

# RISK ASSESSMENT POLICY

| Date      | Revised amendment details   | By whom   |
|-----------|---|-----------|
| July 2024 | Approved by TEFAT Board   | Trustees  |
| July 2027 | Proposed date for review subject to any required statutory update | Ops Group |

## **Table of contents**

**Elliot Foundation Academies Trust Vision and Values**

**Statutory framework and Related policies and documents**

**Definitions**

**Aims**

**Principles**

**Roles and Responsibilities**

## Elliot Foundation Academies Trust Values

### 1. Put children first

- a. We trust and value your professionalism
- b. We share the responsibility for the learning and welfare of all of our children
- c. Our purpose is to improve the lives of children

### 2. Be safe

- a. Don't assume that someone else will do it
- b. Look after yourself, your colleagues and all children
- c. We are all responsible for each other's safety and well being
- d. Discuss any concerns with an appropriate member of staff

### 3. Be kind & respect all

- a. People are allowed to be different as are you
- b. Kindness creates the positive environment we all need to flourish
- c. This kindness should extend to ourselves as well as to others

### 4. Be open

- a. If you can see a better way, suggest it
- b. If someone else suggests a better way to you, consider it
- c. We exist to nurture innovators and support those who take informed risks in the interests of children

### 5. Forgive

- a. We all make mistakes
- b. Admit them, learn from them and move on

### 6. Make a difference

- a. Making the world a better place starts with you
- b. Model the behaviour that you would like to see from others

## 1. Related Policies & Documents

- TEFAT Health and Safety Policy
- TEFAT Locally owned H&S Policy
- TEFAT Legionella Policy
- Safer Recruitment Procedure
- Management of Sickness Absence Policy
- Family Friendly Policy
- Dealing with Allegations Against Staff and Volunteers/Visitors Policy
- TEFAT Safeguarding and Child Protection Policy (and related policies)
- Keeping Children Safe In Education (KCSIE) 2024

## 1. Definitions

- Where the word 'Trust' is used in this document it refers to The Elliot Foundation Academies Trust.

## 2. Policy statement and objectives

The safety of children, staff and visitors is of paramount importance to The Elliot Foundation Academies Trust. Risk Assessment is a fundamental aspect of this and will be given appropriate attention by all staff across the Trust.

It is our aim that the work and education environment is as safe as can reasonably be achieved and our staff are well trained in procedures for maintaining a safe environment.

The Trust recognises and accepts its statutory responsibilities as an employer, a landlord and as an owner/occupier of public premises, as defined under the relevant Health and Safety legislation.

It will take all steps reasonably practicable, to secure the safety of its employees, together with that of other relevant persons, by taking general precautions to make its premises safe.

## 3. Scope and Principles

The legal requirement for undertaking risk assessments is implicit in the Health and Safety at Work etc. Act 1974 (HSW). This legislation establishes employers' responsibility for the health and safety of employees and other persons affected by their works as far as is

reasonably practicable. This involves balancing the time, cost and effort of protecting people against the level of risk to them.

The Management of Health and Safety at Work Regulations 1999 (MHSW) make it an explicit duty for Employers to assess and control the risks from their work activities. Risk assessment now forms the cornerstone of successful health and safety management and covers all work activities. Specific risk assessments are required by the following Regulations and statutory guidance;

- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002
- Manual Handling Operations Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002)
- Personal Protective Equipment at Work Regulations 1992
- Fire Safety Order 2005
- Provision and Use of Work Equipment Regulations 1998
- Keeping Children Safe in Education 2024

## 4. Risk Assessments

The following **statutory** risk assessments are required to be in place at all schools. The TEFAT model RA template should be followed (exemplar templates are issued to ensure a consistent quality of assessment, but are adapted to the particular school circumstances).

| Area                      | Notes   |
|---------------------------|---|
| Fire Risk Assessments     | Commissioned by TEFAT through a qualified Fire Risk Assessor, every 3-4 years.<br>Reviewed on site annually by the Site Manager and the Regional Estates Lead (who have received certificated training in Fire Risk Assessment).<br>Reviewed and redrafted following changes to the site/building/local context                             |
| Asbestos Risk Assessments | Forming part of the Asbestos Register and Management Plan.<br>Commissioned by TEFAT through a single asbestos consultant.<br>Reviewed annually by the Site Manager and Regional Estates Lead<br>All records including register, management plan, management surveys, re surveys, air tests, R&D surveys held in central shared google drive |

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| Legionella                                     | Carried out every 2 years (or sooner if there is a significant change) by the Trust's appointed Statutory Compliance Contractor   |
| Control of Substances Hazardous Health (COSHH) | A COSHH register, with data sheets, inventory/register and risk assessment covering all chemicals used by school employed staff or others including catering and cleaning contractors |
| Display Screen Equipment (DSE)                 | For all staff meeting thresholds on use of screens  |
| Manual Handling                                | For appropriate staff - most likely Site related employees, alongside appropriate training  |
| Working at Height                              | For appropriate staff - most likely Site related employees, alongside appropriate training  |
| Work related stress                            | Trust RA and individual employee RA as appropriate (TEFAT template available)   |
| Swimming Pools on school site                  | To be signed off by Estates and H&S Director  |
| PREVENT  | Part of TEFAT Safeguarding and Child Protection Policy, reviewed annually and adapted by academies to reflect local context (TEFAT template provided)                                 |

The Trust also **requires** the following risk assessments to be conducted:

|                                      |  |
|--------------------------------------|--|
| Site and Premises                    | Full site risk assessment assessing all aspects  |
| Play and sports equipment            | Internal and external PE equipment, trim trials, ropes, bars, climbing frames etc  |
| Lone working                         | Any staff member (often site staff) likely to be on site alone   |
| Specific Curriculum activities eg PE | Carried out by the person running the activity eg class teacher  |
| Individual Room RAs                  | Based on the HSE Classroom Risk Assessment, this should be completed by all "room owners" or allocated person at least twice per year<br>This should include first aid room/ storage of meds |
| Individual Role RAs                  | Covering specific job roles - as a minimum a Site Manager RA is conducted and reviewed annually  |

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| School Trips / Residentials                                   | <p>All schools are required to have a qualified Educational Visits Coordinator<br/>Residential Visits and any higher risk activities must be signed off in advance by the Trust Estates and H&amp;S Director</p> <p>Other offsite local activities such as local walks etc (do not need Trust sign off)</p>  |
| Non routine Activities  | Any non core activities such as a school fair, bouncy castle, parent celebration events etc  |
| Home visits - safe and well checks                            | Part of TEFAT Safeguarding and Child Protection Policy, reviewed regularly and adapted by academies to reflect local context (TEFAT template provided)   |
| Individual Pupil Risk Assessments                             | <p>These are often part of local academy policies e.g. Intimate Care or Behaviour Policy</p> <ul style="list-style-type: none"> <li>-As part of behaviour risk reduction plans</li> <li>-Following temporary or permanent mobility/safety adjustments e.g. broken limb</li> <li>-Significant medical needs</li> <li>-Intimate care</li> <li>-Vulnerable pupils at risk when not in school</li> </ul> |
| Safer Recruitment Missing Checks Risk Assessments             | All schools are required to have a suitably trained individual leading safer recruitment practices and pre-employment checks. RA must be signed off by Principal and a member of the Operations Group  |
| Positive Disclosure and Barring Service Check Risk Assessment | All schools are required to have a suitably trained individual leading safer recruitment practices and pre-employment checks. RA must be signed off by Principal and a member of the Operations Group  |
| Expectant Mothers Risk Assessment                             | All schools are required to meet with expectant mothers expediently on disclosure of the pregnancy to complete a risk assessment. To be signed off by the Principal and expectant mother   |
| Medical Conditions Risk Assessment                            | All schools are required to produce a risk assessment for employees when either pre-employment medical clearance processes or subsequent occupational health   |

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|   | appointments confirm specific medical conditions. To be signed off by the Principal.  |
| Allegations against staff and volunteers/visitors | All schools are required to produce a risk assessment when allegations of a safeguarding nature are made against an employee. To be signed off by the Principal and a member of the Operations Group. |
| Employment Relations Risk Assessment              | All schools are required to produce a risk assessment for employees subject to formal employment relations casework. To be signed off by the Principal.   |
| Clubs and activities                              | Including activities such as:<br>Breakfast / After school clubs<br>Sports clubs<br>Lessons requiring specific equipment eg cooking, DT, Science<br>Forest School etc                                  |
| Visitors into school                              | Including:<br>Parent/carer events in school<br>Visitors to school / assemblies<br>Work experience   |
| Visiting animals / school pets                    | Any visiting or resident animals  |

Academies should also consider any other Risk Assessments that are appropriate for the activities and context.

All risk assessments are conducted in line with the Health and Safety Executive guidance and be completed using the TEFAT templates.

- Step 1: Identify the hazards.
- Step 2: Decide who might be harmed and how.
- Step 3: Evaluate the risks and decide on precautions.
- Step 4: Record your findings and implement them.
- Step 5: Review your risk assessment and update if necessary.

The Trust has a range of guidance and template documents which should be followed when undertaking risk assessments including a standard template and exemplars.

Oversight and auditing of Risk Assessments will be carried out routinely via specialist visits





