



FIRST BRIDGE SCHOOL

Risk Assessment Policy



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1. Risk Assessment Template

1. Aims

The aim of this policy is 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 regularly.

2. Definitions

‘Risk assessment’ refers to 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’ refers to something with the potential to cause harm to people, such as chemicals or working from height

‘Risk’ refers to 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’ refers to the actions taken to prevent people being harmed

3. Scope

This policy applies to all pupils and their parents at First Bridge Education.

Parents are made aware of this policy and its procedures for Risk Assessments as a part of their initial parent meeting (which usually takes place either before the pupils first day of admission, or on the day of admission), by the General Manager. This policy can also be provided upon request.

This policy is closely linked to the School’s/Centre’s Health and Safety Policy, First Aid Policy and Safeguarding Policy. These policies can also be found on the school website.

4. Legislation and Guidance

This policy is based on the Legislation and Guidance listed in Part 7 of this Policy, as well as the Department for Education (DfE) guidance, which:

- Requires proprietors to have a written risk assessment policy
- Requires employers to assess risks to the health and safety of their employees, including new and expectant mothers
- States that 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
- States employers must assess the health and safety risks that display screen equipment pose to staff
- Says fire risks must be assessed
- Requires employers to conduct a risk assessment for manual handling operations
- States employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely

- States Centres/Schools must carry out a risk assessment to determine what first aid provision is needed
- States that Centre's/Schools are expected to assess the risk of pupil's being drawn into terrorism

A table of all the risk assessments centres are required to have in place can be found in appendix 1 of this policy. A risk register is in place reflecting all the risk assessments currently in place.

This policy meets the requirement set out in the Education (Independent School Standards) Regulations 2014, Part 7, which states that the school must have and make available a written procedure to deal with complaints from parents of pupils at the school.

When constructing this procedure, consideration has been given to the guidance published by the Department for Education (DfE) 'Best practice guidance for school complaints procedure', 2020.

5. Roles and Responsibilities

The following defines the roles and responsibilities of all who are involved in ensuring that

5.1. The Role of the Board of Directors

The Board of Directors has ultimate responsibility for health and safety matters in the School and Centre but will delegate day-to-day responsibility Centre Manager in accordance with our scheme of delegation.

The Board are responsible for:

- Taking 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-centre premises.

The Proprietor, as the employer, also has a duty to:

- Assess the risks to staff and others affected by centre activities 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.

5.2. The Role of the General Manager

The Centre Manager is responsible for:

- The General Manager or in their absence the Deputy Manager is responsible for ensuring that all risk assessments are completed and reviewed.

5.3. The Role of the Staff and Volunteers

The Staff and any Volunteers 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 that need assessing.

5.4. The Role of Pupils and Parents

Pupils and parents/carers are responsible for following the advice of their centre in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

5.5. The Role of Contractors

Contractors are expected to provide evidence that they have adequately risk-assessed all of 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** – We will consider activities, processes and substances within the centre 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 and individuals where applicable. We will bear in mind that some people will have special requirements, for instance pupils with PEEPs and behavioural plans 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 to 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.

7. Monitoring Arrangements

Risk assessments are written as needed and reviewed by the General Manager. All risk assessments are entered onto risk assessment register.

8. Version History

This is version one of First Bridge School Risk Assessment Policy. This policy will be reviewed by the General Manager every year and approved by the Principal.

9. Links to Legislation and Guidance

Document	Location
The Education (Independent School Standards) Regulations 2014	The Education (Independent School Standards) Regulations 2014
The Management of Health and Safety at Work Regulations 1999	The Management of Health and Safety at Work Regulations 1999
The Control of substances Hazardous to Health Regulations 2002	The Control of Substances Hazardous to Health Regulations 2002
The Health and Safety (display Screen Equipment) Regulations 1992	The Health and Safety (Display Screen Equipment) Regulations 1992
The Regulatory Reform (Fire Safety) Order 2005	The Regulatory Reform (Fire Safety) Order 2005
The Manual Handling Operations Regulations 1992	The Manual Handling Operations Regulations 1992
DfE guidance on first aid in schools, early years and further education	First aid in schools, early years and further education - GOV.UK

10. Related Policies

Health and Safety Policy
First Aid Policy
Supporting Pupils with Medical Conditions

Appendices

Subject of Risk Assessment	



Assessed by		Date		Review date	
Details of workplace/activity		Persons Affected (Who may be harmed)			
		Students, Staff and visitors			

Hazards and Risks		Existing Control Measures	Risk Level (Very High, High, Medium, Low)	Further Actions ✓/X (If ✓ See Actions)
1.		•		
2.		•		
3.		•		
4.		•		
5.		•		
6.		•		
7.		•		

Please note:

Following assessment if no further actions are assessed to be required, please mark an **X** in the “Further Actions” box. If however additional controls or actions are assessed to be required please place a **✓** in the box and note the action in the action plan.