



Risk assessment Policy

Key staff members:	All staff
Responsible body:	Project Steering Group/Local Governing Body
Adopted:	June 2017
Last reviewed:	n/a
Next review:	June 2018

1. Introduction

This policy sets out the approach taken at Mulberry UTC to risk assessment. More detail about processes and procedures for risk assessment in particular areas are set out in the relevant policies, e.g. in the Mulberry Schools Trust Trips and Visits policy.

2. Principles

- Health and Safety is everybody's responsibility – all staff at all times prioritise their own safety and well being and that of the students
- Robust risk assessments which are regularly reviewed ensure risks are anticipated and steps taken to eliminate or minimise those risks.
- Not all risks can be anticipated and prevented – accidents can and may happen at any time. It is vital that all staff are vigilant and aware of their surroundings, students and other adults and feel empowered to take early preventative action if they see a problem arising

3. Aims of this policy

This policy aims to ensure that all stakeholders (including staff, parents/carers and placing authorities) are clear about the school's procedures and when a risk assessment is required.

The policy also aims to ensure that governors, the Principal, the Head teacher and all staff are clear about where the responsibility for risk assessment lies.

4. Other relevant policies

In reading this policy you should also consider and consult the following:

- Health and Safety Policy

- Trips and Visits Policy
- Medical Care Policy
- Intimate Care Policy
- Fire Evacuation Policy
- Risk Register

5. Risk assessment procedure

Mulberry UTC believes that sound risk assessment is a tool for inclusion and allows our young people to access a rich and creative curriculum both on and off the school premises. Risk assessment is based five principles of risk assessment, recommended by the HSE:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record findings and implement them
- Review assessment and update if necessary

Mulberry UTC and the Mulberry Schools Trust have a range of risk assessment pro-formas which can be used for different situations.

6. Risk Rating Matrix

In order to determine the low/medium/high risk status consideration has to be given to the likelihood of a situation occurring (from 1 – rare to 4 - likely) and the severity of the consequence of the situation occurring (from 1 – minor to 4 – catastrophic). The likelihood and impact scores are then plotted into the table below to produce a 'risk rating':

Consequence Likelihood	1. Minor	2. Moderate	3. Major	4. Catastrophic
4. Likely	4	8	12	16
3. Possible	3	6	9	12
2. Unlikely	2	4	6	8
1. Rare	1	2	3	4

Grade	Risk mitigation actions
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L 1-4	LOW: These risks should be recorded, monitored and controlled by the responsible manager.
M 5-8	MEDIUM: These risks should be recorded, monitored and controlled with mitigation actions to reduce the likelihood and seriousness identified and appropriate actions to be identified and endorsed at SLT level.
H 9 and above	HIGH: This level of risk could pose a significant impact on an individual/group of individuals or overall school community. No risks assessed as “high” will be taken by the school. The Principal and Local Governing Body must be advised of identified risks which have been graded at this level.

7. Risk assessments at Mulberry UTC

There are numerous activities carried out at Mulberry UTC, each of which requires its own separate risk assessment. The most important of these cover fire safety, critical incident and evacuation procedures and trips and visits. Risk assessments are also needed for a range of other activities including:

Science experiments; Design and Technology (including the construction workshop); Food Technology; Each sport and PE activity; Duke of Edinburgh award; Art and design (including the costume workshop); Music; Drama (including the theatre back stage, stage, scene dock and lighting box); Theatre Productions; Social Events/Functions – in and out of school; Medical and First Aid; Classrooms; Physical Education Equipment; Catering; Cleaning; Maintenance; Pregnant workers; External contractors; Site Security; Slips and Trips; Ladders and Heights; Gas; Electricity; Water; Child Protection; Manual Handling; Electrical Equipment

All teaching staff and technicians receive an induction and refresher training in risk assessments tailored to their specific areas when they start at the UTC.

8. Premises

- The premises team responsible for undertaking, reviewing and updating risk assessments for all the public areas in the school including the grounds. (see H&S Policy)
- Teachers are responsible for risk assessing their classrooms
- Risk Assessments are living documents and will be reviewed and updated as required (especially in the light of pupil need)
- The Health and Safety Policy details the steps that will be taken to ensure that the premises remain safe at all times.

9. Visits & off-site activities

- When planning a visit the responsible staff member will check and update as necessary any generic risk assessments held by the school (e.g. for minibus or public transport and for regularly used venues)
- Venues will be asked for their risk assessments which will be read and any additional hazards given the nature of our students considered.
- The school will undertake a risk assessment for any venue where an overnight stay is proposed or where the planned activity could be hazardous. (see Trips and Visits Policy)
All Staff should be aware of the Emergency Procedures and Critical Incident Policy in the event of an accident/incident.

10. Review of risk assessment

All risk assessments should be regularly reviewed; some will need to be reviewed and updated annually.

Risk assessments should also be reviewed (and recorded), when major structural work is planned, or in the event of an accident/incident. The School's Health and Safety Policy describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for auditing the catering and cleaning functions and for water sampling.

The Local Governing Body will review the Health and Safety Policy (including the strategic risk register) on an annual basis.

11. Accident reporting

The Principal is responsible for reporting and recording any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR). Further details are provided in the Health and Safety Policy. All notifiable accidents and near misses are reviewed by the school's Health and Safety forums (and reported to the Local Governing Body and, if appropriate, the Trust Board), with a view to assessing whether any measures need to be taken to prevent recurrence.