

Littleover Community School



and
Sixth Form Centre

Risk Assessment Policy

2026

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Risk Assessment Policy

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1. Aims

Littleover Community School and Sixth Form aims to ensure that:

- All risks that may cause injury or harm to staff, students 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. Legislation and statutory requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

- 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](#) <https://www.gov.uk/government/publications/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 students being drawn into terrorism, LCS has a separate risk assessment policy for this

A table of all the risk assessments schools are required to have in place can be found in *Appendix 1: Statutory risk assessments checklist*.

3. Definitions

Risk assessment	A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm
Hazard	Something with the potential to cause harm to people, such as chemicals or working from height
Risk	The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be
Control measure	Action taken to prevent people being harmed

4. Roles and responsibilities

4.1 The local authority and governing board

Derby City Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

Derby City Council, as the employer, has a duty to:

- Assess the risks to staff and others affected by school 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

4.2 The Headteacher

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

4.3 School staff and volunteers

School staff are responsible for:

- Taking care of their own health and safety and that of others who may be affected by what they do at work.
- Implementing control measures identified in risk assessments.
- Working in a safe manner at all times, including following training, adhering to health and safety procedures, wearing PPE and PPC as required, following risk assessments, etc.
- Reporting any hazard, risks, unsafe situations, work related concerns, incidents, accidents and any issues immediately to their line manager, Site Manager, School Operations Manager, Headteacher or Health and Safety Union Representative.
- Being co-operative and proactive in all health and safety issues.
- Assisting with, and participating in, risk assessment processes, as required.
- Familiarising themselves with risk assessments.

4.4 Students and parents/carers

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

4.5 Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work.

5. Risk assessment process

When assessing risks in the school, we will follow the process outlined below.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

A risk assessment template can be found in *Appendix 2: Risk Assessment Template*.

Step 1: identify hazards

We will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, students and visitors.

Step 2: decide who may be harmed and how

For each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance students with special educational needs (SEND) and expectant mothers. We will then establish how these groups might be harmed.

Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well)

We will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

Step 4: record any further action to control the risk/s

This will include who needs to carry out the action, when the action is needed by and the date the action is completed.

Step 5: review the assessment and update, as needed

We will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or students spotted a problem?
- Have we learnt anything from accidents or near misses?

Step 6: retaining risk assessments

Risk assessments are retained for the duration of time they are needed. Risk assessments are securely disposed of in line with the LCS Data Protection and Retention Policy.

6. Monitoring arrangements

Risk assessments are written as needed and reviewed as appropriate by the Headteacher, Senior Deputy Headteacher, School Visits Coordinators, relevant staff coordinating a school trip or visit, Department Lead, such as Curriculum Coordinators, Site Manager and/or School Operations Manager.

This policy will be reviewed every 3 years.

7. Links with other policies

This risk assessment policy links to the following policies:

- Health and Safety Policy
- First Aid Policy
- Lockdown Policy
- Educational Visits Policy and Guidance
- Return To Work Policy
- Supporting students with medical conditions
- Data Protection and Retention Policy
- Whistleblowing Policy

Appendix 1: Statutory risk assessments checklist

The following table lists the risk assessments that schools 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			



Appendix 2: Risk Assessment Template

RISK ASSESSMENT FORM

CHST 2 – General Risk Assessment Form



Derby City Council

Health and Safety Risk Assessment		
Site Address/Location:		Operations/Work Activities/Environment covered by this assessment:
Directorate/Service/Team:		Affected persons: Employees: <input type="checkbox"/> Contractors: <input type="checkbox"/> Customer: <input type="checkbox"/> Children: <input type="checkbox"/> Visitors: <input type="checkbox"/> Members of the Public..... <input type="checkbox"/> Agency: <input type="checkbox"/> Others (specify):
Date of Assessment:		
Date of issues:		
Note: A person specific assessment must be carried out for young persons, new or expectant mothers, returning to work after injury, returning after illness or accident and those with diagnosed health conditions resulting from work activities		
Record of who has been consulted		
Name	Job Title	Assessment agreed by all team members (Date)



Identify the Hazards. A hazard is anything that has the potential to cause harm. (Step 1)	Who might be harmed and how? (Step 2)	What are you already doing to control the risks and protect people? (Step 3.a)	What further action do you need to take to control the risks? (Step 3.b) Consider hierarchy of controls – Elimination, substitution, Engineering controls, Administrative controls, Personal Protective Equipment (PPE) and clothes last resort	Action to be taken to further control the risks. (Step 4)		
				Who needs to carry out the action? (Name)	When is the action needed by? (Date)	Date action completed. (Date and initial)



Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions, these are:

Review

Review Date (Step 5)	Reviewed by	Date	Yes/No	Additional comments
Name of person and job title, authorising, agreeing and confirming the assessment by (Name and Signature, Date):				
Date shared with team and records maintained:			Review date (Step 5):	
Date sent to Trade Union Health and Safety Representatives			Date sent to Corporate Health and Safety Team email employee.healthandsafety@derby.gov.uk when required:	

The following sections should be completed by all employees who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, because of a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.