



The Oak Partnership

Risk Assessment Policy

We are committed to safeguarding and ensuring the health, safety and well-being of all pupils in accordance with safeguarding procedures and guidance for staff outlined in the schools' Health and Safety, Child Protection, Security and Safeguarding policies.

Risk Assessment Policy

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Risk Assessment Policy

Purpose of Policy

As an employer, The Oak Partnership Trust (TOP) is required by law to protect its employees, volunteers, visitors, contractors and others from harm. Section 3 of the Management of H&S at Work Regulations 1999 requires employers to have risk assessments in place for the work and services it provides.

Risk assessment is about identifying practical solutions that protect people from 'real risks', and regularly checking that these solutions are being implemented.

When we do this consistently and involve employees in the process, we cut the amount of work-related ill-health and injuries, comply with the law, and develop a culture where people feel that their health and safety is taken seriously.

We talk about 'real risks' because we must focus on controlling the significant risks that could cause real harm and suffering, but not waste time striving to eliminate all trivial risks. In other words, the process should be proportionate to the risks involved.

'Risk' isn't always a bad thing. After all, some controlled risk is often desirable in many of the beneficial activities we organise for our pupils. We don't want to prevent these activities from going ahead. The Trust wants to safeguard and enrich lives, not stop them.

The purpose of this document is therefore to explain our responsibilities to assess and control significant risks, and to give help to make the process as straightforward and consistent as possible.

Responsibilities

The Trust:

- support schools to ensure that all risks that may cause injury or harm to staff, pupils, volunteers, visitors, contractors, and others are identified and assessed
- support schools to ensure that all control measures, so far as is reasonably practicable, are in place to prevent injury or harm
- support schools to ensure that employees are informed about risks and the measures in place to manage them
- support schools to ensure that risk assessments are monitored and reviewed on a regular basis

The Trust Board of Directors and Local School Governance:

- Have ultimate responsibility for Health & Safety matters in the school, but will delegate day-to-day responsibility to the headteacher and oversight to Local School Committees (LSC).
- The LSC has a duty to ensure that suitable and sufficient risk assessments are carried out in their schools and that they are monitored and reviewed on a regular basis.

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Headteachers:

- ensure that all risk assessments are completed and reviewed regularly (In the headteachers absence, this will be the responsibility of either the Deputy headteacher, EVC and/or another delegated member of staff)
- carry out assessments of significant risks in consultation with employees
- keep records of assessments
- communicate the outcomes with employees and ensure that they receive any necessary training
- regularly ensure that the control measures outlined in risk assessments are monitored, and once implemented, are effective
- review the relevant risk assessments following any injuries or incidents
- ensure that risk assessments are only carried out by employees who are competent in the process
- ensure that safety arrangements are regularly monitored and reviewed
- make special arrangements, where necessary, for vulnerable persons or individuals with medical or additional needs

Employees (including volunteers):

- assist with, and participate in, the risk assessment process, as required
- familiarise themselves with risk assessments
- implement control measures identified in risk assessments, as required
- alert the headteacher to any risks they find which need assessing
- report to the head teacher (in confidence) any personal conditions which may put them at greater risk when carrying out work activities e.g., an employee with back problems should make the headteacher aware of this if there are any manual handling activities as part of his/her job
- comply with all instruction and training, including when using equipment and machinery
- not put their own Health and Safety at risk when carrying out work activities
- report any issues or defects to their Head Teacher where a risk of harm becomes evident, along with any shortcomings they believe exist in the arrangements made to protect them

Pupils and visitors:

Pupils and visitors are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting hazards to a member of staff

Contractors:

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

Health and Safety Advisory Company:

- run training courses, upon request, for employees to help ensure their competence to perform risk assessments

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- provide competent advice and guidance on the identification and completion of risk assessments and control measures
- assist with the completion of risk assessments where required
- review this policy every 3 years, or sooner, if there has been a significant change

The Risk Assessment Process

There are 3 types of risk assessment:

- **Generic:** This risk assessment is a general risk assessment that covers a broad range of topics or scenarios. An office-based risk assessment could be deemed as generic because it will highlight hazards such as slips/trips, electricity, manual handling etc but can be applied to several offices with a similar working environment. They're a useful way of reducing the 'red-tape or paperwork burden' of writing a risk assessment for every given activity.
- **Specific/ Individual:** This risk assessment is commonly written either for an individual or for a specific purpose. It could be for a specific building, or a specific activity such as a helicopter landing on a school field which will have very strict guidelines as it is very dangerous. An individual risk assessment may be written about someone with specific needs, such as a new or expectant mother, or someone with a medical condition that requires specific care or support.
- **Dynamic:** This is a common type of risk assessment that we all do instinctively. A dynamic risk assessment occurs when we cross the road, when we drive, use an oven. A dynamic risk assessment is not formally written, rather an assessment at that moment where we recognise hazards and how we can safely overcome them.

A table of all the risk assessments schools are expected to have (Risk Assessment Register) can be found in Appendix 1.

Risk assessments will be done by a competent member of staff- typically using EEC Live. EEC Live has a risk assessment tool to guide the individual.

Risk assessments should be. . .

- A careful examination of what could cause harm to people, so that you can decide whether enough reasonable precautions have been taken or whether more should be done to prevent harm
- Proportionate to the risks involved
- Integrated into every school's activity planning process

Risk assessments are not. . .

- About eliminating all risk
- About covering trivial or unforeseeable risks
- Required for every activity: some low-risk activities can be managed by effective, documented systems of work instead, or through dynamic risk assessments
- effective - if left 'on the shelf' and not reviewed regularly
- effective - if the relevant people don't know about them, so make sure you've informed any people affected by the assessment, what the outcomes are and control measures to minimise the identified hazards.

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Where necessary, e.g., for Asbestos, Fire and Legionella, risk assessments will be carried out by specialist contractors.

This is the process for writing generic or specific/ individual risk assessments.

Step 1: identify hazards – consider activities, processes and substances within the School 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, establish who might be harmed, listing groups rather than individuals. Bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers.

Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well) – establish the level of risk posed by each hazard and review existing control measures. 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 on EEC Live and recorded in order to produce the risk assessment.

Step 5: update all relevant staff – the risk assessment must be shared with staff, including control measures. They will need to be aware of PPE, training, etc required and records must be kept.

Step 6: review the assessment and update, as needed – review our risk assessments, as needed, and ask the below questions when doing so. The frequency for this may be monthly, termly, annual or longer, depending on the level of risk, changes, etc and other procedures.

- 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?

Monitoring Arrangements

Risk assessments are written as needed and reviewed by either of the following personnel:

- Headteacher or Deputy Headteacher
- Teachers or Teaching assistants
- Site Managers
- Parents, Teachers, Friends Association (PTFA)
- Visit Leaders (school trips)
- Trust Health & Safety Compliance Officer
- Any other delegated members of staff
- LSCs

All relevant risk assessments contained on EEC Live will be reviewed annually unless specified otherwise.

Appendix 1 – List of Statutory Risk Assessments for Schools (Risk Assessment Register)

Mandatory assessments are typically linked to legislation. Those marked as site-specific may still be required, subject to the risk. It is not merely optional.

All risk assessments must be carried out by someone suitably trained and competent. Some risk assessments will be carried out by specialist contractors where necessary.

Group	Name	Mandatory	Site-specific	Notes
Premises	Fire risk assessment	M		Externally produced
Premises	Legionella risk assessment	M		Externally produced
Premises	Asbestos risk assessment	M		Externally produced
Premises	DSE	M		For individuals where relevant)
Premises	Fire: Security	M		
Premises	GEEP/PEEP		S	
Premises	Snow and ice risk assessment	M		
Premises	Stairs and corridor risk assessment		S	
Premises	Cleaning risk assessment	M		
Premises	Personal safety (including lone-working)	M		
Premises	Playground risk assessment	M		
Premises	COSHH Risk Assessments	M		
Premises	Manual Handling	M		
Premises	Sharps, Needles and Litter	M		
Premises	Tree Safety	M		
Premises	Working at heights	M		
Premises	Slips, trips and falls	M		
Premises	Contractors on Site	M		

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Premises	Finger Trapping	M		Relevant for settings with younger learners
Premises	Premises Management	M		
Premises	Safety Glazing	M		
Premises	Scalding Risks at sinks and hand basins	M		
Premises	Ponds		S	Needed if pond on site
Premises	Handling Violence	M		
Premises	Security Management	M		
Premises	Radon	M		Externally produced
Individual health needs	First aid risk assessment	M		
Individual health needs	Specialist Medical Conditions		S	As needed e.g. epilepsy, asthma, anaphylaxis
Individual health needs	New and Expectant Mothers	M		Done per individual- see HR for template
Individual health needs	SEN – Hydrotherapy Pool		S	
Individual health needs	Wheelchair users	M		As necessary
Safeguarding	Alternative provision risk assessment		S	Maybe within AP review
Safeguarding	Visitors and Volunteers	M		
Teaching	Forest Schools	M		If applicable
Teaching	Science lab risk assessment		S	If facility on site
Teaching	PE equipment risk assessment	M		
Teaching	D&T room risk assessment		S	If facility on site
Teaching	Food technology risk assessment (including use of cookers)		S	If taught as part of the curriculum

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Travel and transport Educational Visits	Minibus travel	M		
Travel and transport Educational Visits	Coach travel	M		
Travel and transport Educational Visits	Other forms of travel	M		As necessary
Travel and transport Educational Visits	Transporting pupils in private/ staff vehicles	M		
Travel and transport Educational Visits	Urban Walking	M		
Travel and transport Educational Visits	Rural Walking	M		
Travel and transport Educational Visits	Visits/ Trips	M		Permission also needed
Travel and transport Educational Visits	Traffic control (start and end of day)	M		
Travel and transport Educational Visits	Using vehicles use on site		S	If applicable
General	Manual Handling	M		
General	Office Safety	M		
General	Classroom Management	M		
General	Visiting animals to school or Animal Activities in the classroom	M		
General	Banking Cash		S	
General	Work Experience		S	
Primary/Secondary Subjects	Primary Art – Paints and Dyes	M		
Primary/Secondary Subjects	Primary Art – Primary Design	M		
Primary/Secondary Subjects	Primary Art – Glue Guns	M		
Primary/Secondary Subjects	Primary Art – Knives and Scissors	M		
Primary/Secondary Subjects	Secondary Art – Screen Printing Process etc	M		
Primary/Secondary Subjects	DT: Machinery – Mechanical Machinery, tools and Equipment (band saw, laser cutter etc)	M		

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Primary/Secondary Subjects	Science – Chemical Storage, Usage and Disposal	M		If applicable
Primary/Secondary Subjects	Science - Sharps	M		If applicable
Sport	Invasion/ Ball Sports	M		
Sport	Gymnastics and dance	M		
Sport	Outdoor and adventurous activity	M		
Sport	Swimming and Diving	M		
Sport	Racket Sports	M		
Sport	Athletic events	M		
Events management	Summer fair risk assessment		S	
Events management	Sports day risk assessment		S	
Events management	Polling day closure risk assessment		S	
Events management	Open evenings risk assessment		S	
Events management	Firework and bonfire night risk assessment		S	
Events management	Christmas fair risk assessment		S	
Events management	Bouncy Castles		S	
Events management	Discos		S	
Events management	BBQ		S	
Extended services	Breakfast club risk assessment	M		
Extended services	Lunchtime provision risk assessment	M		
Extended services	Holiday club risk assessment	M		
Catering	Premises	M		
Catering	Slips, Trips in kitchens and food service	M		
Catering	Manual Handling – lifting pots etc	M		
Catering	Cleaning – Management	M		

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Catering	Catering – Thermal Comfort	M		
Catering	Use of machines	M		