



APPROACH LEARNING

Risk Assessment POLICY

Date of Policy	September 2025
Date of Review	September 2027
Person/s Responsible	Lana Wild

Background and Purpose

This policy forms part of and should be read in conjunction with the Health and Safety Policy. It is designed to confirm how APPROACH LEARNING will address the requirement to undertake Risk Assessments so as prevent or control the hazards and risks presented to its staff, students and, where appropriate, members of the public potentially affected by the activities of APPROACH LEARNING, and thereby comply with the provisions of The Management of Health and Safety at Work Regulations 1999.

The policy requires all managers, on behalf of APPROACH LEARNING, and their respective educational establishments to:

- ensure all existing activities are subject to a valid risk assessment with suitable and sufficient preventive and protective measures planned and implemented;
- avoid any activity, which involves a risk to health and/or safety which has not been subject to an existing risk assessment;
- ensure all new purchases of materials, work/curriculum equipment etc, which could foreseeable present any risk to health and/or safety, are subject to a valid risk assessment prior to being purchased with suitable and sufficient preventive and protective measures designed in at the outset;
- ensure all new activities are subject to a valid risk assessment prior to being introduced with suitable and sufficient preventive and protective measures designed in at the outset;
- implement the appropriate preventive and protective risk control measures, including the provision of training and information necessary to reduce the risk to health and/or safety to the lowest reasonably practicable level;
- review the assessments as necessary to ensure they remain valid.

This policy is required to comply primarily with the Management of Health and Safety at Work Regulations 1999.

To ensure a uniform approach is taken to risk assessment and to assist managers in this process this procedure has been produced which identifies the methodology to be followed and format for recording the findings, training for managers in applying this standard will be regularly available.

RISK ASSESSMENT PROCEDURE:

Definitions

Risk Assessment



A careful systematic examination of a work task, situation or premises, which identifies any hazards, assesses the risks they could present and thereby assists in the identification of appropriate preventive and protective measures.

Hazard

Something with the potential to cause harm. This can include substances, machinery, system of work, buildings, clients etc.

Risk

The likelihood that harm from a particular hazard is realised and taking into account the severity of the outcome.

Young Persons

A person between 16 and 18 years of age.

Child

A person below the minimum provision leaving age (16).

New and Expectant Mothers

A woman who is pregnant, who has given birth within the previous six months, or who is breast feeding.

Given Birth

Delivered a living child or, after 24 weeks of pregnancy, a stillborn child.

Procedures

To satisfy the requirement to carry out suitable and sufficient risk assessments, the procedure to be followed will:

- identify the significant risks arising out of work (trivial risks can usually be ignored);
- enable the manager to identify and prioritise the measures that need to be taken to contain the risk;
- be appropriate to the nature of the activity/work.

The level of detail in a risk assessment should be proportionate to the risk. The purpose is not to catalogue every trivial hazard, nor are managers expected to anticipate hazards beyond the limits of current knowledge. A suitable and sufficient risk assessment will reflect what it is reasonable to expect.

There is no set approach as to how a risk assessment should be undertaken, but in principle they should be carried out as part of the planning process when new tasks, activities, equipment, premises, etc., are being planned, and when material changes are being considered.

Managers undertaking risk assessments should ensure that they consult with all relevant staff, on completion of the assessments should be tabled at the Safety Committee prior to being introduced.



The regulations requiring risk assessment also expect a retrospective application. Therefore, managers should use the procedures detailed in this document when they are assessing work systems and activities not previously addressed.

In order to achieve the systematic approach required to ensure that risk assessments satisfy the suitable and sufficient proviso, the following steps must be followed;

Step 1 Identify the Hazards

When deciding to introduce a new system of work or modifying an existing one, the manager responsible must, in conjunction with other staff as appropriate, identify the physical, chemical, biological and ergonomic (including psycho-social) hazards that the proposed work will present.

Managers/assessors are expected to sufficiently research the development, calling upon other specialists where necessary, to ensure that all foreseeable hazards are identified and risks correctly quantified and controlled

Where the principles of risk assessment are being retrospectively applied, managers/assessors will also need to visually assess the system of work and refer to existing active and reactive monitoring data.

Step 2 Decide Who Might be Harmed and How

When deciding on who might be harmed, managers/assessors will need to identify all those categories of staff, visitors, pupils, contractors, and any other person who could possibly be affected by the work.

Those at greater risk due to their immaturity, special needs, ethnicity etc., require to be specifically identified to ensure the preventive and protective measures selected are effective in all probable circumstances.

Step 3 Evaluate the Risks Arising from the Hazards and Decide on the Preventive and Protective Measures Necessary

An evaluation of the risks arising from the hazards presented by a specific system of work can normally be carried out subjectively by the manager/assessor conducting the assessment. However the policy determined by APPROACH LEARNING requires an objective approach by using a risk ranking system, which categorises the risks into RED, ORANGE, YELLOW AND GREEN, see the appendix.

The preventive and protective control measures selected should be commensurate with the risk and follow a hierarchy which firstly ensures the risks are eliminated, then controlled with preventive risk control measures and then protective risk control measures being considered in turn, so far as is reasonably practicable.



Preventive measures are those that prevent the hazard from arising, for example, banning smoking as a means of preventing fire. Protective measures are those that provide protection after the hazard has arisen, for example, providing a fire extinguisher to combat the fire.

Step 4 Record Details

Where the findings of an assessment are significant, they must be recorded. The record should represent an effective statement of the hazards and risks that lead to the relevant action taken.

The specified form will provide assessors with a means of recording assessments in a suitable format, ultimately the aim will be for these to be available on line to prevent the need for duplication.

The findings should include;

- the activity and its location
- the significant hazards identified, which might pose a serious risk
- the likely consequences of the hazards
- details of those persons who could be affected
- the existing preventive and protective control measures where appropriate (when undertaking a retrospective assessment) and their effectiveness in controlling the risks. Reference to other documents is acceptable here
- the additional preventive and protective control measures required so far as is reasonably practicable and their effectiveness in controlling the risks.

In most cases, managers/assessors will be able to undertake the risk assessments themselves, calling upon specialist advice as necessary in respect of unfamiliar hazards or more complex aspects of their area of responsibility.

Generic risk assessments of common activities or aspects of work will be produced at organisation level, with implementation occurring at local level to prevent duplication.

Proprietary assessments, such as those produced by CLEAPSS are acceptable as long as they have been tailored where appropriate to meet the specific needs presented by the lesson/location/class etc.

Managers should ensure that appropriate information from the risk assessment process is brought to the attention of those staff and pupils to which it relates.

Step 5 Review

To ensure the risk assessment remains valid, it should be subject to a routine review, at least annually, or when changes in the activity could affect the hazard and the risk presented. Monitoring information such as that obtained during a routine inspection or following an accident investigation may also identify the need to review a risk assessment.



- **Think** of possible hazards. A hazard is anything that has the potential to cause harm
- **Decide** who might be affected and how.
- **Evaluate** the level of risk and consider preventive measures. Risk is the likelihood of a hazard causing harm.
- **Discuss** with provision staff/parents/carers/and child as appropriate.
- **Formulate** into a written plan. • Put measures into practice.
- **Review** and revise as necessary
- **Procedural controls** – can the procedure be altered to avoid or reduce the risk? Can the individual be removed / distanced from the risk? Can the activity be carried out at a time that would have a lesser impact on others?
- **Child management** – make sure you and your staff are aware of each child’s needs
- **Setting management** – such as the monitoring of exits and entrances.
- **Additional staff** – can an additional person be utilised to avoid or reduce the risk? • Personal Protective Equipment - consider the value of using such things as gloves, over garments or a hat.
- **Emergency procedures** – have contingencies in the event of things going wrong such as an accident, incident or fire
- **Health surveillance** – are your staff or pupils physically able or sufficiently fit to engage in the planned activity. Monitor the control measures you have instigated to ensure that they are effective and implemented correctly.
- **Record Your Findings:** Record the significant hazards and conclusions using the appropriate risk assessment form. Assessment Review: The assessment must be reviewed periodically to ensure it remains relevant and effective. In addition, the assessment must be reviewed if there are any significant changes to the activity such as different children or staff, new procedures, substances or equipment.

- **Provision Visits**
- APPROACH LEARNING has a policy on provision visits which should be read by all members of staff.

Risk Assessment Procedure

