"Unlocking the Future"

TKAT Risk Assessment Policy

Policy Level and Description:	2	TKAT Statutory Policy Guidance SCHOOL POLICIES WILL INCLUDE CERTAIN CORE TEXT WITH SCHOOL-SPECIFIC ADDITIONS ALL Schools require a policy on this topic/area. All local governing bodies will follow and have due regard to this model when drafting their local policy.	
Reviewed by: ***(Trust Officer)***	Amanda Snow COO	**Reviewed by:** ***(School representative)***	(name, role)
Approved by: ***(Trust Committee/Trust Board)***	Premises	**Approved by:** ***(LGB/LGB Committee)***	
Trust approval date: ***(dd/mm/yyyy)***	26/02/2026	**LGB/LGB Committee approval date:** ***(dd/mm/yyyy)***	
Review due: ***(mm/yyyy)***	02/2027		

Version	DATE	DESCRIPTION
1	February 2025	New policy
2	February 2026	Policy in line with The Key template policy

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We are a family of distinctive schools at the heart of the diverse communities we serve. In line with our Christian ethos, we aspire to excellent learning and pastoral care for pupils and staff and are committed to being open and welcoming to all.

MANDATORY TRUST POLICY
All schools must adopt this policy. This policy is approved centrally and binding on the LGB's from the date of Board approval. The policy must be displayed on the school's website.

1. Aims

The Trust, through its schools, aims to ensure that:

- All risks that may cause injury or harm to staff, pupils and visitors are identified,
- 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

2. 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 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 pupils 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 statutory 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.

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 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

4. Roles and responsibilities

4.1 The Trust

The Trust has ultimate responsibility for health and safety matters in the school and as the employer 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.

4.2 The local governing body

The Trust will delegate responsibilities to the local governing body 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.

The Trust will monitor the responsibilities of the Local Governing Body and the Executive Headteacher/Headteacher/Head of School.

4.3 The Headteacher/Head of School

The Trust will delegate day-to-day responsibility to the Headteacher/Head of School. The Headteacher/Head of School, or in the Headteacher/ Head of School's absence the Operations Manager, is responsible for ensuring that all risk assessments are completed and reviewed.

The Trust will monitor the responsibilities of the Executive Headteacher/Headteacher/Head of School.

4.4 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 the Headteacher/Head of School to any risks they find which need assessing

4.5 Pupils and parents

Pupils 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.

4.6 Contractors

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

5. Risk assessment process

When assessing risks in the school, we will follow the process outlined below.

Ensure the person responsible for undertaking the risk assessment has been appropriately trained.

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 school 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. 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 1-3 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.

6. Monitoring arrangements

Risk assessments are written and communicated to staff as needed and reviewed by Executive Headteacher/Headteacher/Head of School.

This policy will be reviewed by the Executive Headteacher/H Headteacher/ Head of School every **three years** and approved by the Local Governing Body.

7. Links with other policies

This risk assessment policy links to the following TKAT policies:

- Health and safety
- First aid
- Supporting pupils with medical conditions
- Safeguarding and child protection policy

Appendix 1: Statutory Risk Assessments checklist

Statutory or mandatory risk assessment	✓	Completed by	Date of review
Workers under the age of 18			
Asbestos			
Substances hazardous to health			
Display screen equipment			
Fire			
First aid			
Lone Working			
Manual handling			
Working at height			
Children being drawn into terrorism			

Swimming pools (if applicable)			
Workplace Stress			
Allergy Assessment Considerations			

Appendix 2: Risk assessment template

LOCATION/ACTIVITY/ISSUE BEING ASSESSED:	
SCHOOL:	(INSERT NAME OF SCHOOL)
NAME OF ASSESSOR(s):	
DATE OF ASSESSMENT:	
DATE FOR REVIEW:	
APPROVED BY:	Signature: Date: Name:

SUMMARY (* delete as appropriate)
Risk level **without** additional controls:
Additional control measures required:
Risk level **with** additional controls:

What are the significant hazards?	**What could go wrong? Who could be harmed and how?**	**What's already being done to control risks?**	**What additional controls are needed?**	**By who?**	**By when?**	**Date completed**

REVIEWS AND REVISIONS

Review date	**Name of Assessor**	**Is assessment still valid?**	**If not, list adjustments with details of who will action and by when**	**Approved by Headteacher**	**Date of next review**