

Date due to be ratified
at Full Board meeting
14 July 2025



Review
Audit & Risk, Resources
Committee

RISK ASSESSMENT (HEALTH AND SAFETY) POLICY

THE TRUST MISSION STATEMENT

*Inspired by the life of Christ we provide an exceptional education in our Catholic schools
which enables our children:*

- to fully embrace all possibilities
- to flourish
- to develop their faith

and therefore to choose a path that enables them to be a positive influence upon our world.

'Prepare the Way' The Gospel of St Mark 1:3

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



If you need this document in large print, audio, Braille, alternative format or in a different language please contact the Company Secretary on 01603 611431 and we will do our best to help.

ST JOHN THE BAPTIST CATHOLIC MAT

RISK ASSESSMENT (HEALTH AND SAFETY) 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, 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)
- Primary school's curricular activities (Code of Practice G643e, Risk Assessment C643a)

At St John the Baptist Catholic MAT we use model or generic risk assessments for our educational activities and visits. We buy into the Norfolk County Council Health and Safety service, who provide updated procedures, and Health and Safety inspections and model Risk Assessments. Norfolk County Council's Health and Safety Team is contracted Health and Safety "competent person" for the Trust.

We subscribe to the Norfolk County Council's Health and Safety package and use a range of model Codes of Practice, Record of Procedural Arrangements, Risk Assessments, and associated guides, forms, checklists, and other linked documents that are accessible at the password protected Norfolk County Council InfoSpace. The Codes of Practice provide very important health and safety information and guidance for staff, including the information about the areas that require separate risk assessments.

Headteachers and/or their delegated representative/s should regularly check the Norfolk County Council InfoSpace, download, and share the up-to-date information and documentation with relevant staff.

Each school has a main account holder, usually Headteacher, who can set up additional accounts for other users in their school. Any potential InfoSpace access issues can be resolved by emailing Norfolk County Council at christine.wright@norfolk.gov.uk

Schools must be able to demonstrate that they have considered the significant risks at their site and for their related activities, and document how these are to be controlled, to reduce the risks as low as possible. The risk assessments must then be shared with those undertaking or responsible for the activity, and schools must ensure that the controls implemented are understood and effective. The Risk Assessment Compliance Code P625 details this process and reflects on the differing types of risk assessment.

To demonstrate that these risks have been suitably considered Headteachers, Site Managers /Caretakers and other Heads of Departments must:

- consider how effectively they are controlling the risk from the identified common significant hazards and any other significant hazards peculiar to the premises
- identify if further action is needed and when and by whom it will be taken

The risk assessment should be reviewed annually or whenever there are developments that suggest it is no longer valid, e.g., following an incident, a significant change in how tasks are carried out, or when guidance is updated. Review does not necessarily mean carrying out a new risk assessment but checking over the existing assessment to ensure it is still valid and then updating it or making changes as necessary.

We subscribe to Norfolk Schools MI Sheets and Ecourier – online management information sheets regarding legislation, DfE, Health and Safety and other changes, providing useful links to the Norfolk County Council advice and guidance.

We subscribe to the CLEAPSS Advisory Service that provides additional model risk assessments for our lessons in Science, Art, Design and Technology.

We subscribe to Association for Physical Education, that provides additional model risk assessments for our PE lessons.

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

All accidents need to be recorded. 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 investigated as appropriate, 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 First Aid Needs Risk Assessment to ensure sufficient first aid provision. 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. Incidents that may be reportable to HSE are rare but should be reviewed with Norfolk County Council Health and Safety Team by emailing healthandsafety@norfolk.gov.uk so that any contact school will make with the HSE is made with support from them as our contracted 'competent person'.

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, work at height, and the control of substances hazardous to health (COSHH).
- **Caretaking and Security:** School Caretaking and Site Management Health and Safety Code of Practice G643a is used and implemented, and the related risk assessments are completed and monitored (P625), which includes a model premises risk assessment F625a, that is tailored to suit local circumstances. Form F625 can be used to undertake specific task-based assessments e.g. grounds maintenance, P610 Hazardous

Substances Compliance Code, F610 form for Hazardous Substances Risk Assessment and C625 as Risk Assessment Hazard Checklist. Risk assessments cover every building, laboratory, set of stairs, corridor and emergency exit in 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 (DSE) and cables used by DSE users (primarily office-based staff / may be applicable to staff in other roles) who spend a most of their working day in front of a screen.
- **Handling Money at Work:** risk assessment for handling money is required. It is completed by the Trust Finance Manager in cooperation with the Finance / Office staff from the SJB Trust schools, as per with Cash Security at Work Compliance Code P609.
- **Minibus Drivers:** minibus risk assessment and minibus training must be completed as per the Norfolk County Council's Operation of Minibuses Compliance Code, or their equivalent from other relevant Local Authority.
- **Driving for Work:** Model Driving for Work Risk Assessment F625e is available from NCC Infospace and can be tailored to suit local circumstances.

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.

3.7. Access and Evacuation of students and staff who require support

The Headteacher (or their delegated representative e.g., SENDCO, Line Managers) should ensure PEEPs – Personal Emergency Evacuation Plans are completed for students and staff, which covers mobility impairments, wheelchair users, hearing impairment, visual impairment, cognitive disabilities, evacuation chairs, refuge areas and use of lifts. For staff, the PEEP can

by incorporated and recorded as part of the Personal Risk Assessment. In some cases, the plan will be temporary (e.g., where a person's leg is in cast). Norfolk County Council provides model guide and forms via Infospace.

3.8. The Coronavirus pandemic

During the Covid-19 pandemic, the Headteacher and senior colleagues at each school have produced whole school risk assessments and control measures in the context of the pandemic. On 29th March 2022, the Secretary of State for Health and Social Care, set out the next steps for living with Covid-19 in England. The government updated Covid-19 guidance from 1 April 2022, which replaces any previous guidance and risk assessments for schools. The key extract from the guidance:

- From 1 April 2022, schools will no longer be recommending regular asymptomatic testing as we now know that Covid-19 presents a low risk of serious illness to most children and young people, and most of those who are fully vaccinated.
- From 1 April 2022, adults with a positive Covid-19 test result will be advised to try to stay at home and avoid contact with other people for five days, which is when they are most infectious. For children and young people aged 18 and under, the advice will be 3 days.

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
- Air conditioning and Kitchen Duct Inspection & Cleaning
- Boilers
- Kiln
- Legionella
- Lightening conductors
- Lifts
- Gas safety
- Electrical safety of buildings
- Trees
- Work at high levels
- Work with lead
- Hot works such as welding
- Works in confined spaces

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, Trust Facilities Manager, 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 and EVENTS

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

9. SCHOOL EVENTS

The Headteacher (or their delegated representative) should ensure event management compliance and risk assessments are in place, as necessary. Norfolk County Council has made model Event Management Compliance Code, Risk Assessment Form and Checklist available to the schools via Infospace.

10. PERSONAL RISK ASSESMENTS and MATERNITY RISK ASSESMENTS

The Headteacher (or their delegated representative) is required to complete Maternity Risk Assessment once the employee informs her employer that she is pregnant. Personal Risk Assessments are used to record additional control support measures that are put place for staff with special needs (e.g. hearing, visual, mobility impairment, special medical needs, may be linked to Occupational Health). Managers to communicate with EPM HR, as necessary.

11. LONE WORKERS

Staff are not permitted to work alone on school site, as a general rule.

However, there will be circumstances where this might be unavoidable, for example, a Caretaker who opens up early in the morning, an IT Technician looking to update a system during a holiday period, or Technicians who support in Science and Design and Technology doing preparation during a holiday period. In these rare circumstances, the following procedure should be followed:

A risk assessment must be carried out by the appropriate Headteacher, Head of Department e.g. Head of Science, Head of Technology, Trust Facilities Manager, or other Line Manager.

The person seeking to work alone must have the permission of their immediate Line Manager who, in turn, will act as an emergency point of contact (EPOC) while the lone worker is on site. Both the lone worker and their EPOC need to be available, for contact by phone, during the period of time the lone worker is on site. Contact, by phone, is to be made between the lone worker and the EPOC once on site and again on leaving the site.

12. HOME VISITS

Generally, schools have arrangements in place to support their students, parents or guardians and staff mainly at the school site. An appropriate remote support may be used via online platforms, as and when necessary.

Staff are not permitted to carry out any home visits alone.

However, if there would be a very special circumstances, where home visit might be unavoidable, the Headteacher must complete with the relevant staff, home visit risk assessment before the visit and will act as their emergency point of contact. The NCC Model Home Visit Risk Assessment F625b and Home Visit Personal Safety Prompt Card G617g will be used.