



Risk Management Policy

2025/26

Effective Date: 1st September 2025

Last Reviewed: June 2025

Reviewed By: The Open Door Academy Team

Next Review Date: July 2026

Version: 1

Aims

Policies are generated and reviewed with an awareness of the important role of equity and inclusion as a driver for the work of The Open Door Academy, and in relation to students, staff and visitors. We consistently hold these values along with our safeguarding responsibility at the heart of all that we do.

The provision 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.

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 provisions says provisions must carry out a risk assessment to determine what first aid provision is needed
- DfE guidance on the prevent duty states that provisions are expected to assess the risk of pupils being drawn into terrorism.

Definitions

Risk Assessment

A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken 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 Directors

The Directors have ultimate responsibility for health and safety matters in the provision but will delegate day-to-day responsibility to the Head of Provision.

The Directors have 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 provision premises.

The Directors, as the employer, also have a duty to:

- Assess the risks to staff and others affected by provision 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 Head of Provision

The Head of Provision, or in their absence the Health and Safety Officer, is responsible for ensuring that all risk assessments are completed and reviewed.

Provision staff and volunteers

All provision 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 Head of Provision to any risks they find which need assessing

Pupils and parents

Pupils and parents are responsible for following the provision'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 provision, 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. The following section outlines the core elements required for effective risk assessment within the organisation (see template Appendix 1):

Step 1: identify hazards — we will consider activities, processes and substances within the provision 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.

Step 4: record significant findings — the findings from steps 1-3 will be written up to produce the risk assessment. If a high risk is identified in any area, then action is taken to reduce the risk immediately or the activity is cancelled until additional control measures can be put in place.

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.

Risk Assessment headings

Location

Clearly specify the location where the assessment is being conducted.

Completed by

Indicate the individual responsible for carrying out the assessment.

Date of Assessment

Record the exact date on which the risk assessment is performed.

Signed

Provide a signature to verify that the assessment has been completed and reviewed as required. Signature section for individuals involved in the assessment.

Hazard Identification

- What are the hazards?
- Identification of specific hazards present or anticipated in the activity or environment.

Risk to Individuals

Describe who may be harmed and explain the ways in which harm might occur as a result of the identified hazards.

- Who and how might someone be harmed?
- Clarification of which individuals may be at risk and the ways they might be affected by identified hazards.

Current Risk Controls

Document the measures currently in place to minimise or control the identified risks.

Risk Rating

- Evaluation of the current level of risk based on the effectiveness of controls and likelihood of harm. **Low, medium or High**

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.

Risk assessments are also carried out in the following areas:

Each individual pupil — each pupil has a Risk Assessment and Personal Support Plan in place and this document is reviewed regularly.

Every educational activity is risk assessed, and teachers or tutors consider individual pupil risks when planning lessons.

All generic offsite visits — a risk assessment is in place to risk assess taking pupils off site to participate in low risk offsite visits, such as to a local park or supermarket, and these are signed and understood by all staff.

Specific offsite visits — each specific offsite visit is risk assessed individually, including venue membership, insurance, and travel arrangements to the activity, and specific hazards and individual student risk is planned for.

Premises — the provision premises, including outreach teaching venues, are risk assessed

Monitoring arrangements

Risk assessments are written as needed and reviewed by the Directors, Health and Safety Officer and/or the Head of Provision. A detailed provision Health and Safety report is provided for consideration by the Directors every half term.

This policy will be reviewed by the Directors every year.

Links with other policies

This risk assessment policy links to the following policies:

- Digital Safety
- Offsite Visits
- Fire Safety
- First aid
- Health and Safety
- Information Recording Reporting and Retention
- Lone Working
- Staff Code of Conduct
- Support Pupils with Medical Conditions

Policy Review

This policy will be reviewed every two years as a minimum. In between reviews, the policy will be updated when necessary to reflect local and national changes. This is the responsibility of the Head of Provision and Directors.

Appendix 1

| | | | |
|-------------------------|--|--------|--|
| Description of Activity | | | |
| Location | | | |
| Completed by | | | |
| Date of Assessment | | Signed | |

| What are the hazards? | Who and how might someone be harmed? | What are you currently doing to control risks? | Risk Rating L / M / H | What else do you need to do (if applicable)? | Action by who / when? | Date Completed |
|-----------------------|--------------------------------------|--|--------------------------|--|-----------------------|----------------|
| | | | | | | |
| | | | | | | |

| | |
|---|-----|
| Overall Residual Risk for Activity (L / M / H): | Low |
|---|-----|

| Level of Risk | Suggested Action |
|---------------|--|
| LOW | Control measures are adequate but continue to monitor and review; ensure that they remain satisfactory and appropriate |
| MEDIUM | Control measures need to be introduced within a specified time period; continue to monitor and review |
| HIGH | Unless control measures can be immediately introduced to reduce the risk so far as is reasonably practicable, the task or activity should be suspended |