

School Site Risk Assessment Policy



Approved by:	CEO	Date: 08/05/24
Last reviewed on:	07/07/25	
Next review due by:	07/05/26	

INTRODUCTION.

1. Site Risk Assessment Policy
2. Specific Risk Assessment
3. Other types of Risk Assessments
4. Guidelines for Written Risk Assessment
5. Havant and Chichester Site Risk Assessments
6. Dogs on-site Risk Assessment

1. Site Risk Assessment Policy

Summary

Documented Risk Assessments are a requirement under the Management of Health and Safety at Work Regulations 1999. Releasing Potential School is required to assess the risks to the health and safety of workers and any others who may be affected by the work carried out for the purpose of identifying measures needing be taken to comply with other legislation. Carrying out these written assessments will help to identify all the protective and preventive measures that must be taken to comply with the Regulations.

It is the responsibility of the Senior Leadership Team to ensure that risk assessments are in place for their area. They can complete the assessments themselves or instruct other staff to undertake them. Facilities Manager and Head of School carry out half termly walk throughs to discuss any issues with the buildings or facilities. Health and Safety/Risk Assessments are a standing agenda item at SLT meetings. Staff should use the school system to report any issues or defects that need rectifying.

Releasing Potential school will follow the Health and Safety Executive's 5 stage approach to Risk Assessments:

- Step 1 – Identify the hazards.
- Step 2 – Identify who might be harmed and what injuries may occur.
- Step 3 – Evaluate the risks and decide on precautions.
- Step 4 – Record and implement findings.
- Step 5 – Review assessment and update if necessary.

Copies of risk assessments should be in date, identify author and next review date.

Risk Assessments on individual young people are held on the school Teams site. Staff can access the information through the school Teams site on their work mobile phone if necessary. From time to time a specific risk assessment may be required, in these cases the risk assessment is signed off by the staff member(s) concerned and their line manager and are kept by the Facilities Manager. In addition to a Policy and Procedures folders being kept on school sites, a link can to policies can be found here:- [Policies](#)

Risk assessments should be reviewed and revised: -

- Annually.
 - When there is reason to suspect the assessment is no longer valid. This may become apparent through accidents and near misses, safety complaints, ill-health trends, or the employer may become aware that a relevant piece of legislation has fallen out of date.
 - When there has been a significant change in the matters to which the assessment relates, such as the introduction of new work equipment, changes in management personnel, new markets or applications for RP's programmes, cutbacks in training etc.
- All significant findings should be recorded and brought to the attention of relevant personnel, with signatures provided as evidence that the information has been read and received by those undertaking the tasks

2. Specific Risk Assessments

Which the School must have in place under current regulations are: -

	Policy	Risk Assessment
Fire Risk	Health and Safety Policy section 7.	Building file
New and expectant mothers	Maternity Leave and family Policy	HR
Control Of Substances Hazardous to Health	Health and Safety policy section 8.	Administration office, cleaning cupboard and workshops
Lone working	Lone Working Policy	HR
Workplace equipment	Health and Safety policy section 9.	
Manual Handling	Health and Safety policy section 10.	Manual handling included in each Site risk assessment

All the above have specific templates that will assist in the completion of the task; these are available from and should be completed with the Facilities Manager.

3. Other Types of Risk Assessment

Individual Student Risk Assessments are in place for all students from their induction into the school and are reviewed annually and on any incident or change of circumstances.

- Generic Risk Assessments are acceptable where activities/processes/operations are consistent across the workplace. However, these must be adapted, as appropriate, to consider particular individuals and specific activities.
- Specific Assessments may be produced using a generic template but are in place for one dedicated task or event.
- Dynamic Risk Assessments are constant, on the spot assessments of the situation/task that are not written down. These should not be relied on completely for a task, as there is no written evidence of the control measures in place. Dynamic risk assessments alone will not be accepted by the HSE in any accident investigation. However, they can be noted in a full Risk Assessment as an ongoing assessment of the risk.

4. Guidelines for Written Risk Assessment

Process:

- Identify the activity, process or operation
- Identify who is conducting the assessment and when
- Identify the hazards within the activity, e.g. using machinery, confined spaces, working at height, electricity, manual handling, lone working etc.

- D. Determine who may be harmed and what injuries may occur, e.g. contact with moving/sharp equipment, asphyxiation, falls, electrocution, back injury, violence/abuse.
- E. Consider who and how many people will be affected, e.g. employees, visitors, students, contractors.
- F. What control measures are required to reduce the risk.
- G. Share and discuss with all persons involved in the activity/process/operation and obtain signatures to confirm their understanding and involvement.

5. Links to Site Risk Assessments for Chichester and Havant

[Chichester Site Risk Assessment July 24.docx](#)

[Havant Site Risk Assessment July24.docx](#)

6. Link to Dogs on-site Risk Assessment

[Dogs on-site Risk Assessment Oct24.docx](#)

What are the hazards?	Who might be harmed and how?	Control measure
<ul style="list-style-type: none"> Slips, trips and falls 	<ul style="list-style-type: none"> Staff and visitors may be injured if they trip over objects or slip on spillages 	<ul style="list-style-type: none"> Good housekeeping keeping all areas and corridors clean and clear of hazards. All areas are well lit including stairs. Deliveries stored immediately External cleaners visit two times a week.
<ul style="list-style-type: none"> Violence and threatening behaviour inside the building 	<ul style="list-style-type: none"> Staff and/or young people may suffer stress and/or injury from threats/assault/abuse from students who are angry. 	<ul style="list-style-type: none"> All staff trained in managing challenging behaviour. Behaviour policy adhered to and reviewed regularly. All incidents recorded on CPOMS and Incident Reporting Form as required. All incidents discussed at daily debrief. All incidents reported and reviewed at team meetings. Regular staff supervision to support when necessary. Internal doors automatically lock and can only be opened from outside using keys held by staff only. All staff read and sign for policies and RAs as part of induction and at regular intervals. All delivery staff undergo accredited 1st Aid training every 3 years.
<ul style="list-style-type: none"> Theft inside the building 	<ul style="list-style-type: none"> Staff and/or young people may have belongings stolen. Organisation may have property stolen if premises broken into after hours. 	<ul style="list-style-type: none"> Staff aware of need to secure belongings away before young people arrive. Young people made aware of need to keep bags etc with them or leave in a secure place and that RP is not responsible for any loss. Theft reported to Police as required.

<ul style="list-style-type: none"> • Display Screen Equipment 	<ul style="list-style-type: none"> • Some staff working intensively at computers without adequate breaks risk posture problems and pain, discomfort or injuries, e.g. to hands/arms, from overuse, improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, e.g. if the lighting or screen image is poor. 	<ul style="list-style-type: none"> • Staff tell their line manager if they have pains they believe are associated with using computer terminals. • Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen. • Work planned to include regular breaks or change of activity. • Most staff do not work at VDU for extended periods. Those who do are encouraged to take regular breaks and move around. • DSE questionnaire completed yearly.
<ul style="list-style-type: none"> • Manual Handling – injury from incorrect lift, falling objects onto feet. Injury from sharp edges. 	<ul style="list-style-type: none"> • Staff and Students could be injured when moving heavy or awkwardly shaped items 	<ul style="list-style-type: none"> • Students always under supervision • Complete dynamic risk assessments before moving heavy or awkwardly shaped items. • The maximum single person lift is 25kg. • If an item greater than 25kg then used additional number of people are used. Contact SLT if in doubt. • Use spotter to guide lift for heavy or awkwardly shaped items. • Gloves available in workshop area if moving rough materials.
<ul style="list-style-type: none"> • Contact with bleach and other cleaning chemicals 	<ul style="list-style-type: none"> • Staff risk skin irritation or eye damage from direct contact with cleaning chemicals. Vapour may cause breathing problems 	<ul style="list-style-type: none"> • General site cleaning is carried out by external company twice a week. • Mops, brushes and strong rubber gloves are provided and must be used. • Staff shown how to use cleaning products safely, e.g. follow instructions on the label, dilute properly and never transfer to an unmarked container. • COSHH assessment completed.

<ul style="list-style-type: none"> • Electrical • Faulty building wiring, faulty electrical appliances 	<ul style="list-style-type: none"> • Staff could get electrical shocks or burns from faulty electrics, including portable electrical equipment – heaters, fans etc. 	<ul style="list-style-type: none"> • Staff to report to their line manager or Senior staff any defective plugs, discoloured sockets, damaged cable and on/off switches, and to take any defective equipment out of use. • Managers and site maintenance staff to know where the fuse box is and how to safely turn the electricity off in an emergency. • Clear access to the fuse box. • PAT testing completed for portable appliances as required.
<ul style="list-style-type: none"> • Fire, Smoking, faulty electrics, arson 	<ul style="list-style-type: none"> • If trapped, staff could suffer from smoke inhalation/burns. • Property could be damaged by smoke and/or flames 	<ul style="list-style-type: none"> • Fire risk assessment done, and necessary action taken. • Fire equipment inspected to BS5306.
<ul style="list-style-type: none"> • Maintenance 	<ul style="list-style-type: none"> • Staff, students and visitors could be injured when site maintenance is being carried out 	<ul style="list-style-type: none"> • Site maintenance meetings are held twice per half term with staff team on main site to discuss issues and observations. • Maintenance team/site lead conduct risk assessment prior to works commencing. • Larger task like building work will require written risk assessment. • Briefing and/or notifying all users of intended works. • Site co-coordinators notified of intended works being carried out during holiday periods.
<ul style="list-style-type: none"> • Car park, roadway 	<ul style="list-style-type: none"> • Staff students and visitors being hit by car 	<ul style="list-style-type: none"> • When moving vehicles in car park maintain good observation and minimum speed. • If students unable to understand road awareness observe or accompany them leaving site.

