



Transforming Lives  
EDUCATIONAL TRUST

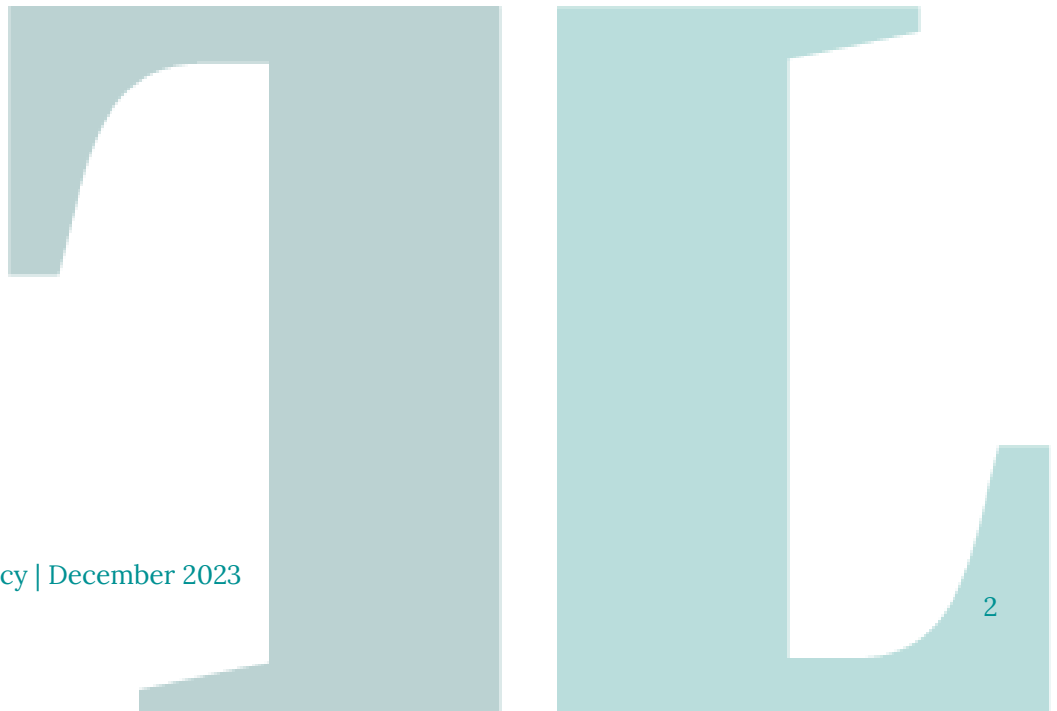
**Risk Assessment  
Policy**

**December 2023**



# Version Control

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# Contents

Section	Page
1. The TLET Way	<a href="#">4</a>
2. Definition of Terms	<a href="#">5</a>
3. Rationale and Statutory Requirements	<a href="#">5</a>
4. Scope	<a href="#">5</a>
5. Principles	<a href="#">6</a>
6. Policy Statement	<a href="#">7</a>
7. Procedure	<a href="#">7</a>
8. Monitoring	<a href="#">7</a>
9. Related Documents	<a href="#">7</a>
Appendix 1	<a href="#">8</a>

## 1 – The TLET Way

Transforming Lives Educational Trust (TLET/The Trust) is a family of academies. Every TLET policy is rooted in and reflects our ambitions for pupils, students and wider stakeholders alike.

### OUR AMBITIONS -

**As a Trust family, our shared ambitions drive everything we do, we call this ‘The TLET Way’.**

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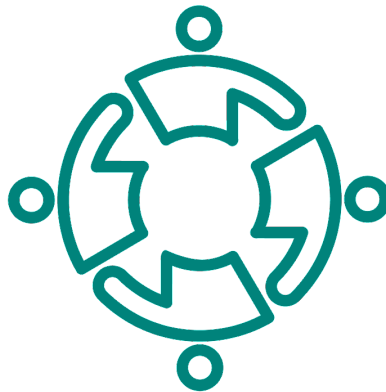
Through the transformative values of courage, kindness and loyalty, together we:



#### NURTURE POTENTIAL

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We flourish in the places we create together.



#### INSPIRE COMMUNITY

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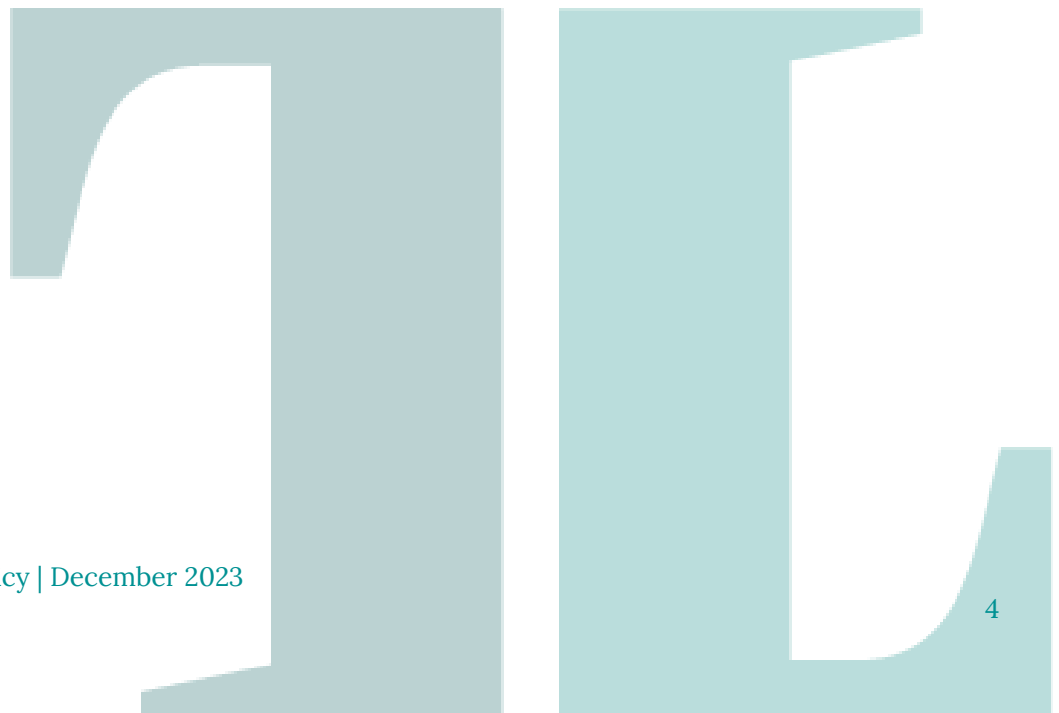
We champion each other to make a difference.



#### DELIVER EXCELLENCE

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We strive to achieve our best.



## 2 – Definition of Terms

- 2.1 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 the likelihood and their potential to cause harm.
- 2.2 Hazard - Something with the potential to cause harm to people, such as manual handling or lone working.
- 2.3 Risk - the chance that people could be harmed by hazards, together with an indication of how serious the harm could be.
- 2.4 Risk control measure - action taken to prevent people being harmed.

## 3 – Rationale and Statutory Requirements

- 3.1 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](#)
  - 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
  - Regulation 4 of the [The Control of Asbestos Regulations 2012](#) require 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 [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 [The Regulatory Reform \(Fire Safety\) Order 2005](#) says that fire risks must be assessed
  - Regulation 4 of the [The Manual Handling Operations Regulations 1992](#) requires employers to carry out a risk assessment for manual handling operations.
  - [The Work at Height Regulations 2005](#) say that employers must carry out 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 \(HSE\)](#) says that schools that have their own pools must conduct a risk assessment.

## 4 – Scope

This policy refers to;

<b>Parents/Carers</b>	✓	<b>Trustees</b>	✓
<b>Employees</b>	✓	<b>Volunteers</b>	✓
<b>Pupils/Students</b>	✓	<b>Visitors</b>	✓
<b>Governors</b>	✓	<b>Community</b>	✓

## 4.1 Roles & Responsibilities

### 4.1.1 TLET Board of Trustees (BoT) and Local Governing Boards (LG Boards)

The BoT and LG Boards have the ultimate responsibility for health and safety matters at TLET sites but delegate day to day responsibility to the Principals and/or Director of Operations (DoO).

### 4.1.2 Transforming Lives Educational Trust, as the employer has a duty to:

- Assess the risks to staff and others affected by Trust 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.

### 4.1.3 The Principal

The Principal, or in the Principals absence the Vice Principal(s), are responsible for ensuring that all risk assessments are completed and reviewed in TLET academies. In the case of the Central Team, this is the responsibility of the DoO.

### 4.1.4 Academy staff and volunteers

Academy staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required;
- Familiarising themselves with risk assessments;
- Implementing risk control measures identified in risk assessments;
- Alerting the Principal to any risks they find which need assessing.

### 4.1.5 Pupils and Parents

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

### 4.1.6 Contractors

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

## 5 – Principles

5.1 The procedures have been established against the following principles:

- To aid the duty of care to staff, pupils and visitors by assessing risks and introducing control measures to reduce them where reasonably practicable;
- To ensure a comprehensive process is in place for reviewing risk assessments;
- To ensure a consistent approach to managing risks across TLET.

## 6 – Policy Statement

6.1 This policy outlines TLET's risk management strategy and policies for undertaking risk assessments.

## 7 – Procedure

### 7.1 Risk assessment process

When assessing risks at TLET, site will follow the procedures outlined below:

1. Record the date and time of the risk assessment.
2. Identify the hazards - *consider processes, actions and substances within the site and establish what associated hazards could injure or harm staff, pupils or visitors to the site.*
3. Decide who may be harmed and how - *a group rather than individuals will be identified for each hazard. We will take into account that some people have special requirements, for instance pupils with special requirements, for instance pupils with special educational needs (SEN) and expectant mothers.*
4. Evaluate the risks and decide on the risk control measures - *the level of risk will be established for each hazard. We will balance the level or risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.*
5. Record findings - *the findings in the above steps will be written up and recorded in order to produce the risk assessment. The TLET risk assessment template can be found in Appendix 1 of this document.*
6. Review the risk assessment and amend as needed - *risk assessments will be reviewed as needed, particularly in light of any significant changes.*
7. Keeping risk assessments - *risk assessments are retained for three years after the length of time they apply. Risk assessments are securely disposed of.*

Staff will be involved, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures following the risk assessment.

## 8 – Monitoring

8.1 It is the responsibility of the Board of Trustees, and those they delegate authority, to ensure that the principles and procedures of this policy are adhered to. The use of this policy will be subject to routine monitoring to ensure its fidelity in practice. The evidence gathered from monitoring at regular intervals shall inform any reviews and future revisions to the policy, and no later than that stated on Page 1 of this policy.

8.2 This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any individual (with due regard to their protected characteristics), and it helps to promote equality across the Trust.

## 9 – Related Documents

TLET Health and Safety Policy  
TLET COSHH Policy  
TLET First Aid Policy  
TLET Home Working Policy

Risk Assessment			
Name of assessor		Location	
Date		Time	

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control Measures	Risk rating			Additional Controls	New risk rating			Actioned/ monitored by whom?	Action / monitored when?
				L	C	R		L	C	R		
			<i>[INSERT/AMEND: to include your workplaces current risk control measures- See examples below]</i>				<i>[INSERT: additional controls if your risk rating requires it – these additional controls must lower the rating, if they cannot then the activity must not go ahead]</i>				<i>[INSERT: name of person will action/monitor the additional controls]</i>	<i>[INSERT: date for actions to be completed or reviewed]</i>

Review Date		Signature	
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TEL