



QUANTOCK

EDUCATION TRUST

Risk Assessment Policy

LINKS: Health and safety, First aid, Supporting pupils with medical conditions

DATE: March 2021

POSTHOLDER RESPONSIBLE: Tracy Lee, Director of Finance and Operations

TRUSTEES/GOVERNORS COMMITTEE: Finance, Operations and Infrastructure

AUDIENCE: Trust Schools - Staff, Students, Parents, Visitors

STATUS: Reviewed

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Contents

1. Aims.....	3
2. Legislation and statutory requirements/Context.....	3
3. Statement of Intent.....	4
4. Definitions	4
5. Roles and responsibilities.....	5
6. Risk assessment process (implementation)	6
7. Monitoring arrangement	6
8. Reporting.....	7
9. Review Date	7
10. Links with other policies.....	7
Appendix 1: statutory risk assessments checklist.....	8

1. Aims

1.1. The Trust aims to ensure that:

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

2. Legislation and statutory requirements/Context

2.1 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
- 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
- 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
- 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 for 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 pupils being drawn into terrorism
- The Health and Safety Executive (HSE) details a table of all the risk assessments schools are required to have in place can be found in appendix 1 of this policy.

2.2 This policy complies with the Trust's funding agreement and Articles of Association.

3. Statement of Intent

- 3.1 Quantock Education Trust provides governance and oversight to those academies which form part of the Trust.
- 3.2 This policy applies to all Academies within the Quantock Education Trust.
- 3.3 As a responsible employer, Quantock Education Trust will honour its legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and associated regulations and codes of practice.
- 3.4 Quantock Education Trust recognises and accepts its responsibilities and duties as the employer to conduct its operations in a manner which protects the health, safety and welfare of employees, children and visitors so far as is reasonably practicable.
- 3.5 In compliance with the Management of Health and Safety at Work Regulations, risk assessments will be undertaken and arrangements will be made, where significant risks are identified, the necessary preventative and protective measures will be put into place so far as is reasonably practicable using a sensible risk management approach.
- 3.6 Quantock Education Trust is committed to the prevention of accidents and ill health.
- 3.7 Quantock Education Trust will work towards continual health and safety improvement.
- 3.8 To achieve these objectives we will:
- Conduct all our activities safely and in compliance with legislation and where possible and in accordance with best practice
 - Provide safe working conditions and safe equipment
 - Ensure that a systematic approach to identify risks is developed and implemented and sufficient resources are allocated to control them
 - Provide suitable information, instruction, training and supervision
 - Promote a positive health and safety culture that is demonstrated by open communication and a shared commitment to the importance of health, safety and welfare
 - Promote the principles of sensible risk management
 - Monitor, review and modify this policy and any arrangements as required.
- 3.9 All of Quantock Education Trust employees have a responsibility to take reasonable care of themselves and others and to co-operate with their employer to ensure statutory duties and obligations are fulfilled.

4. 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
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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

5. Roles and responsibilities

5.1 The Trust Board

5.1.1 Trustees have ultimate responsibility for health and safety matters in the Trust, but will delegate day to-day responsibility to the Chief Operations Officer

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

5.1.3 The Trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by Trust 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

5.2 The Director of Finance & Operations

5.2.1 The Director of Finance & Operations is responsible for ensuring that all risk assessments are completed and reviewed.

5.3 Trust staff and volunteers

5.3.1 Trust 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 head teacher to any risks they find which need assessing

5.4 Pupils and parents

5.4.1 Pupils and parents are responsible for following the Trust's advice in relation to risks, on-site and offsite, and for reporting any hazards to a member of staff.

5.5 Contractors

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

6. Risk assessment process (implementation)

- 6.1 Where absolutely necessary, e.g. for Asbestos, Fire and Legionella, assessments will be carried out by specialist contractors. For in-house assessment, when assessing risks in our schools we will follow the process outlined below, primarily by utilizing the EEC Health and Safety Management risk assessment tool
<https://www.eeclive.co.uk/public/plogon.asp?AID=261>
- 6.2 In appropriate areas e.g. Science and D&T, the same process will be followed by applying CLEAPSS model risk assessment principles.
- 6.3 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.
- 6.4 When assessing risks in the Trust, we will follow the process outlined below.
- 6.5 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. Risk assessments are input into the EEC online Health & Safety Management system

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

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 pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

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 them 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 in accordance with operational requirements.

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 pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

7. Monitoring arrangement

- 7.1 Risk assessments are written as needed and reviewed by managers across the Trust.
- 7.2 This policy will be reviewed by the Trust Board every three years.

8. Reporting

- 8.1 Local Governing Body/Quantock Education Trust and the Senior Leadership team will all receive and consider report of outcomes of any incidents, accidents and near misses to ensure that risk assessments are reviewed.

9. Review Date

- 9.1 This policy will be reviewed every three years.

10. Links with other policies

- 10.1 This risk assessment policy links to the following policies:

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

Appendix 1: statutory risk assessments checklist

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

Statutory or mandatory risk assessment	✓	Completed by	Date of review
Health and safety			
Workers under the age of 18			
Asbestos			
Substances hazardous to health			
Display screen equipment			
Fire			
First aid			
Manual handling			
Working at height			
Children being drawn into terrorism			
Swimming pools (if applicable)			