



**St Andrew's**  
**C O L L E G E**

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# RISK ASSESSMENT POLICY

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4<sup>th</sup> April 2024

APPROVED BY: COLLEGE GOVERNING BODY  
NEXT REVIEW DUE BY: SEPTEMBER 2025

# St Andrew's College Risk Assessment Policy

## 1. Policy Summary / Statement

The school aims to ensure that:

- All risks that may cause injury or harm to staff, learners and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- Risk assessments are conducted and reviewed on a regular basis

## 2. Links to Procedures

This risk assessment policy links to the following St Andrew's Healthcare policies:

- Health and Safety Policy
- First Aid at Work Procedure
- Control of Substances Hazardous to Health Procedure
- Clinical Risk Management Policy
- Pandemic Preparedness Plan
- Fire Safety Policy
- Response Matrix
- Lone Workers Procedure
- Risk Management Policy
- Self-harm and Prevention of Suicide Policy
- Safeguarding of Vulnerable Adults and Children Policy

## 3. Monitoring and Oversight

### The Governing body

The Governing body has ultimate responsibility for health and safety matters in the College but will delegate day-to-day responsibility to the Headteacher. The governing board has a duty to take reasonable steps to ensure that staff and learners are not exposed to risks to their health and safety. This applies to activities on or off the College premises.

The Charity Executive Team as the employer, also has a duty to:

- Assess the risks to staff and others affected by college 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

### The Headteacher

The Headteacher, or in the Headteacher's absence the Assistant Headteacher is responsible for ensuring that all risk assessments are completed and reviewed.

### College staff

College staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required
- Familiarising themselves with risk assessments

- Implementing control measures identified in risk assessments
- Alerting the Headteacher to any risks they find which need assessing

### **Learners and parents**

Learners and parents are responsible for following the College's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

Risk assessments are written as needed and reviewed by the most appropriate member of the education team (this may be the Subject Lead, Curriculum Lead, Teacher, or Senior Leadership Team), depending on the identified risk. St Andrew's Healthcare also have policies in place which must be adhered to by the College.

This policy will be reviewed by the Senior Leadership Team every three years and approved by the Governing body.

## **4. Diversity and Inclusion**

St Andrew's Healthcare is committed to Inclusive Healthcare. This means providing patient outcomes and employment opportunities that embrace diversity and promote equality of opportunity, and not tolerating discrimination for any reason.

Our goal is to ensure that Inclusive Healthcare is reinforced by our values and is embedded in our day-to-day working practices. All our policies and procedures are analysed in line with these principles to ensure fairness and consistency for all those who use them. If you have any questions on inclusion and diversity, please email the inclusion team at [diversityandinclusion@stah.org](mailto:diversityandinclusion@stah.org)

## **5. Training**

Health and Safety training is available for all staff. Please contact Learning & Development to discuss your requirements, or the Charity Senior Health and Safety Lead.

## **6. References to Legislation and Best Practice**

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](#) which requires proprietors to have a written risk assessment policy
- 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, including new and expectant mothers
- Regulation 4 of [The Control of Asbestos Regulations 2012](#) requires 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 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 Regulatory Reform \(Fire Safety\) Order 2005](#) says that fire risks must be assessed
- Regulation 4 of [The Manual Handling Operations Regulations 1992](#) requires employers to conduct a risk assessment for manual handling operations
- [The Work at Height Regulations 2005](#) say that employers must conduct 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 learners being drawn into terrorism
- [The Health and Safety Executive \(HSE\)](#) say schools that manage their own pools must conduct a risk assessment
- DfE guidance on [health and safety: responsibilities and duties for schools](#) says schools must identify the measures needed to reduce the risks from COVID-19 so far as is reasonably practicable

A table of all the risk assessments colleges are required to have in place can be found in appendix 1 of this policy.

## 7. How to request a Change or exception to this policy

Please refer to the exception process [Policy and Procedure Exception Application Link](#)

## 8. Key changes

Version Number	Date	Revisions from previous issue
1.0	March 2024	New College policy

### Appendix 1: Statutory risk assessments checklist

The following table lists the risk assessments that colleges are required to have in place.

Statutory or mandatory risk assessment	✓	Completed by	Date of review
Workers under the age of 18			
Asbestos			
Substances hazardous to health			
Display screen equipment			
Fire			
First aid			
Manual handling			
Working at height			
Children being drawn into terrorism			
Swimming pools (if applicable)			
COVID-19			

