KALEIDOSCOPE
Multi Academy Trust

RISK ASSESSMENT POLICY

Approved by:	Kaleidoscope Trust Board	**Date:**	November 2025
Next Review:	November 2027		

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1. Aims

Kaleidoscope Multi-Academy trust aims to ensure that:

- All risks that may cause injury or harm to staff, pupils 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:

Paragraph 16 of part 3 of The Education (Independent School Standards) Regulations 2014 which requires proprietors to have a written risk assessment

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

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 for 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 pupils being drawn into terrorism

The Health and Safety Executive (HSE) say schools that manage their own pools must conduct a risk assessment

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

This policy complies with the Trust's funding agreement and articles of association.

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 Trust Board

Trustees have ultimate responsibility for health and safety matters in the Trust, but will delegate day to-day responsibility to the CEO and Headteacher/Executive Headteacher/Head of School at each school.

The Trust has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the Trust premises.
The Trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by Trust 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 Chief Executive Officer (CEO)

The CEO is responsible for ensuring that all central risk assessments are completed and reviewed. The review of school level Risk assessments is managed by the Headteacher/Executive Headteacher/Head of School and Governors of each school.

4.3 Trust staff and volunteers

Trust 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

4.4 Pupils and parents

Pupils and parents are responsible for following the Trust's advice in relation to risks, on-site and offsite, 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

Where absolutely necessary, e.g. for Asbestos, Fire and Legionella, assessments will be carried out by specialist contractors. For in-house assessment, when assessing risks in our schools we will follow the process outlined below, by utilizing the EEC Health and Safety Management risk assessment tool https://www.eeclive.co.uk/public/plogon.asp?AID=261 or using the Kaleidoscope Central Risk Assessments which are stored within the Headteacher Folder of the KMAT Google Drive.

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

When assessing risks in the Trust, 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. Risk assessments are input into the EEC online Health & Safety Management system. KMAT Central Risk Assessments are stored on the Headteacher Folder within the KMAT Google Drive.

Step 1: identify hazards – we will consider activities, processes and substances within the Trust and establish what associated-hazards could injure or harm the health of staff, pupils 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 pupils with special educational needs (SEN) 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 significant findings – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment. A risk assessment template can be found in appendix 2 of this policy.

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 pupils spotted a problem?

- Have we learnt anything from accidents or near misses?

6. Monitoring arrangements

Risk assessments are written as needed and reviewed by managers across the Trust
This policy will be reviewed by the Trust Board every three years

7. Links with other policies

This risk assessment policy links to the following policies:

- Health and safety
- First aid
- Supporting pupils with medical conditions

Appendix 1: statutory risk assessments checklist

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

Statutory or mandatory risk assessment	✓	Completed by	Date of review
Health and safety			
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)			

Appendix 2: School Visit Risk Assessment Template

SCHOOL:				
ACTIVITY:		**Group Leader:**		
Visit Details:			**Date of Visit:**	
Assessment by:		**Date:**	**Target Date for review:**	
Approved by:		**Position:**	**Date:**	
Significant Hazards and Associated Risks Those hazards which may result in serious harm or affect several people	**Those who might be harmed** Persons at risk from the significant hazards identified	**Control Measures (CM's):** Controls, including relevant sources of guidance (e.g. Generic Risk Assessment, CSF Offsite Visits Manual, Guidance from Provider, etc.). Specific CM's not included in the generic RA (e.g. briefings, actions by leaders / participants, qualifications / experience of supervisors)	**Additional CM's required?** If existing CM's cannot be met or circumstances have changed	**Residual Risk Rating** (**H / M / L**)
•		•		
•		•		
REVIEWS:				
DATE OF REVIEW:	**REVIEWED BY:**	**COMMENTS:**		
DATE OF REVIEW:	**REVIEWED BY:**	**COMMENTS:**		

Appendix 3: General Risk Assessment Template

School:				
Activity:		**Group Leader:**		
Assessment by:		**Date:**	**Target Date for review:**	
Approved by:		**Position:**	**Date:**	
Significant Hazards and Associated Risks Those hazards which may result in serious harm or affect several people	**Those who might be harmed** Persons at risk from the significant hazards identified	**Control Measures (CM's):** Controls, including relevant sources of guidance (e.g. Generic Risk Assessment, CSF Offsite Visits Manual, Guidance from Provider, etc.). Specific CM's not included in the generic RA (e.g. briefings, actions by leaders / participants, qualifications / experience of supervisors)	**Additional CM's required?** If existing CM's cannot be met or circumstances have changed	**Residual Risk Rating (H / M / L)**

REVIEWS:		
DATE OF REVIEW:	**REVIEWED BY:**	**COMMENTS:**
DATE OF REVIEW:	**REVIEWED BY:**	**COMMENTS:**
DATE OF REVIEW:	**REVIEWED BY:**	**COMMENTS:**

Appendix 4: Individual Risk Assessment Template

School:	
Pupil Name:	
Activity/Trip	
Date of Activity/Trip	

1. **<u>Risk to self</u>** (Please describe potential risky behaviours, vulnerabilities, or other characteristics as specifically as possible)

2. **Circumstances, situations, triggers which are likely to increase risk to self:**

3. **Detail action necessary/strategies required to minimise risk to self:**

Signed:	**Name:**	**Date:**