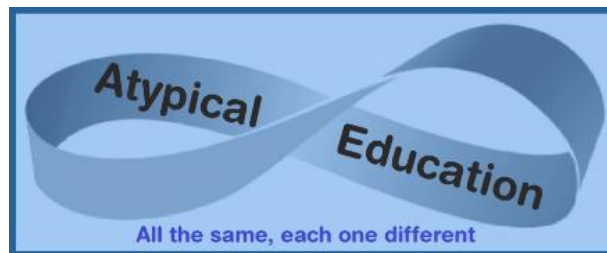


Risk Assessment Policy

Atypical Education



Approved by:	Emma Oxnam	Date: 1 st September 2022
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1. Aims

Atypical Education aims to ensure that:

- › All risks that may cause injury or harm to staff, pupils and volunteers are identified, and all reasonably practicable control measures are in place to avoid injury or harm
- › Risk assessments are conducted and reviewed regularly

2. Legislation and statutory requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

- › 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 employers to carry out, where appropriate, 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 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 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](#) Suggests a risk assessment is carried out to determine what first aid provision is needed
- › [DfE guidance on the Prevent duty](#)
- › [The Health and Safety Executive \(HSE\)](#)

- DfE guidance on [health and safety: responsibilities and duties for schools](#) says schools must identify the measures needed to reduce the risks from public health incidents, including COVID-19, so far as is reasonably practicable

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 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 a 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 is taken to prevent people from being harmed.

4. Roles and responsibilities

4.1 The CEO

Atypical Education 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.

Atypical Education, as the employer, also has a duty to:

- Assess the risks to staff and others affected by activities to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees and volunteers about risks and the measures in place to manage them

Emma Oxnam 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 staff to any risks they find that need assessing

4.3 Pupils and parents

Pupils and parents are responsible for following the advice concerning on-site and off-site risks and reporting any hazards, concerns or health issues to a staff member.

4.4 Contractors

Contractors must provide evidence that they have adequately risk-assessed all their planned work.

5. Risk assessment process

When assessing risk, 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 and establish what associated hazards could injure or harm the health of staff, pupils and volunteers.

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 actions needed to control the risks and do everything reasonably practicable to protect people from harm.

Step 4: Record significant findings – the findings from steps 1 to 3 will be written up and recorded to produce the risk assessment.

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

6. Monitoring arrangements

Risk assessments are written as needed and reviewed by Emma Oxnam, CEO. This policy will be reviewed by Emma Oxnam every two years and approved by the LA.

7. Links with other policies

This risk assessment policy links to the following policies:

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