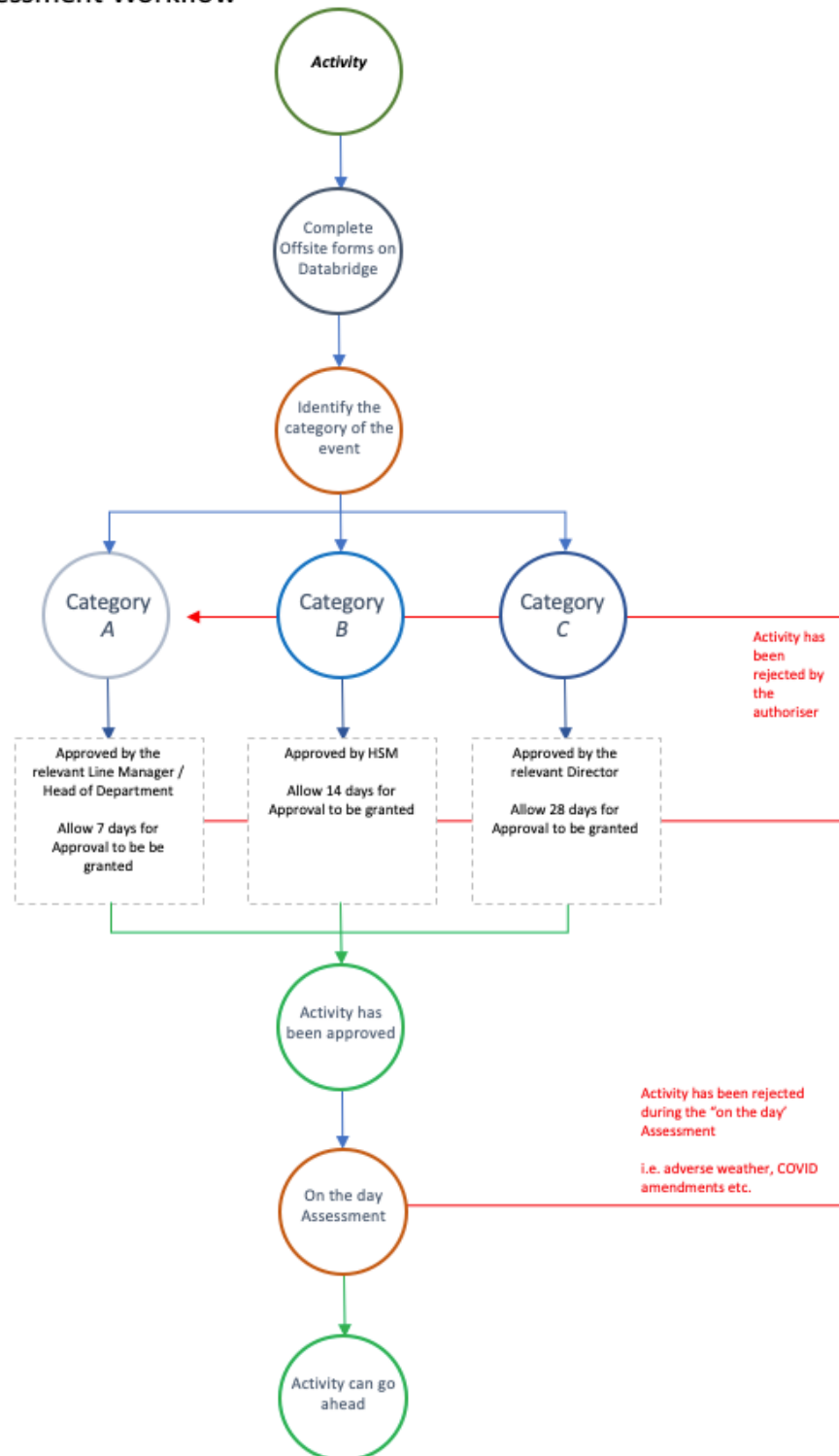- Health and safety
- First aid

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Impact of non-compliance:

Staff:	Disciplinary action, prosecution
Student:	Not applicable
Legislation/organisational:	Reputational damage, litigation, statutory and non-regulated compliance. prosecution
Compliance lead:	Shared Services (Shared Services)
Policy Reference:	ELGR-HSEM-POL-0004
Version:	8
Agreed policy location:	Document Hub, company webpage, employee intranet and PeopleHR
Review Schedule:	12 months
Does the policy require Governor approval?	No

Version Control

Version	Date	Revision	Review Date
1	25/05/2018	First Issue	24/05/2019
2	04/02/2019	Transferred onto the new policy template	24/05/2019
3	01/09/2019	Reviewed and transferred onto the new policy template	31/08/2020
4	01/09/2020	Policy Review	31/08/2021
5	07/01/2022	Policy reviewed, changes include 4-tiered category i.e. internal and external	06/01/2023
6	12/10/2022	Policy review and updated job titles and roles	11/10/2023
7	17/10/2023	Policy reviewed	17/10/204
8	16/09/2024	Policy reviewed	15/09/2025

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Activity Risk Assessment Workflow

Activity

↓

Complete Offsite forms on Databridge

↓

Identify the category of the event

Category A ← Category B → Category C

Activity has been rejected by the authoriser

Approved by the relevant Line Manager / Head of Department

Allow 7 days for Approval to be be granted

Approved by HSM

Allow 14 days for Approval to be granted

Approved by the relevant Director

Allow 28 days for Approval to be granted

↓

Activity has been approved

↓

On the day Assessment

Activity has been rejected during the 'on the day' Assessment

i.e. adverse weather, COVID amendments etc.

↓

Activity can go ahead

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Appendix 2 – DatabridgeMIS (ELGR-STU-0001)-Offsite-Activity-Control-Record

Important Actions:

Please confirm of the following has been completed:

1 - Has an Activity risk Assessment been completed and attached?

Answer:

| --Select-- ⌄ |

2 - Has a Risk Assessment been completed and attached covering the method of transport to the destination?

Answer:

| --Select-- ⌄ |

3 - Has insurance details for the destination been attached?

Answer:

| --Select-- ⌄ |

4 - Has a risk assessment been provided by the destination and attached?

Answer:

| --Select-- ⌄ |

5 - Has a pre-visit and assessment been completed?

Answer:

| --Select-- ⌄ |

View Risk Rating Information:

☐

Activity Details:

Activity Type:

| --Select-- ⌄ |

If other, please state:

| |

Category:

| --Select-- ⌄ |

Activity Lead:

[✎]

Date of trip/activity:

| | 🗓 |

Destination:

| |

Activity Details:

| |

Learning / Activity Outcomes:

| |

Start:

| --:-- 🕐 |

Return:

| --:-- 🕐 |

Transport:

| -- Select -- |

Total Staff:

| |

Total Students:

| |

Ratio:

| |

Drivers:

☐

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Employee	Vehicle	Vetted
1 -	-	-
	--Select--	--Select--
2 -	-	-
	--Select--	--Select--
3 -	-	-
	--Select--	--Select--
4 -	-	-
	--Select--	--Select--

Staff Details

Employee	First Aid Trained	Manual Handling Trained	Medication Trained
1 -	-	-	-
	--Select--	--Select--	--Select--
2 -	-	-	-
	--Select--	--Select--	--Select--
3 -	-	-	-
	--Select--	--Select--	--Select--
4 -	-	-	-
	--Select--	--Select--	--Select--
5 -	-	-	-
	--Select--	--Select--	--Select--

Student Details:

Student:	Medication:	Equipment:	Consent:
1 -	-	-	-
	--Select--	--Select--	--Select--
2 -	-	-	-
	--Select--	--Select--	--Select--
3 -	-	-	-
	--Select--	--Select--	--Select--
4 -	-	-	-
	--Select--	--Select--	--Select--
5 -	-	-	-
	--Select--	--Select--	--Select--
6 -	-	-	-
	--Select--	--Select--	--Select--
7 -	-	-	-
	--Select--	--Select--	--Select--
8 -	-	-	-
	--Select--	--Select--	--Select--
9 -	-	-	-
	--Select--	--Select--	--Select--

Please provide further details for any students that you have answered as 'Yes'

Details:

Approval:

Name:

Job Title:

Date:

Approver comments:

Category C Approval Only (Secondary Approval):

Name:

Job title:

Date:

Comments:

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