



**Risk assessment Policy
Billinge**
2026/2027

Policy issue and updates

<i>Pages</i>	<i>Issue No.</i>	<i>Date</i>
Whole Document – new format and template used.	1	August 2026

The following policy has been approved by the Divisional CEO and the Governing Board of Directors.

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

Approved by Executive Team: August 2026

Board signatory: 

Planned review: August 2027

1. Policy overview

- 1.1 Progress Arc – Billinge 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 Arc – Billinge 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. External suppliers such as cleaning companies undergo due diligence to ensure they maintain their own COSHH assessments and risk assessments. All cleaning is completed outside of core school hours.

3. Risk assessments

- 3.1 Risk assessments are on a standard template. There is one template for buildings and activities and one for individual student risk assessments. Each potential risk is identified and is scored using the following risk levels.

Calculation of risk level for building and activity risk assessments

Likelihood		Severity	
0	Zero – Very Low	0	No injury or illness
1	Very Unlikely	1	First Aid injury or illness
2	Unlikely	2	Minor injury or illness
3	Likely	3	3 day injury or illness
4	Very Likely	4	Major injury or illness
5	Almost Certain	5	Fatality/disabling injury or illness

Example of individual student risk assessment risk levels

Impact of the behaviour	Likelihood of the behaviour	Risk rating
☐ Insignificant impact ☐ Minor impact ☐ Moderate impact ☐ Major impact ☐ Critical impact	☐ Rare ☐ Unlikely ☐ Possible ☐ Likely ☐ Almost certain	☐ Low risk ☐ Medium risk ☐ High risk ☐ Extreme risk

Risk assessment templates include risk actions and controls to reduce risks and severity. They then identify the staff member who would be involved in mitigating a potential risk also.

3.2 Progress Arc – Billinge 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 Arc – Billinge is supported by UK National who complete weekly and monthly checks against the maintenance schedule of works throughout the academic year.

2) Building Risk Assessments

Progress Arc complete individual risk assessments on every area of the building (classrooms, offices, IT Suites etc.). These risk assessments identify risks in each area and outline the controls to mitigate these risks.

3) General Risk Assessments

These cover all general activities and concerns such as manual handling, pregnant workers, and photocopiers. These risk assessments form part of colleague and student induction where applicable.

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 Leadership 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 to capture any historical risk and controls in place. Upon entry to Progress Arc – Billinge, each student will have a new individualised risk assessment based on referring reason and conversations upon admission.

4. Completing risk assessments

- 4.1 Risk assessments are completed through discussions with all staff who are involved or will be supporting where any of these risks might take place.

The lead will visit the location, review the area etc. and list all potential hazards. They will identify who is at risk (e.g., staff, students, visitors, contractors etc.). Using the risk level matrix and student profiles, the lead will identify controls required to mitigate risks/hazards identified.

All colleagues using the space / going on the activities will be provided with the risk assessment ahead of the activity. Any concerns over controls are discussed and controls adjusted if required.

- 4.2 All off-site trips require approval from the Senior Leadership team. Once all documentation is complete, the team will be notified who will review all evidence before giving approval.
- 4.3 All staff have access to their staff risk assessments training handbook to support with assessing risks, concerns and writing risk assessments for individual students and trips. These are also applied during staff risk assessment training sessions at the start of the academic year and half termly.

All risk assessments are reviewed annually or sooner if a need is determined. Student risk assessments are reviewed termly or when a change in circumstances/behaviours occurs.