

HEALTH & SAFETY RISK ASSESSMENT POLICY



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| Summary | Health & Safety Risk Assessment Policy | |
| Responsible Person/Author: | Facilities and H&S Manager | |
| Applies to: (please check as appropriate) | Staff <input checked="" type="checkbox"/> | Student <input checked="" type="checkbox"/> Community <input checked="" type="checkbox"/> |
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| May 2021 | 1 | Policy amended | Reviewed and reformatted |
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Introduction

1. [Regulation 3 of the Management of Health and Safety at Work Regulations 1999](#) requires the Trust as an employer to carry out assessments of the risks to their employees whilst at work and the risks to the health and safety of non-employees arising out of or in connection with their undertaking.
2. Risk assessments are a statutory requirement of various health and safety regulations made under the [Health and Safety at Work Act 1974](#), for example, the following regulations applicable to operations carried out within the organisation require the Trust to conduct risk assessments:
 - The [Management of Health and Safety at Work Regulations 1999](#) and recent amendments (includes – risk assessments where significant risk is presented to young people and new and expectant mothers)
 - The [Control of Substances Hazardous to Health Regulations 2002](#) and recent amendments
 - The [Manual Handling Regulations 1992](#) (amended)
 - The [Health & Safety \(Display Screen Equipment\) Regulations 1992](#)
 - The [Personal Protective Equipment Regulations 1992](#)
 - The [Provision and Use of Work Equipment Regulations 1998](#)
 - The Control of Asbestos at Work Regulations 2005 (amended)
 - The [Control of Noise at Work Regulations 2005](#)
 - The [Regulatory Reform \(Fire Safety\) Order 2005](#)
 - The [Health & Safety \(First Aid\) at Work Regulations 1981](#)
 - The [Work at Height Regulations 2005](#)
3. Reasonably practicable controls should be implemented in order to eliminate/reduce/control the risk to as low a level as possible.
4. The outcomes and content of risk assessments must be recorded and shared with all personnel who are associated with the task or activity. It is good practice to develop safe systems of work in conjunction with/arising from relevant risk assessments. These safe systems of work can be developed locally but it is advisable to review existing arrangements or procedures that may well already be in place.

Purpose of this Policy

5. To provide clear direction and policy for personnel involved in the risk assessment process within the Trust.

Scope and Applicability of this Policy

6. This procedure is applicable at all premises, sites or work areas under the control of the Rodillian Multi Academy Trust including Educational Visits. The Trust is also the sole shareholder in the company known as Southway at the Rodillian Academy Limited (Company number 08492483) (“Southway”) which operates the Southway Key Stages 3 and 4 extended educational provision. This policy applies to Southway (an Independent School), its employees, directors, consultants, vendors, contractors or any other party who has a financial relationship with Southway as if it was an Academy of the Trust.

Definitions

Risk Assessment

7. A risk assessment is a careful examination of what operation/equipment/environment within the workplace could potentially cause harm to people. It enables an evaluation of whether adequate precautions are in place to control the risks or whether further measures are required to prevent harm.

Hazard

8. A Hazard is the potential for an object, activity, environment or substance to cause harm.

Risk

9. Risk is measured by the likelihood of the harm / hazard actually occurring and the severity or consequence of the hazardous event.

Severity/Consequence

10. Severity and Consequence is the extent of the harm/damage that may result from the hazardous event.

Risk Assessor

11. A Risk Assessor is an individual who is competent to undertake risk assessments, having received training in the risk assessment process and completing the Trust’s risk assessment form. To be competent the individual requires experience, knowledge and training in the area and subject that they are assessing for risk.

Management Risk Assessments

12. It is a management responsibility (Principal and Facilities and H&S Manager) to ensure suitable and sufficient risk assessments are conducted wherever significant risk exists within or from activities carried out within the workplace.

13. There is an Ofsted 'safeguarding' requirement that reasonable steps be taken to ensure students are safe and feel safe.
14. Risk Assessment of lessons, the classroom environment and tasks carried out within, will help ensure a safe environment for students and staff.
15. Each Head of Department will ensure such assessments are in place and reviewed annually.

Teaching staff

16. When teachers complete lesson plans they will record the hazards, risks and control measures to ensure students and themselves are not harmed during the activity.

Facilities and Health & Safety Manager

17. The Facilities and Health & Safety Manager's role is to provide advice and support to teachers and managers, supervisors, team leaders when they are completing any risk assessment. The Facilities and Health & Safety Manager will maintain a sharable drive of generalised risk assessments which can be accessed, adapted and implemented by the staff in the trust's academies.

Human Resources ("HR") Department

18. A member of the HR Department will provide advice, guidance and template risk assessments for any individual members of staff where there is a requirement, as outlined in this policy. HR will conduct specific risk assessments on behalf of the leadership team, where deemed necessary in line with procedures.

Risk Assessment Methodology

19. The risk assessor should decide who needs to be involved in completing the risk assessment (staff, students, specialist support, etc.) and make arrangements accordingly.
20. The risk assessor should use some (or all) of the following methods of hazard identification, as appropriate:
 - Physical inspection
 - Workplace observation
 - Review of relevant documentation (e.g. Operation & Maintenance/Manufacturer's instructions, safety data sheets, reference material, etc.)
 - Accident / Incident reports (previous history)
 - Consultation with relevant staff/personnel
 - Inspections and audits
21. Using the Trust Risk Assessment form, the risk assessor should complete and record the required information.

22. The following points will assist the assessor with this process:
- Identify the activity, process or operation where there is potential for injury or damage
 - Identify the hazards within the activity for example:
 - unsafe conditions: *trailing cables, unguarded machines, confined spaces, working at height, live electricity, lone working, toxic substance, slippery floor, poor lighting, lifting heavy loads, repetitively stooping etc.*; unsafe acts: *rushing, horseplay, taking shortcuts, failure to follow safe system of work, not wearing personnel protective equipment, etc.*
 - Determine the risks involved and what type of incident is anticipated, considering who and how people might be affected.
 - Decide the nature of control measures already in place (e.g. cables tied up, wet floor signs used, machine power cut until guarding put in place, permit to work used, lone working procedure, ladder training, toolbox talk on needle stick injury, work supervised etc.)
 - Evaluate the level of risk based on existing control measures by assessing the likelihood of the risk occurring and deciding upon the potential resultant severity.

Likelihood

- Very Unlikely chance of hazardous event happening
- Unlikely chance of hazardous event happening
- Fairly Likely chance of hazardous event happening
- Likely chance of hazardous event happening
- Very Likely chance of hazardous event happening
- It is important to consider the severity of the resultant injury or outcome with the actual likelihood of the risk / hazard occurring.

Severity/Consequence

- Insignificant – No Injury or damage to assets
 - Minor – Minor injuries possibly needing first aid/minor damage to assets
 - Moderate – Moderate injuries possibly needing further medical attention/some damage to assets
 - Major – Major injuries resulting in hospital care/major damage to assets
 - Catastrophic – Threat to life/complete damage to assets
23. Consider the evaluated level of risk and whether further controls can be implemented to reduce this to as low a level as is reasonably practicable.
24. Personnel Protective Equipment (“PPE”) should only be considered as the last resort (and then in conjunction with other measures), if the above controls cannot achieve a low risk level.
25. Some of the control measures may be suitable for immediate action to reduce the risk level, but in some cases further more permanent action may be required to achieve long term levels of low risk.
26. All assessments must state name of the assessor(s) and be signed by them. They must be dated, recorded and given a review date.

27. Review of risk assessment(s) should be carried out:
 - whenever new legislation is introduced,
 - when the risk assessment is no longer valid, following an accident investigation or within agreed frequency periods; or
 - annually, or when the risk assessment stipulates other wise
28. All relevant personnel should be consulted during and following the risk assessment process. Management and designated personnel responsible for undertaking risk assessment must receive suitable training. Work activity should not be started or continued until the risk has been removed or at least reduced to an acceptable level.

Specific Risk Assessments

29. A number of organisational tasks/activities/environments are required to have specific risk assessments carried out by suitably competent and experienced personnel. Such operational issues include:

Equipment Based Risk Assessment

30. Under the [Provision and Use of Work Equipment Regulations 1998](#), all work equipment must be assessed before being used. The assessment must consider use, maintenance, adjustment and cleaning, and provide appropriate control measures. This will apply to all work equipment used on site, for example, washing machines, heating equipment, ovens, workshop machinery, lawn mowers, lathes, drills etc.

Risk Assessment for New and Expectant Mothers

31. Under the [Management of Health and Safety at Work Regulations](#) it is a legal requirement for employers to conduct a risk assessment when notified of an employee pregnancy. This assessment must be carried out as soon as the employee informs her supervisor of her condition. The person's supervisor, or other nominated competent person, must carry out the assessment. This is not a "one off" assessment and must be monitored throughout the time the expectant mother attends work.

Risk Assessment for Returning to Work Following Employee Serious Illness

32. When an employee returns to work following serious illness or injury and their condition may affect the safety of themselves or others, the departmental manager will carry out a risk assessment. He/she must continue to do so at weekly or more frequent intervals to ensure that the work being done does not pose risks to the health and safety of the employee.

Note: This is only in medical cases that warrant monitoring such as back injury mobility problems, detached retinas or trauma, to ensure that the illness or injury does not re-occur or worsen due to work tasks. Additional risks will be present if the individual is an identified driver. In addition, there may be cases where the employee is at risk to themselves or others i.e. an employee with HIV or a degenerative condition such as arthritis. Employee assessments should be carried out – for further guidance contact the Facilities and Health & Safety Manager or Director of Human Resources.

33. All employees who have had time off work due to ill health are required to have a Return to Work Interview.
34. If an employee or students condition limits their mobility on return to work a Personal Emergency Evacuation Plan (“PEEP”) must be completed. This is to ensure their safe evacuation from the building.

Display Screen Equipment Self Risk Assessment

35. The [Health & Safety Display Screen Equipment Regulations 1992](#) and the [Health and Safety \(Miscellaneous Amendments\) Regulations 2002](#) require employers to conduct risk assessments for office work and other environments where display screen equipment may be used.

First Aid Risk Assessment

36. The [Health & Safety \(First Aid\) Regulations 1981](#) require the employers to assess the requirements and needs for providing adequate facilities, equipment and trained personnel in the workplace.

Manual Handling Risk Assessment

37. The [Manual Handling Operations Regulations 1992](#) require the employer to assess the risk to employees for any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving of a load).

Off-site Academy Activities or Trips Risk Assessment

38. All off site trips, excursions, holidays etc. must be risk assessed, approved and signed by the Chief Executive, Principal and the Education Visits Coordinator via the trust’s Evolve system, in line with the Trust’s Learning Outside the Classroom Policy.
39. Trips need to be planned and approved at least 6 weeks before they take place inc. risk assessments:
 - Residential, overseas or high risk visits need to be approved at least 3 months before they take place
 - For overseas visits the Trust must be contacted 3 months prior to any bookings being made
40. Approvals required:

| | |
|---------------------------------|--|
| Overseas: | Chief Executive and Finance and Resource Committee Approval, LRB Advised. |
| Residential: | Chief Executive and Finance and Resources Committee Approval, LRB Advised. |
| Adventurous (Externally Led): | Approval delegated to Principal (Trust and LRB advised) |
| Adventurous (Led by Own Staff): | Approval delegated to Principal (Trust and LRB advised) |
| None of the Above: | Approval delegated to Principal |

Hazard Substances (Control of Substances Hazardous to Health Risk Assessment)

41. A risk assessment should be conducted before any hazardous chemicals or substances are used.

Fire Risk Assessment

42. All sites must have a suitable fire risk assessment completed.

Other Specific Risk Assessments

43. The above information is related to specific operational activities and operations that require specific risk assessments to be completed.
44. However, wherever there is a significant risk to employees and students a generic risk assessment must be conducted. This assessment may identify certain hazards that may warrant further specific assessment (e.g. security of building and grounds, transportation, asbestos, Legionella, cross infection risks, stress, violence/aggression, pressure systems, working at height etc.)
45. The Facilities and health and safety Manager should be consulted to confirm if further assessment is required.

Monitoring

46. The Facilities and Health & Safety Manager together with the Director of HR will monitor the implementation and effectiveness of the policy by monitoring reports made under the policy.

Diversity

47. The Trust is committed to a policy of celebrating diversity, promoting equality of opportunity, providing an inclusive workplace, and eliminating any unfair treatment or unlawful discrimination. This overriding objective applies to all policies and procedures relating to staff and students. The Trust will always comply with the requirements of the [Equality Act 2010](#) and associated guidance produced by the Department for Education.

Appendix 1: Equality Impact Assessment

Equality, Diversity, Cohesion, and Integration Screening.

As a public authority, the Rodillian Multi Academy Trust needs to ensure that all our strategies, policies, service, and functions, both current and proposed have had proper consideration of equality, diversity, cohesion, and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services, and functions. Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion, and integration.
- whether or not equality, diversity, cohesion, and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

| | |
|--|--|
| Organisation: The Rodillian Multi- Academy Trust | Department responsible for the Policy: HR / Facilities and Health & Safety |
| Lead Person: Facilities and H&S Manager | Contact Number: |

1. Title: Risk Assessment Policy

2. Please provide a brief description of what you are screening

The Policy

| 3. Relevance to equality, diversity, cohesion, and integration | | |
|---|------------|-----------|
| Questions | Yes | No |
| Is there an existing or likely differential impact for the different equality characteristics? | | x |
| Have there been or likely to be any public concerns about the Policy or proposal? | | x |
| Could the proposal affect how services are organised, provided, located and by whom? | | x |
| Could the proposal affect our workforce or employment practices? | x | |
| Does the proposal involve or will it have an impact on: -? | | |
| <ul style="list-style-type: none"> • Eliminating unlawful discrimination, victimisation, and harassment • Advancing equality of opportunity • Fostering good relations | x | X X |

| 4. Considering the impact on equality, diversity, cohesion, and integration |
|---|
| <ul style="list-style-type: none"> • Scope of the proposal: Students and staff. • Who is likely to be affected? Students and staff. • Consultation and engagement activities with those likely to be affected? The Policy is available through the Trust and Academies websites and a written copy can be provided on request. |
| <ul style="list-style-type: none"> • Key findings We have considered the potential positive and negative impact on different equality characteristics in relation to the Policy and do not believe that any groups will be adversely affected. The Trust is vigilant in adhering to the appropriate legislation in relation to protected characteristics and to preventing discrimination. Managers are supported and trained in relation to these areas. The Policy has considered religious, racial and gender-specific clothing requirements and those of staff with disabilities in line with the Equality Act. We have considered the perception that the proposal could benefit one group at the expense of another and we do not believe that the Policy could be perceived to be discriminatory with regards to its wording or format. |
| <ul style="list-style-type: none"> • Actions The Trust will continue to promote positive impact and remove/reduce negative impact through the application of this Policy within the organisation. |

| 5. Governance, ownership, and approval | | |
|--|-----------------------------------|----------|
| Please state here who has approved the actions and outcomes of the screening | | |
| Name | Job title | Date |
| Adam Marham | Head of Governance and Compliance | 09.06.21 |
| | | |

| 6. Publishing | |
|--|----------|
| This screening document will act as evidence that due regard to equality and diversity has been given. | |
| Date screening completed | 09.06.21 |
| Date agreed at Trust Board | 05.07.21 |