



Policy Focus	Risk Assessment Policy
Lead Policy Holder	Vicky Banks
Designated Governor	Peter Atkey
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Preface – Our Intentions & Values

MTS is a place where self-development, awareness and well-being are at the core of what we do. Without these elements sitting at the forefront of our provision, long term academic achievement would not be an option for our young people as a result of their medical needs. The safety and wellness of our students is our greatest priority and nurture and removing barriers is central to our environment as a result.

We are a supportive stepping-stone for young people currently unable to attend mainstream or suitable alternative as a result of medical need, and our offer is one that facilitates them in successful future transitions and integration. Those transitions might be a return to mainstream, settling in at a suitable alternative, a move to Further Education, entry into the world of work, or a reestablishment of place in family or society.



Beyond Learning

- We recognise and value the potential in all of our students and only model 'can-do' attitudes.
- We strive to develop the whole learner, beyond just their academic achievement.
- Caring for and preparing our young people to lead and maintain healthy lifestyles and attitudes is at the forefront of what we do.
- We go beyond learning, in order for all of our students to become confident with their place in the world of education; work; society; family; community and beyond - through a rigorous and bespoke learning and reintegration programme.
- We welcome our learners into MTS with a carefully designed and supportive curriculum that will enable their academic achievement now, whilst simultaneously facilitating our young people in developing the life skills they will need to become independent, well rounded, happy, healthy and successful individuals in the future.

At MTS we aim to create a collaborative working ethos which engenders the following core values:

Mutual Respect - We are **mindful** of the barriers to learning and respect that we all learn in different ways.

Trust - Our **arms** reach out so that we can facilitate reintegration.

Support - **Heart** and nurture are what drive us. Through those elements we make reintegration possible.

The infographic features the MTS logo on the left, which consists of stylized figures in a heart shape. Three arrows point from the letters M, T, and S to the right, where each letter is associated with a core value. The background is a light blue gradient with a small logo in the top right corner.

M **Mutual Respect:**
We are **mindful** of the barriers to learning and respect that we all learn in different ways .

T **Trust:**
Our **arms** reach out so that we can facilitate reintegration.

S **Support:**
Heart and nurture are what drive us. Through those elements we make reintegration possible.

Our Core Values

MTS is here to put young people with agreed health issues in a position where they can access education



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1. Aims

MTS aims to ensure that:

- All risks that may cause injury or harm to staff, students, visitors and members of the public are identified, and all control measures that are reasonably practicable are in place to control these risks and make them as low as reasonably practicable, to reduce / eliminate risk
- Risk assessments are conducted and reviewed on a regular basis by properly qualified personnel and communicated to relevant staff

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 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



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- [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 students being drawn into terrorism
- 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 settings are required to have in place can be found in appendix 1 of this policy.

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 to cause and the potential severity of harm
Hazard	Something that may have the potential to cause harm to people, such as chemicals, working from height or any other foreseeable issue
Risk	The likelihood (high or low) that people could be harmed by hazards, together with an indication of the severity of the harm
Control measure	Action taken to eliminate or reduce the risk of people being harmed to as low as reasonably practicable

4. Roles and responsibilities

4.1 The proprietor

The proprietor has ultimate responsibility for health and safety matters in MTS, but will delegate day-to-day responsibility to the Principal.

The governing board has a duty to take reasonable steps to ensure that staff and students are not exposed to risks to their health and safety. This applies to activities on or off the MTS premises.

The Directors, as the employer, also has a duty to:

- Assess the risks to staff and others affected by MTS activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees, contractors or visitors about risks and the measures in place to manage them

4.2 The Principal



The Principal, or in the Principal's absence the Business Manager, is responsible for ensuring that all risk assessments are completed and reviewed by properly qualified personnel. The Principal and Business Manager will ensure sufficient health and safety training has been made available to staff and contractors as required

4.3 MTS staff and volunteers

MTS staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required
- Familiarising themselves with risk assessments relating to their area or duties
- Implementing control measures identified in risk assessments. The risk assessment will identify if the control measures are implemented. See the Health and Safety at Work etc. Act 1974 Section 7 <https://www.legislation.gov.uk/ukpga/1974/37/section/7>
- Alerting the Principal to any risks they find which need assessing

4.4 Students and parents

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

4.5 Contractors

Contractors shall provide evidence that they have adequately risk assessed all their planned work and have provided method statements for this work.

5. Risk assessment process

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

We will involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following risk assessment. We shall ensure that the lead risk assessor has the appropriate training, skills, knowledge and experience to conduct risk assessments.

Step 1: identify hazards – we will consider activities, processes and substances within the setting and establish what associated-hazards could injure or harm the health of staff, students, visitors or members of the public.

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 (SEN) and new and expectant mothers. We will then establish how these groups might be harmed and how they will be protected; we will take all steps to reduce the risks to as low as is reasonably practicable (ALARP).

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 the risks 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.



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Step 5: review the assessment and update, as needed – we will review our risk assessments annually, following a near miss or incident change in processes or activities or new legislation, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there further control measures that still need to be implemented?
- 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 3 years after the length of time they apply. Risk assessments are securely disposed of.

6. Monitoring arrangements

Risk assessments are conducted as needed and reviewed by the Business Manager. This policy will be reviewed by the Business Manager every year, following a near miss or incident change in processes or activities or new legislation and approved by the Board of Governors.

7. Links with other policies

This risk assessment policy links to the following policies:

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



Appendix 1: statutory risk assessments checklist

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

Statutory or mandatory risk assessment	✓	Completed by	Date of review
Workers under the age of 18	N/A	Not Applicable	
Asbestos	N/A	Not Applicable	
Substances hazardous to health	✓	COSHH & CLEAPSS RA	See individual assessments
Display screen equipment	✓	Display Screen Policy	March 2024
Fire	✓	TDA	April 2024
First aid	✓	Stacey Botten	June 2024
Manual handling	✓	Daniel Petty & Vicky Banks	See individual classroom & office RAs
Working at height	✓	Daniel Petty and Vicky Banks	See individual classroom & office RAs
Children being drawn into terrorism	✓	Prevent Statement on website	Updated as required
Swimming pools (if applicable)	N/A	Not Applicable	



Appendix 2: risk assessment template

Medical Tuition Service: Risk Assessment

Assessment Reference			
Assessment Date			
Risk Assessor			
Reviewed by SLT		Date	
Risk Assessment			
Description of Task or Activity			

Step One - Identify Hazards or Activity

The hazards listed below have been deemed significant

1	<input checked="" type="checkbox"/>	2	<input checked="" type="checkbox"/>	3	<input checked="" type="checkbox"/>	4	<input checked="" type="checkbox"/>	5	<input checked="" type="checkbox"/>	6	<input checked="" type="checkbox"/>
7	<input checked="" type="checkbox"/>	8	<input checked="" type="checkbox"/>	9	<input checked="" type="checkbox"/>	10	<input checked="" type="checkbox"/>	11	<input checked="" type="checkbox"/>	12	<input checked="" type="checkbox"/>

Step Two – Decide who may be harmed



Person/s who may be harmed or affected by the activity:	
List any vulnerable groups, persons, or staff	

Steps Three & Four – Evaluate the risks, decide on precautions & record your findings

For each hazard identified in step one, complete steps three and four.

Hazard number	Describe the Hazard & Potential Consequences	What are you already doing to control the risk	Residual risk			What else (if anything) do you need to do to control the risk	Reduced risk		
			S	L	R		S	L	R
1.0									
2.0									
3.0									

Group Leader:

Signed:

Date:

Position

Signed:

Date:

Approved by:

Signed:

Date:



Maximum

		Maximum						
Likelihood		1	2	3	4	5	Risk score	Risk level
	2	2	4	6	8	10	5 – 9	MEDIUM
	3	3	6	9	12	15	9 – 15	HIGH
	4	4	8	12	16	20	16 – 25	EXTREME
	5	5	10	15	20	25		

Interpretation of Scores	
0 to 4	Low - These are currently at an acceptable level of risk, but monitoring should continue to ensure that they do not grow into a more serious threat, line management MUST be aware of these risks and ensure monitoring takes place.
5 to 8	Medium - These risks are moderate, and countermeasures should be implemented within a reasonable period, service area managers MUST be made aware of the risk and will be responsible for monitoring the action plan.
9 to 14	High - Countermeasures to control or eliminate these risks should be implemented as soon as reasonably practicable, service area and Assistant Director level senior managers MUST be made aware of the risk and will be responsible for monitoring the action plan.
15 to 25	Extreme - these risks require immediate control measures to be implemented or the cause of the risk should be ceased immediately, Service Directors and the SLT MUST be made aware of this risk and shall monitor progress and/or take over responsibility for actions.

Likelihood	
1	Rare - probability of occurrence is <5%
2	Unlikely - probability is >5% to <15%
3	Moderate - probability >15% to <50%



4	Likely - probability >50% to <90%
5	Almost certain - probability >90%
Severity	
1	Insignificant - A minor problem can be managed by adherence to normal business processes, no external scrutiny from a health and safety regulator. Safety - a hazard and/or near miss is identified with little potential to cause an incident. Health - no impact on any employee or other person's health.
2	Minor - An incident such as an accident, near miss or hazard report, a verbal concern by an enforcing officer concerning a risk e.g., failing to control a specific low impact hazard. Safety - a non-lost time accident and/or near miss or a hazard with the potential to cause a minor accident. Health - minor acute impact on a single employee with no possibility of any long-term effect.
3	Moderate - An accident involving up to 3 employees or member of the public requiring medical attention, letter from a regulatory authority requiring actions and identifying the possibility of sanctions. Safety - Lost time accident to up to 3 employees or a member of public requiring medical attention and possibly reportable under RIDDOR, a non-lost time accident and/or near miss or a hazard with the potential to cause a serious accident or a dangerous occurrence requiring notification under RIDDOR. Health - absenteeism due to a health issue and an increased possibility of a claim for damages with the possibility of a long-term effect, e.g. DSE associated musculoskeletal issue.
4	Major - A notifiable major injury involving one or more employees or serious injury to member of the public. Issue of an Improvement and/or Prohibition notice from an Enforcing Authority. Safety - Lost time major notifiable accident involving one or more employees or a serious injury to one or more members of the public reportable under RIDDOR, a non-lost time accident and/or near miss or a hazard that causes extensive damage with the potential to have caused major injuries. Health - long term absenteeism due to a health issue and claims from one or more employees for damages due to long term impacts of condition.
5	Extreme - An accident/incident resulting in the fatality of one or more employees or a member of the public. Safety - Fatality of one or more employee and/or member of the public with associated investigation by HSE and criminal action and/or near miss or a hazard that causes extensive damage resulting in a complete loss of essential services to a geographical area or an essential service provision or the potential to have caused multiple fatalities again resulting in a regulatory body undertaking an investigation. Health - significant long-term absenteeism due to reportable diseases being identified and numerous civil claims from employees for damages due to long term impacts of condition.



Step Five - (Monitor) Action Plan

Section 1- Risk assessor to complete and discuss with manager	Section 2 - Manager to complete, monitor and review
----------------------------------------------------------------------	------------------------------------------------------------

Hazard number	Risk rating	Action required	Action assigned to	Cost/ resources required	Target date	Date action completed	Monitor action until (date)	Move control measure into current controls and reassess risk

Step Five - (Review) Assessment review record

This form can be completed each time the risk assessment is reviewed. It is not necessary to re-write the assessment unless there are changes made that need to be recorded.

Date of review	Name of Reviewer	Reason for review	Comments	Next review date



Assessor					
I confirm that this assessment has been completed using all available materials, publications or guidance documentation available, and is an accurate reflection of the activity or equipment being assessed.					
Name of assessor/s:		Signatures:		Date:	
		Signatures:		Date:	
Name of others involved with assessment:					

Principal / SLT / Senior Leader declaration		
I confirm that this risk assessment is an accurate reflection of the risks and controls in place	Yes	No
I will endeavour to ensure that the actions outlined in the action plan are progressed and completed by the agreed target dates.	Yes	No
Principal / SLT / Senior Leader comments:		
Principal / SLT / Senior Leader name (print):		Signature: Date:



Policy:	Risk Assessment Policy		
Notes			
<ul style="list-style-type: none"> i. In this policy, all references to 'The Setting' represents The Medical Tuition Service. ii. This policy must not be changed without prior discussion with the Principal. 			
Date of last review:	09.02.2022	Review period:	Annual
Date of next review:	February 2023	Owner:	Business Manager
Type of policy:	Statutory	LGB/Board approval:	MTS approves LGB signs off
Version:	V.1.0	Prepared by:	V Banks

Version control record from Feb 2022

Version Number	Date of change	Reviewed by	Brief reason for change
V1.0	09.02.22	VBa	New Policy
V1.1	16.1.23	VBa	Review Formatting and change of School to MTS or setting Removal of COVID RA from list
V1.2	21.03.2024	VBa	Introduction with Ethos and Values updated Dates of review of statutory risk assessments updated Updated risk assessment template to include dates for assessors signatures