

# SIEVEMK GATEWAY

## Risk Assessment Policy

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**SIEVEMK GATEWAY**

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## Introduction And Objectives

The purpose of this policy is to enable SIEVEMK to meet its duty of care to learners and staff (and others) by creating a culture of undertaking risk assessments to reduce the risks of all educational business operations, as far as is reasonably practical. The aim is to protect the health, safety and wellbeing of learners, staff, visitors and others affected by our operations.

This policy and associated procedures provides a framework for staff to follow in the completion of risk assessments. The *Management of Health and Safety at Work Regulations 1999* dictates that SIEVEMK has an absolute duty to carry out risk assessments and record significant findings in writing. Risk assessments must be 'suitable and sufficient'. Various regulatory requirements demand that, as best practice, SIEVEMK ensures the welfare of learners is safeguarded and promoted by the drawing up and effective implementation of a written risk assessment policy; and that appropriate action is taken to reduce risks identified.

We must therefore take a proactive approach to managing risk, and thereby reduce the likelihood that learners and others will be harmed through negligence and lack of foresight or proper planning.

## The purpose of risk assessment

Risk assessments focus on prevention, as opposed to reacting when things go wrong, it is therefore possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Once a risk assessment has been completed the significant risks must be communicated to staff and others, to enable their co-operation and informed decisions. Such communication can be done verbally or where appropriate more formally by providing a copy of the risk assessment and discussing the findings during meetings.

The range of risk assessments used at SIEVEMK will create a risk profile; covering the nature and level of the risks faced, the likelihood of adverse effects occurring, associated costs and effectiveness of current controls. High level strategic business risks will be captured by the Risk Register, owned and reviewed by the CEO and Trustees.

## What is a risk assessment?

A risk assessment is a tool for conducting a formal examination of the hazards or potential harm to people, particularly in the Centre's case to staff and learners that could result from a business activity or situation and to identify action needed to reduce the level of risk.

- A hazard is anything with the potential to cause harm e.g. chemicals, electricity, working from ladders.
- The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property) and what action needs to be taken to reduce the risks as low as is reasonably practicable.

Risk control measures are the measures, actions, and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, appropriate supervision, clear work procedures, preliminary visits, warning signs and barriers).

Risk assessments are used to identify the potential hazards to people from our activities, which will include (e.g. safeguarding related, site security, slipping, falling, poor health, equipment), property (fire), strategic (reputation, loss of learners, impact on development), financial (falling income), compliance (data protection) and environmental risks.

# Responsibilities For Risk Assessments

## **SIEVEMK's responsibility**

It is the organisation's responsibility, through its management, to ensure risk assessments are completed and implemented. The work involved to meet this responsibility is delegated to various roles within the organisation and includes recognition of the particular nature and location of the Centre and the associated risks e.g. security of learners. The CEO monitors and evaluates risk assessments, and reports on risk assessment Trustees.

SIEVEMK will utilise risk assessments at all levels to manage risk, from the Risk Register to risk assessments for individuals.

SIEVEMK will provide suitable and sufficient training for staff required to complete risk assessments to ensure staff have the knowledge and understanding to fulfil this responsibility and undertake effective risk assessments.

## **Responsibilities of all staff**

All staff are responsible for taking reasonable care of their own safety, together with that of learners and visitors. They are responsible for cooperating with the health and safety policy and arrangements (including risk assessments) in order to enable the Trustees to comply with their health and safety duties.

All staff are expected to participate in the completion of risk assessments when requested to do, follow safety related instructions and safe systems of work identified in risk assessments. Finally, all members of staff are responsible for reporting any risks/defects or concerns to their line manager, in order assist with reducing risks.

## **General Arrangements**

Risk assessments should consider the following general hazards/situations:

- Safeguarding of pupils
- Supervision arrangements
- Manual handling
- Working at height
- Slips and trips
- Hazards from equipment/machinery used
- Lone working
- Substances hazardous to health (COSHH)
- Noise
- Access and egress
- Preventing unauthorised access to high-risk areas
- New and expectant mothers.

Risk assessments should be undertaken using our assessment template to enable a consistent judgement of risk and easy identification of the high priority risks, see appendix 2.

Completed risk assessment should be made available on the shared drive.

## Dynamic Risk Assessment

Although many risk assessments have been completed, it is possible that some tasks still need assessing or reassessing, therefore if any member of staff has a role which they think has uncontrolled risks, they must inform their line manager.

Levels of risk can change from day to day, and tasks that have been assessed and suitably controlled may have a higher level of risk on some occasions (e.g. due to weather conditions or poor housekeeping), and it is essential that every member of staff takes a moment to assess risk from every job before they start it. This is known as a 'dynamic risk assessment' and is simply taking a moment to think before acting. It's the same principle as looking both ways before crossing the road – you have to do it every time before you cross the road. Staff must still take the time to assess the risks before undertaking a task, even if there is an up to date risk assessment.

Staff must never undertake a task where they have identified a risk that means they cannot do the task safely at that point in time, or that creates uncontrolled risk to others, especially our learners.

## Induction

All new members of staff are given an induction into the Centre's arrangements for health and safety. Specialist training is given to those whose work requires it. All staff responsible for completing risk assessments will be provided with information to provide them with the knowledge and understanding of the risk assessment process and the skills required to undertake a suitable and sufficient risk assessment. Risk assessments should be used to identify staff training needs to enable them to work safely.

## Educational Areas

There are number of higher risk learner focused activities which take place at SIEVEMK, each of which requires risk assessment:

- safeguarding, child protection, and Prevent
- trips
- art activities
- music activities

Schemes of work and lesson plans for the above educational areas should include details of the hazards and risks associated with the activity, to ensure pupils are aware of the risks involved and general health and safety arrangements. Those leading trips, are responsible for the completion of detailed risk assessments and associated approval from the CEO.

## Classroom and Office Risks

In recognition of the limited risks involved in classroom teaching a simple health and safety checklist will be completed. Although these are low risk work environments it's important to ensure safe access/egress, suitable lighting and ventilation for example.

## Educational Visits

All external trips require the completion of a risk assessment and the 'Procedures for off-site visits' followed as detailed in SIEVEMK Gateway's Health and Safety Policy.

Key information must be available to all members of staff.

## Access by pupils to risky areas

Risk assessments of all areas of the Centre reinforce the policy of ensuring that our pupils do not have unsupervised access to potentially hazardous areas, such as cleaners' cupboards or the roof terrace. Doors to these areas are kept locked when not in use. Pupils are only allowed access if risks are suitably

controlled or accompanied by a member of staff. Pupils should not have unsupervised access to the operational areas of the Centre, such as the kitchen or main office.

## Pupil Welfare and Supervision

When completing risk assessments, staff should ensure safeguarding risks to pupils are considered and documented. One of the controls used to protect pupils will be adequate competent supervision. Supervision during various activities and times of the day is detailed in SIEVEMK Gateway Health and Safety Policy. Staff ratios and availability play a key part of ensuring appropriate supervision of pupils and will be considered appropriately.

## Requirements for contractors

Contractors are responsible for undertaking their own risk assessment, in order to protect the health and safety of their staff, SIEVEMK learners and staff (and others). The contractor “owns” the risk involved with their work activities. However, SIEVEMK has an obligation to ensure competent contractors are used, sufficient time for planning is allowed and risk assessment forms part of the planning and work processes.

If a contractor is employed to undertake work the person engaging the contractor must ensure suitable and sufficient risk assessments are in place to cover the work, prior to work starting. The contracting manager will need to review and discuss the contractor’s risk assessments and provide supervision of the contractor to ensure risk assessments are being adhered to.

## Events

Planning for events at SIEVEMK when learners are on site will also involve risk assessments at different levels depending on the scale of the event. The event organiser should use a basic risk assessment for smaller events and discuss in detail arrangements for any large scale events.

## First Aid

We have up to 3 qualified first aiders on site and there is an appropriate risk assessment in place to establish the levels of provision and the types of first aid kits required.

## Display Screen Assessments

The *Health and Safety (Display Screen Equipment) Regulations 1992* require SIEVEMK to protect employees from any risks associated with Display Screen Equipment (DSE) (*i.e.* computers and laptops). These Regulations only apply to employees who regularly use DSE as a significant part of their normal work (daily, for continuous periods of 2 hours or more). The Regulations do not apply to workers who use DSE infrequently or for short periods of time.

The above requirements will be achieved by requiring all DSE users to complete the online workstation checklist available at

[Display screen equipment \(DSE\) workstation checklist \(hse.gov.uk\)](https://www.hse.gov.uk/workstation/)

## Young Workers

When employing a young person under the age of 18, whether for work or work experience, under the *Management of Health and Safety at Work Regulations 1999*, we assume the same responsibilities for their health, safety and welfare as we do for other employees.

While there is no requirement for a separate risk assessment specifically for a young person, it is important to take into account a young person’s lack of maturity, lack of risk awareness, insufficient attention to safety and lack of experience or training. A risk assessment is completed for each and every work experience student who joins us.

A young person should not be asked to do work which involves a risk to health from extreme cold or heat; noise; or vibration. There are also specific restrictions within the Approved Code of Practice, relating to young people using lifting machinery.

## New and Expectant Mothers

New or expectant mother, means an employee who is pregnant; who has given birth within the previous six months; or who is breastfeeding. SIEVEMK should take account of women of child-bearing age when carrying out all risk assessments and identify the preventive and protective measures that are required. All risk assessments should adequately cover risks to new and expectant mothers.

Where the risk assessment identifies risks to new and expectant mothers and these risks cannot be avoided by the preventive and protective measures taken, one of the following must be followed:

- a. Alter her working conditions or hours of work if it is reasonable to do so and would avoid the risks or, if these conditions cannot be met.
- b. Identify and offer her suitable alternative work that is available
- c. Suspend her from work. The *Employment Rights Act 1996* (which is the responsibility of the Department of Trade and Industry) requires that this suspension should be on full pay. Employment rights are enforced through the employment tribunals.

## Monitoring and Review of Risk Assessments

All risk assessments should be regularly reviewed:

- If there is significant change in the circumstances, e.g. new equipment/ways of working
- After an accident or incident
- If the original assessment is no longer valid, e.g. change in legislation
- In all other cases regularly (annually)

Risk assessments should also be reviewed and recorded, when major structural work is planned, if work practices change or in the event of an accident. A "library" of risk assessments should be held on our shared drive for staff to refer to and adapt for their own use.

A senior member of staff will carry out a health and safety review with a focus on risk assessments, to ensure they are kept up to date, reviewed at least annually and of a quality to be deemed 'suitable and sufficient'. Such reviews will take place annually but may be more frequent if there are significant improvements required. This review will provide an overview of organisation wide risk assessments, focussing on high level risks, and will action where necessary planned improvements to reduce risk.

## References, Resources and Related Policies

- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety at Work Act etc. 1974 and most recently updated 2006
- HSE Publication "Risk Assessment – A brief guide to controlling risks in the workplace."
- HSE publication "5 Steps to Risk Assessment"
- SIEVEMK Gateway Health and Safety Policy'
- SIEVEMK Gateway First aid policy
- SIEVEMK Gateway Risk assessment methodology (Appendix 3)

# Appendix 1

## How to Conduct a Risk Assessment

This template is a document and guidance on how to undertake a risk assessment. The template is based on the HSE's Five Steps to risk assessment. A risk assessment should be carried out by anyone who is competent to do so; someone who understands the circumstances, the potential harm and the deviations. To do a risk assessment, consider what, in the activities, might cause harm to people and decide whether you are doing enough to prevent that harm. Once you have decided that, you need to identify and prioritise putting in place, appropriate and sensible control measures.

It's crucial that the risk assessment contents, particularly the control measures actually reflect activities and arrangements that are in place. If a control measure is identified as being required in the recorded risk assessment this must be implemented. Staff involved in the activities/operations should be consulted and involved with the risk assessment process and the results must be effectively communicated to staff and pupils. The written document should help with communicating and managing the risks.

When completing a risk assessment, the focus should be on significant risks associated with the activity, you do not need to include insignificant risks. In other words, you do not need to include risks from everyday life unless tutoring/work activities increase the risk.

Risks should be reduced to the lowest reasonably practicable level by taking preventative measures, in order of priority. This is what is meant by a hierarchy of control. The list below sets out the order to follow when planning to reduce identified risks. Consider the headings in the order shown, do not simply jump to the easiest control measure to implement.

1. Elimination - Redesign the job or substitute a substance so that the hazard is removed or eliminated.
2. Substitution - Replace the material or process with a less hazardous one.
3. Engineering controls - for example use work equipment or other measures to prevent falls where you cannot avoid working at height, install or use additional machinery to control risks from dust or fume or separate the hazard from operators by methods such as enclosing or guarding dangerous items of machinery/equipment. Give priority to measures which protect collectively over individual measures.
4. Administrative Controls - These are all about identifying and implementing the procedures you need to work safely. For example: reducing the time workers are exposed to hazards (e.g. by job rotation); prohibiting use of mobile phones in hazardous areas; increasing safety signage, and performing risk assessments.
5. Personal protective clothes and equipment - Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must personal protective equipment (PPE) be used. For example, where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall (should one occur). If chosen, PPE should be selected and fitted by the person who uses it. Workers must be trained in the function and limitation of each item of PPE.



## Appendix 2

### Risk Assessment Template

Hazard	Who might be harmed?	How might they be harmed?	Uncontrolled risk score	Current control measures	Mitigated risk score	Action required to further reduce risk	By <i>Date and person</i>	Completed <i>Date</i>
Example: Unsupervised access to roof terrace	Pupils	Injury	Medium-High	Door is secured and all necessary access is supervised. Pupils should not need to access this area unless in an emergency.	Low	Pupils to be informed that they are unable to access certain parts of the building and failure to comply will be reviewed with Behaviour Policy	Ongoing All staff	N/A
Example: Reputational damage through social media	Personnel Financial	Reduced public confidence and income generation potential coupled with removal of charity status	High	Staff supervision, removal of mobile phones, Behaviour Policy and Student Conduct agreement	Low-Medium	Ensure transparent procedures are adhered to and teacher code of conduct followed	Ongoing CEO	N/A

## Appendix 3

### Risk assessment methodology

#### How do we define a risk?

We define our risks according to 6 discrete categories:

Financial      Personnel      Health and Safety      Safeguarding & Pupils      Regulation      Reputation

Within these categories we look at situations which have the potential to occur (*i.e.* not known issues). There are fundamentally three types of risk within each category: known risk, unknown risk and unforeseeable risk.

#### What are they and what template do we use to record them?

Once risks are **acknowledged/reported/identified** they are recorded under the relevant section of our Risk Register. These are then **analysed** according to the relevant impact and probability scores to define high, medium and low risks overall.

		<b>IMPACT</b>				
		<b>Negligible</b>	<b>Minor</b>	<b>Moderate</b>	<b>Significant</b>	<b>Severe</b>
<b>PROBABILITY</b>	<b>Very likely</b>	<i>Low medium</i>	<i>Medium</i>	<i>Medium high</i>	<i>High</i>	<i>High</i>
	<b>Likely</b>	<i>Low</i>	<i>Low medium</i>	<i>Medium</i>	<i>Medium High</i>	<i>High</i>
	<b>Possible</b>	<i>Low</i>	<i>Low medium</i>	<i>Medium</i>	<i>Medium High</i>	<i>Medium High</i>
	<b>Unlikely</b>	<i>Low</i>	<i>Low medium</i>	<i>Low medium</i>	<i>Medium</i>	<i>Medium High</i>
	<b>Very Unlikely</b>	<i>Low</i>	<i>Low</i>	<i>Low medium</i>	<i>Medium</i>	<i>Medium</i>

#### How do we manage risks once they are reported?

We follow where possible a risk reduction approach whereby for each risk, we **evaluate** a strategy in order to mitigate any potential impact. Each risk is assigned to a risk owner. Our risk owners are the members of the management team who manage that particular risk; they may be different from the action owners who are carrying out the various actions to mitigate that risk.

#### How does this fit within our corporate governance?

The **priority** of any risk will be assigned according to its high, medium or low risk score and reported as such to our trustees at each board meeting along with any updates or actions.

Following **treatment** of the risk we then **monitor** the mitigated severity and likelihood on a continual basis to ensure that we are being as effectual as possible with our actions.

