Shireland Collegiate Academy Trust Policy

Risk Assessment Policy

Committee and Date Approved	Trust Board – Summer 2026
Category	Statutory - DfE
Next Full Review Date	Annually – Summer 2027
Policy Availability	Trust Website
Officer Responsible	CEO

The Trust, all academies within the Trust, and Shireland Learning Limited are covered by this strategy.

Contents

Record of Amendments & Notable Changes to Legislation

Version Number	Date	Change	Amended By
V1	April 2020	None – New Procedure	
V2	October 2023	• Updated roles & responsibilities • Changed from Procedure to Policy	Mr C Adderley
V3	June 2024	• Updated roles & responsibilities • Changed from Procedure to Policy	Mr A Fletcher
V4	June 2025	• Updated roles & responsibilities • Updated definitions • Added Legislation and statutory requirements	Mr C Adderley
V5	June 2026	• Added governance, monitoring and assurance requirements for risk assessments • Added clearer review triggers, competence requirements, contractor controls and links to wider premises compliance arrangements	Mr C Adderley

Introduction

The main aim of this policy is to ensure that academies within Shireland Collegiate Academy Trust have arrangements in place at all levels to meet the requirements of the Management of Health & Safety at Work Regulations 1999, which specify the need for risk assessments to be carried out. Further pieces of legislation refer to the need for a safe system of work (SSOW). Such SSOW can only be effectively established through the risk assessment process.

Risk assessment involves identifying the hazards present in the workplace or arising out of any work activity and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness.

Risk assessments are required to determine the control measures which need to be implemented to meet the minimum standards required by the Health and Safety at Work Act 1974 and associated regulations, and the academy's commitment to provide and maintain a safe working environment to protect our staff, students and visitors from harm.

This policy forms part of the Trust's wider health and safety management arrangements and should be read alongside other premises compliance controls, including fire risk assessment, asbestos management, water hygiene and legionella control, contractor management, emergency planning, first aid arrangements and COSHH assessments.

The law does not expect **all** risks to be eliminated, but it does require that people are protected 'as far as reasonably practicable'.

Definitions:

Hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, or an open drawer.

Risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Likelihood is how likely it is that harm could occur with the control measures in place, with 1 being very unlikely and 5 being very likely.

Consequence (Severity) is the level of harm that could be caused, with 1 being delay/no injury and 5 being fatality.

Risk assessment is a tool for identifying hazards associated with an activity or situation, and determining if sufficient precautions are in place to prevent harm based on their likelihood and potential impact.

Control measure refers to implemented actions designed to prevent harm to individuals.

Risk Management is the coordinated activity used to direct and control risk.

Legislation and statutory requirements

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

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Health and safety: responsibilities and duties for schools - GOV.UK
- Good estate management for schools - Health and safety - Guidance - GOV.UK
- Risk assessment: Steps needed to manage risk - HSE

Responsibilities

Board of Trustees:

Ultimate responsibility for risk oversight.

The Principal:

Has the overall responsibility to ensure that hazards are identified, risks are assessed, and that suitable and sufficient control measures are implemented to reduce the risks as low as is reasonably practicable. This includes ensuring that sufficient time and resources are allocated to enable this to happen.

The Principal is also responsible for ensuring all staff are trained in line with the Trust's compliance guidance.

The Principal will ensure that risk assessment findings are communicated to relevant staff and that actions arising from assessments are assigned, monitored and escalated where necessary, particularly where residual risk remains high or controls cannot be implemented within the required timescale.

The Trust Central Team:

The Trust Central Team will support all Principals with guidance, compliance, and specialist knowledge to ensure that all sites are safe, secure, and compliant at all times. It will also provide further support through the training of estates staff via internal and external providers.

The Trust Central Team will also monitor compliance with this policy through periodic assurance activity, including checks on completion, suitability and review dates of risk assessments, and will support escalation where significant or overdue actions remain unresolved.

The Site Manager:

Is the appointed responsible person for ensuring all risk assessments are complete and up to date.

Senior teaching & support staff will ensure that:

- Risk assessments are carried out and recorded, for all significant hazards identified within their area;
- Identified control measures are implemented and followed;
- The findings of the risk assessments are disseminated to all relevant people, including staff, students, contractors and visitors, and, where applicable necessary training is provided;
- All relevant risk assessments are reviewed following accidents or any near misses with the potential for serious consequences.
- Risk assessments are reviewed every 12 months, or sooner where any significant changes in circumstances have occurred (For example: a change in the location of the activity);
- Competent persons within their teams, are identified to assist with the completion of risk assessments;
- Suitable information, instruction and training is provided to those involved in the risk assessment process.

Senior teaching and support staff must ensure that assessments take account of those who may require additional control measures or tailored assessments, including new and expectant mothers, young workers, lone workers, pupils or staff with disabilities or medical needs, and any others who may be particularly vulnerable due to the activity or environment.

All other members of staff:

Staff members must follow all safe systems of work and control measures identified in the risk assessments, for example the wearing of PPE, and bring to the attention of their line manager any deficiencies they identify in any of the risk assessments and/or control measures.

All staff have a duty of care to ensure they are adequately trained before undertaking a risk assessment or task, following the compliance guidance, and must seek support from their line manager, the Site Manager, or the Trust Central Team where they are not competent to complete an assessment or where specialist advice is required. Staff should raise a ticket via estates@shirelandcat.net as soon as a hazard has been identified, so local teams can action immediately.

All students will:

Students must follow all safe systems of work identified in the risk assessments.

All Contractors will:

Contractors must provide suitable and sufficient risk assessments and method statements where applicable, comply with site induction and safeguarding arrangements, and work with the academy to ensure that site hazards are communicated, works are appropriately segregated from staff and pupils where required, and activities are monitored while on site.

Completing the Risk Assessment

Nominated by the Principal, the person completing the risk assessments must have the appropriate skill, knowledge, and experience to do so.

Where assessments relate to higher-risk or specialist areas, competent advice must be sought. This may include, but is not limited to, asbestos, fire safety, water hygiene and legionella, electrical safety, hazardous substances, work at height, contractor control and construction activity.

1. Identify the hazards:

One of the most important aspects of your risk assessment is accurately identifying the hazards in your workplace. A good starting point is to walk around the area you are assessing and think about the hazards present (a hazard is something with the potential to cause harm). Consider what it is about the activities, processes, or substances used that could injure or harm someone. When considering the hazard, it may be helpful to look at manufacturer's instructions, any safety data sheets, and the length of time that someone may be exposed to the hazard.

When identifying hazards consideration will be taken of past incident records and any issues employees have raised.

Where appropriate, staff who carry out the activity should be involved in the assessment process so that practical controls, supervision arrangements and training needs are properly identified before work starts.

2. Who might be at harm:

Thought and consideration must be given to how employees, students, or others who may be present (such as contractors or visitors) might be harmed. This will help you identify the best way of controlling the risk. When considering persons who could be affected by the hazard, the academy would group these as staff, students, visitors, and contractors.

Remember: Some people may be particularly vulnerable, e.g. new and expectant mothers, young workers, those with pre-existing health conditions, disabled staff or pupils, lone workers, contractors and visitors, and these groups should be specifically considered where the activity or environment presents additional risk.

3. Evaluate the risks:

When evaluating the risk, the person will assess the likelihood of the hazard causing harm and the consequence (severity) of that harm. Academies will use the 5x5 risk management grid. Having identified the hazards, a decision must be made about how likely it is that harm will occur and what the severity might be. This is the level of risk, and a decision then needs to be made about what to do about it. Risk is a part of everyday life and you are not expected to eliminate all risks. What must be done is to make sure you know about the main risks and the things you need to do to manage them responsibly. You need to do everything 'reasonably practicable' to protect people from harm. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time, or trouble.

Look at what you're already doing and the control measures you already have in place. Ask yourself:

- Can I get rid of the hazard altogether?
- If not, how can I control the risks so that harm is unlikely or minor?
- Some practical steps you could take include, trying a less risky option; preventing access to the hazards; organising your work to reduce exposure to the hazard; issuing protective equipment; providing welfare facilities such as first aid and washing facilities; involving and consulting with workers.

If you have recorded any recommendations, you must ensure that where you have stated a timescale, the action is completed and the risk assessment is reviewed, with the recommendation becoming an existing control measure. Actions should be assigned to a responsible person, given a target completion date and monitored through to close. Any unresolved high-risk actions must be escalated without delay.

4. Record your significant findings:

Once you have identified the hazard, established who may be harmed, and evaluated the risks, you need to record these findings within the risk assessment, ensuring that you are using the most current format. Any paperwork you produce should help you to communicate and manage the risks in the academy.

A risk assessment must be suitable and sufficient, ie it should show that:

- a proper check was made;
- you asked who might be affected;
- you dealt with all the obvious significant hazards, taking into account the number of people who could be involved;
- the precautions are reasonable, and the remaining risk is low;
- You involved your employees or their representatives in the process.

Identify long-term solutions for the risks with the biggest consequences, as well as those risks most likely to cause accidents or ill health. You should also establish whether there are improvements that can be implemented quickly, even temporarily, until more reliable controls can be put in place. Remember, the greater the hazard, the more robust and reliable the measures needed to control the risk of an injury occurring will need to be. Escalate high risks that you cannot adequately control.

5. Regularly Review Risk Assessments:

Few workplaces stay the same. Sooner or later, new equipment, substances, and procedures that could lead to new hazards may be introduced. Therefore, it makes sense to review what you are doing on an ongoing basis, look at your risk assessment again, and ask yourself:

Reviews must also take place following significant change, including changes to premises or layout, new equipment or substances, changes to staffing or supervision, changes to pupil need or vulnerability, contractor works, incidents, near misses, or changes in legislation or professional guidance.

- Have there been any significant changes?
- Are there improvements you still need to make?
- Have your workers spotted a problem?
- Have you learnt anything from accidents or near misses?
- Make sure your risk assessment stays up to date.
- All risk assessments should be reviewed at least annually.

Record Keeping

Once a risk assessment is completed, it is to be stored within the relevant Teams Health & Safety folder. All risk assessments will be retained and reviewed periodically, with version history monitored through Teams. Records should show the date of issue, review date, assessor, actions required, action owner and completion status where applicable.

Training

Staff required to undertake risk assessments must complete Risk Assessment Training via The National College annually.

Related Documents

This policy has due regard to the following legislation and related documents:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)
- S-CAT Health and Safety Policy
- Risk Assessment
- Health and Safety Management Framework

Monitoring and review

This policy is reviewed annually by the Trust Central Team. In addition, periodic monitoring and assurance activity will be undertaken to confirm that risk assessments are current, suitable and sufficient, that actions are being completed within agreed timescales, and that significant findings are escalated where required. Any changes made to this policy will be communicated to all members of staff.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.

Appendix 1 – Example Risk Assessment Index

HEALTH AND SAFETY RISK ASSESSMENTS INDEX

Any person completing an activity must ensure there is a risk assessment in place and familiarise yourself with the assessment.

QR Code to Risk Assessments

INSERT QR CODE TO TEAMS FOLDER

Risk Matrix scoring guide:

Likelihood:	
1	Very unlikely
2	Unlikely
3	Likely
4	Very likely
5	Certain

Severity:	
1	No Lost time
2	Under 7-day injury or illness
3	Over 7-day injury or illness (RIDDOR)
4	Specified injury or illness (RIDDOR)
5	Fatality, disabling injury or illness

High (15-25)	These risks are unacceptable; significant improvements in risk control are required. **The activity should be halted with immediate effect** until risk controls are identified/implemented that reduce the risk to an acceptable level
Medium (5-12)	Additional control measures should be identified and implemented to reduce the risks associated with the activity or workplace so far as reasonably practicable
Low (1-4)	Minimal control measures are required to be implemented to satisfy the level of risk. Maintain current arrangements for risk control

No	Activity	Date of Issue	Review Date	Assessor/s	Risk Rating LOW MEDIUM HIGH	Principal Check

Any implementation of a new Risk Assessment must be completed by the Site Manager / Principal / lead staff member.

N.B: Any individual Risk Assessment that is specific to a person should be located within their individual files.

Appendix 2 – Risk Matrix Grid

People	Environment	Assets	Reputation	Severity		Certain	Very Likely	Likely	Possible	Unlikely
						5	4	3	2	1
Death, Serious Assault with weapon	Permanent: longer than 20 years	Severe Damage	Severe Impact		5	25	20	15	10	5
Major Injury/Assault, Sexual Assault /Physical Touching/Hijacking/Abduction	Long term: 10 to 20 years	Major Damage	Major Impact		4	20	16	12	8	4
Reportable Injury (Over 7 day lost), Minor Assault	Medium term: 5 to 10 years	Moderate Damage	Moderate Impact		3	15	12	9	6	3
Lost Time Injury (Under 7 days lost) Sexually Motivated Language, Racial Verbal Assault, (Being held Captive EMS only)	Short term: 1 to 5 years	Slight Damage	Slight Impact		2	10	8	6	4	2
Minor Injury (No lost time) Verbal Assault (general)	Temporary: Less than 1 year	No Damage	No Impact		1	5	4	3	2	1

Score	Risk	Breakdown/Action
1 to 5	Low	Adequate Control Measures may be in place - proceed with caution
6 to 9	Low / Medium	Additional Control Measures should be sought to reduce the risk before proceeding
10 to 15	Medium	Additional Control Measures should be sought to lower the risk as far as is reasonably practicable
16 to 19	Medium/high	Urgent Action Required Do Not Proceed – Use HSE Escalation process to seek further advice
20 to 25	High	Immediate Action Required Do Not Proceed

Appendix 3 – Example Risk Assessment Template

ACADEMY LOGO

TITLE OF RA – RISK ASSESSMENT

Assessment Number:		**Name of Assessor(s):**		**Job Title:**	
Date of assessment:		**Review interval:**		**Date of next review:**	

Activity / Event:		**Persons Potentially Affected:**		**Overall Risk Rating:**	High Medium Low

Risk / Hazard Description	Who may be harmed?	Control Measures in place	Any further actions required	Risk Rating		
				L	S	R
		•				15
		•				12
		•				4
		•				
		•				
		•				
		•				
		•				
		•				

Assessment Reviewed:	Reviewed by:	Comments / Changes:

PROUDLY PART OF SHIRELAND COLLEGIATE ACADEMY TRUST

RISK ASSESSMENT UNDER THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS