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Directors' Meeting
14 July 2016

Review Date
Resources Committee
March 2018

St John the Baptist



Catholic Multi Academy Trust

THE MAT MISSION STATEMENT

Our family of schools is united in the belief that God's love, peace, truth, and joy is for all.

We are dedicated to the achievement of excellence in all we do. We cherish the uniqueness of each of our school communities and celebrate together as one Trust family. By following Jesus' example we bear witness to the greatness of God.

'To think, to feel, to do' Pope Francis

St John the Baptist Catholic MAT
Company No: 7913261
Registered Office: Surrey Street, Norwich NR1 3PB

RISK ASSESSMENT POLICY



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ST JOHN THE BAPTIST CATHOLIC MAT

RISK ASSESSMENT POLICY

1. WHAT IS A RISK ASSESSMENT?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property)
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, preliminary visits, fire alarms, warning signs, barriers and insurance).

Risk assessments can be used to identify the potential hazards to people (e.g. slipping, falling), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (child protection issues) and environmental (asbestos, legionella).

2. WHY HAVE RISK ASSESSMENTS?

By focussing on prevention - as opposed to reacting when things go wrong - it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Preventative measures can often be surprisingly simple and cost-effective, such as the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

3. WHAT AREAS REQUIRE RISK ASSESSMENTS?

There are numerous activities carried out within St John the Baptist Catholic MAT schools, each of which requires its own separate risk assessment. The most important of these cover:

3.1 Educational

- Fire safety procedures and risk assessments
- Educational visits and trips
- Science experiments
- Design and Technology
- Food Technology
- Each sport and PE activity
- Duke of Edinburgh award
- Art (including the kiln and dark room)

- Music (including minimising the risk of hearing loss to staff)
- Drama (including BBST, back stage, stage, props room and lighting boxes)

At St John the Baptist Catholic MAT we make use of model or generic risk assessments for our educational activities and visits. We subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science and Design and Technology. We provide access to professional training courses for both teachers and technicians who work in Science and Design and Technology.

3.2. Pastoral

The focus of our pastoral work in each school is to ensure that every student leaves as a confident, articulate child or young adult capable of keeping themselves safe on the streets, in the home and in all situations. Curriculum time (such as a PSHE programme) is directed towards promoting an increasing understanding as the student develops of the risks that exist in both the real and the electronic worlds and on sensible precautions that should be taken. Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials and our ICT lessons encourage students to become aware of potential online dangers.

3.3. Medical and First Aid

Accident forms are maintained in the School Office or Student Reception and the accident and incident log is reviewed as a standing agenda item by each School Health and Safety Committee. Accidents are then reported to the Local Governing Body, by the Headteacher (or their delegated representative) by exception. These are then reported to the Directors. Each school has a trained First Aid Team with members on call during the day. Any notifiable accidents to the HSE are reported by the Headteacher.

3.4. Child Protection

The Child Protection policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that each school is not exposed to the risk of employing staff who are barred from working with children, and are not allowed to work in the UK. By extending this to directors and governors and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an acceptable level.

3.5. Support Areas

- Our contractors are aware that risk assessments and training are required for every item of catering and cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH).
- Caretaking and Security: risk assessments cover every building, laboratory, set of stairs, corridor and emergency exit in the every school. Particular emphasis in training is given

to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices. Fire risk assessments cover each school and training is given to minimise risk.

- Maintenance: risk assessments and training is required for every tool and item of equipment, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water, and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.
- Outside Area: risk assessments and training is required for tools and pieces of machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- Office staff: risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

3.6. Access by Students

Risk assessments of all areas of each school reinforce the policy of ensuring that our students do not have unsupervised access to potentially dangerous areas, such as kitchens, science laboratories or design technology workshops. Students are only allowed access when accompanied by a member of staff. Where practicable, doors to such areas are kept locked when not in use. Students do not have access to the Premises Team area or catering working area in any school.

4. WHAT AREAS REQUIRE SPECIALIST RISK ASSESSMENTS?

4.1. Specialist Risk Assessments and High Risk Activities

We will always employ specialists to carry out high risk tasks at each school. The Site Manager or Headteacher arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety of buildings
- Work at high levels
- Work with lead

5. REVIEW OF RISK ASSESSMENTS

All risk assessments should be reviewed annually. Risk assessments should also be reviewed and recorded when major structural work is planned or in the event of an accident. The Site Manager, Caretaker or Headteacher will arrange for regular health and safety audits of the fabric of the school, its plant, machinery and equipment.

6. RESPONSIBILITIES OF ALL STAFF

All members of staff are made aware of each school's arrangements for risk assessments and health and safety and have access to all school and MAT policies. Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of students and visitors. They are responsible for cooperating with the Headteacher, CEO, the School and MAT Business Managers, other members of the SLT or LT and the Site Manager / Caretaker in order to enable the Local Governors and Directors to comply with their health and safety responsibilities. Finally, all members of staff are responsible for reporting any risks or defects to the Headteacher and / or Site Manager.

All members of staff and students are expected to wear personal protective equipment (PPE) for tasks that have been assessed for requiring its usage.

7. ACCIDENT REPORTING

The Headteacher is responsible for reporting and recording any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the LGB, HSE and Directors. All notifiable accidents and near misses are reviewed by the school's Health and Safety Committee with a view to assessing whether any measures need to be taken to prevent recurrence.

8. SCHOOL VISITS

The MAT has a separate Learning Beyond the Classroom Policy and uses professional support and guidance to support visits through Evolve.

This policy should be read in conjunction with:

- Health and Safety Policy
- Learning Beyond the Classroom Policy
- Risk Assessments