

**Wellspring Academy Trust
Corporate Risk Assessment Policy
May 2015**

Date Approved by Board: 20 May 2015

Who this policy applies to:

Date of Review: May 2018

- **Central Staff**
- **Principal**
- **Governing Body**

Responsible Department: Wellspring Head Office

1. Introduction

- 1.1. The following details the Trust-wide approach to Risk Assessment and gives guidance to Academies on the strategy for managing Risk Assessment at Academy level. Each Academy is required to have its' own Risk Assessment Policy and approach that is tied to its' overall approach to Health and Safety management. This document should be read in conjunction with the Corporate Health and Safety Policy.

2. What is a Risk Assessment and what needs to be Risk Assessed?

- 2.1. Efficient, suitable and sufficient Risk Assessment with regard to Health and Safety is essential in order to achieve successful Health and Safety performance. Any work activities or activities carried out in the name of the Academy/Trust and involving pupils, staff and/or other stakeholders must be Risk Assessed. With regards to Risk Assessment, there are two important definitions: hazard and risk. A hazard is something with the potential to cause harm (an accident "waiting to happen"). A risk is firstly the likelihood that harm will occur and secondly, should it occur, its severity (in terms of consequences).
- 2.2. Risk Assessment identifies the hazard and makes a balanced judgment of the degree of risk. A Risk Assessment is the overall process of estimating the magnitude of risk and deciding whether or not the risk is tolerable or acceptable.
- 2.3. Risk Assessment enables a prioritised action plan to be compiled, responsible persons identified and timescales determined for the completion of actions.
- 2.4. Information on Risk Assessment can be found on the HSE website.

3. Existing Regulations

- 3.1. The Health and Safety at Work Act 1974 established employers' responsibility for the Health, Safety and Welfare of employees as far as is reasonably practicable.
- 3.2. The Management of Health and Safety at Work Regulations develop further this requirement by making Risk Assessment a requirement for all work activities. Risk Assessment forms the cornerstone of successful Health and Safety management.
- 3.3. Specific Risk Assessments are required under various legislation and are the responsibility of each Academy Principal and Governing Body.

4. Risk Assessment Responsibilities

- 4.1. Academy Principals are responsible for producing and maintaining Risk Assessments for people and property under their line of responsibility including non-employees' exposure to risks relating to work activities carried out in the name of the Academy/Trust and by their employees.

5. Dynamic Risk Assessment Responsibilities

5.1. Pupils, stakeholders and employees face situations at work which cannot always be assessed due to the changing or unknown nature of the environment they may be required to work in, therefore an element of Dynamic (on-the-spot) Risk Assessment may be required.



Academies may adapt this document to meet their own needs or use their own form. Risk Assessments must be maintained for inspection.

STANDARD RISK ASSESSMENT

CATEGORY OF RISK WITHOUT CONTROLS:	CATEGORY OF RISK WITH YOUR CONTROLS IN PLACE:
HIGH / MEDIUM / LOW	HIGH / MEDIUM / LOW
WORK ACTIVITY:	
HAZARDS:	
RISKS:	
SAFEGUARDING: Check for inappropriate material, adequate supervision, check ID badges, awareness of First Aid procedures, awareness of safeguarding representatives/procedures, management of misbehaviour, implementation of Personal Emergency Evacuation Plans where appropriate, briefing on E-Safety to all learners	
EQUALITY & DIVERSITY: Check for inappropriate material ensure safe access and egress to rooms and buildings, zero tolerance of victimisation/bullying, ensure learner has understood tasks ensure that the language used is appropriate and not offensive. Management of misbehaviour.	
PEOPLE EXPOSED:	

CONTROLS:	
CONSULTATION:	
DOCUMENTATION:	
TRAINING:	
INFORMATION AND INSTRUCTION:	
PERSONAL PROTECTIVE EQUIPMENT:	
MONITORING AND IMPLEMENTATION:	
RISK ASSESSMENT REVIEW PERIOD:	
ANY OTHER INFORMATION:	
ASSESSMENT CARRIED OUT BY:	ASSESSMENT CHECKED BY: (Relevant Manager)
DATE:	DATE:

REVIEW DATE	ACTION REQUIRED	REVIEW CARRIED OUT BY:



WELLSPRING ACADEMY TRUST

We Make A Difference

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INDIVIDUAL PUPIL RISK ASSESSMENT

CATEGORY OF RISK WITHOUT CONTROLS:	CATEGORY OF RISK WITH YOUR CONTROLS IN PLACE:
PUPIL REFERENCE NUMBER:	INITIALS:
HAZARDS/TRIGGERS:	
RISKS:	
PEOPLE EXPOSED:	
SAFEGUARDING:	
EQUALITY & DIVERSITY:	
CONTROLS / BEHAVIOUR SUPPORT:	
CONSULTATION:	

DOCUMENTATION:	
TRAINING:	
INFORMATION AND INSTRUCTION:	
PERSONAL PROTECTIVE EQUIPMENT:	
MONITORING AND IMPLEMENTATION:	
RISK ASSESSMENT REVIEW PERIOD:	
ANY OTHER INFORMATION:	
ASSESSMENT CARRIED OUT BY:	ASSESSMENT CHECKED BY:
DATE:	DATE:

REVIEW DATE	ACTION REQUIRED	REVIEW CARRIED OUT BY: