

# Risk Assessment Policy



Approved by:	Trustees Board	Date:	January 2026
Signed by:		Position:	Chair of Trustees
Last reviewed:	January 2026	Next review due:	December 2026

## Monitoring arrangements

Risk assessments are written and reviewed as needed.

All Health and Safety policies will be reviewed annually to ensure all current compliance is met and any changes to our current processes are updated. The Trustees Board will approve amendments as required.

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## 1. Aims

Inclusion Education aims to ensure that:

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

## 2. Legislation and Statutory Requirements

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

- 2.1 Paragraph 16 of part 3 of The Education (Independent Inclusion Education Standards) Regulations 2014, which requires proprietors to have a written risk assessment policy
- 2.2 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
- 2.3 Regulation 4 of The Control of Asbestos Regulations 2012 requires employers carry out an asbestos risk assessment
- 2.4 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
- 2.5 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
- 2.6 Regulation 9 of The Regulatory Reform (Fire Safety) Order 2005 says fire risks must be assessed. This order was amended in 2021 and 2022
- 2.7 Regulation 4 of The Manual Handling Operations Regulations 1992 requires employers to conduct a risk assessment for manual handling operations
- 2.8 The Work at Height Regulations 2005 say employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely
- 2.9 DfE guidance on first aid in Inclusion Education says Inclusion Education must carry out a risk assessment to determine what first aid provision is needed
- 2.10 DfE guidance on the Prevent duty states Inclusion Education are expected to assess the risk of learners/students being drawn into terrorism
- 2.11 The Health and Safety Executive (HSE) say Inclusion Education that manage their own pools must conduct a risk assessment
- 2.12 DfE guidance on health and safety: responsibilities and duties for Inclusion Education says Inclusion Education must identify the measures needed to reduce the risks from public health incidents, including but, not limited to COVID-19, so far as is reasonably practicable
- 2.2 A table of all the risk assessments Inclusion Education are required to have in place can be found in appendix 1 of this policy

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### 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 Trustee board

Inclusion Education Trustee board has ultimate responsibility for health and safety matters in Inclusion Education, but delegates responsibility for the strategic management of such matters to the Inclusion Education persons below, with support and guidance from Business Operations and the Construction and site manager:

- The nominated Premises lead at Inclusion College (Unit 5, Meridian Office Park, Osborn Way, Hook, Hampshire, RG27 9HY) is **Chris McShane**, Interim Head of Setting (in their absence: **Sharon Moores**, Senior Administrator).
- The nominated Premises lead at Inclusion School Basingstoke (Jays Close, Viables Business Park, Basingstoke RG22 4BS) is **Matthew Atkinson**, Headteacher (in their absence: **Paula Ball**, School Business Manager).
- The nominated Premises lead at EB8 (EB8 Belvedere House Basing view Basingstoke RG21 4HG) is: **Alex Edwards**, Head (in their absence: **Sherrelle-Jade Munns**, Mental Health Support).
- The nominated Premises Lead at Inclusion School Aldershot (Auchinleck Way, Aldershot, GU11 1WT) is **Paul Blake**, Head teacher (in their absence: **Marjatta Charles**, Administrator)

#### 4.2 Inclusion Education

Inclusion Education, as the employer, has a duty to:

- Assess the risks to staff and others affected by Inclusion Education 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.

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#### **4.3 The Head/Provision Lead**

The persons listed in 4.1 are responsible for ensuring that all risk assessments are completed and reviewed.

#### **4.4 Inclusion Education staff and volunteers**

Inclusion Education 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 Persons in 4.1.1 I, ii, iii to any risks they find that need assessing.

#### **4.5 Students, Learners and parents**

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

#### **4.6 Contractors**

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

### **5. Risk Assessment Process**

- 5.1 When assessing risks in Inclusion Education, we will follow the process outlined below.
- 5.2 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.
- 5.3 Step 1: identify hazards – we will consider activities, processes and substances within Inclusion Education and establish what associated-hazards could injure or harm the health of staff, learners/students and visitors.
- 5.4 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 our learners/students may have special requirements, for special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.
- 5.5 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.
- 5.6 Step 4: record significant findings – the findings from steps 1 to 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.
- 5.7 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 learners/students spotted a problem?
  - Have we learnt anything from accidents or near misses?

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5.8 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. Links with other policies**

This risk assessment policy links to the following policies:

- Health and safety
- First aid
- Supporting learners/students with medical conditions.

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## Appendix 1: Statutory Risk Assessments Checklist

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

Statutory or mandatory risk assessment	✓	Completed by	Date of review
Workers under the age of 18		Not Required	
Asbestos		Not Required	
Substances hazardous to health	Y		
Display screen equipment	Y		
Fire	Y		
First aid	Y		
Manual handling	Y		
Working at height	Y		
Children being drawn into terrorism			
Swimming pools (if applicable)		Not Required	
Public health incidents, including COVID-19	Y		

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## Appendix 2: Risk Assessment Template

As per Excel Files.

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