



Risk Assessment Policy – Wigan

2022/2023


Policy issue and updates

Pages	Issue No.	Date
Whole Document – new format and template used.	1	January 2016
Policy Review – whole document	2	August 2016
Whole document – annual review and revision where necessary	3	September 2017
Whole document – annual review	4	August 2018
Whole document – annual review	5	August 2019
Covid-19 Specifics added and logo change	6	June 2020
Whole document – annual review	7	August 2020
Whole document – annual review	8	August 2021
Whole document – annual review	9	August 2022

The following policy has been approved by the Senior Leadership Team and the Managing Director.

The policy will be reviewed on an annual basis unless circumstances arise requiring the policy to be reviewed earlier.

Approved by Executive Team: August 2022

Board signatory: 

Planned review: August 2023

1. Policy overview

- 1.1 Progress Schools - Wigan attaches great importance to the health, safety and welfare of our staff and students and all who use facilities provided by and who are involved in activities organised by us. To this end we aim to ensure that all activities carried out or undertaken by our staff are managed in a manner to avoid, reduce or control foreseeable risks to the health and safety of any person who may be affected by those activities as far as reasonably practicable whilst providing an environment that is supportive of our activities.
- 1.2 We will adopt and implement policy and procedures that are compatible with and acknowledge the duties imposed by the provisions of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations and other Regulations that apply to our activities.
- 1.3 All risk is assessed by appropriately trained staff and cascaded to all staff within the school.
- 1.4 More information for individual areas can be found in the policy entitled 'Health and Safety Policy and Arrangements'.

2. COSHH assessment

- 2.1 Progress Schools - Wigan complete a COSHH register and individual COSHH assessments for all substances. To date, all products used are non-toxic and relatively harmless. All data specific sheets are also available in case they are required.
COSHH Assessments are reviewed annually as standard or sooner if necessary.

3. Risk assessments

- 3.1 Progress Schools - Wigan complete risk assessments in 6 key areas;

- 1) Fire Risk Assessment

Each site has an overall fire risk assessment. This identifies the risks within the buildings to ensure escape routes, signage etc. are all clear and work well in practice. This is supported by the local fire officer where applicable. Progress

Schools – Wigan premises has been taken over from the local authority who support with all fire risk assessments.

2) Building Risk Assessments

Progress Schools complete individual risk assessments on every area of the building (classrooms, offices, IT Suites etc.)

3) General Risk Assessments

These cover all general activities and concerns such as manual handling, pregnant workers and photocopiers.

4) Location Risk Assessments

Every off-site location is risk assessed prior to the students attending any location. If the activity involves attending any form of activity centre, their risk assessment will also be sought to ensure machinery and equipment is well covered. Competent school staff undertake these risk assessments and then send to the Executive Team for approval. This is a part of our required trip documentation and can also be referred to in our trips and educational visit policy.

5) External Placement/Work Experience Risk Assessments

These are carried out for any work placements or alternative education used. They include a check on liability insurance and DBS for staff in certain sectors. Alternative provision also includes quality assurance visits as agreed in the Service Level Agreement with the provider.

6) Individual Student Risk Assessment

These are collected prior to admission for each student on the risk assessment and referral pack from the referring agency. Any high risk student or students who are deemed to be high risk after admission will have a personalised risk assessment created to minimise risk within the school itself and in the community.

All risk assessments are reviewed annually or sooner if a need is determined.