

Risk Assessment Policy

This Policy is the local policy for The Martin Bacon Academy.

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| Related Policies: | MBA Premises Security Policy, MBA Safeguarding & Child Protection Policy, CMAT Search & Confiscation Policy, CMAT Home Visits Policy, CMAT Managing Abusive Parents & Visitors Policy, CMAT CCTV Purpose & Code of Practice Policy, CMAT E-safety & Acceptable ICT use Policy, CMAT Intimate Care Policy, CMAT Manual Handling Policy, CMAT Supporting Children with Medical Conditions Policy, CMAT First Aid Procedure. |

Revisions

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1 Purpose

1.1 Sensible risk management is about practical steps to managing real risks. The staff at the Academy are fully committed to promoting the safety and welfare of all in our community so that effective education can take place.

1.2 The highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just with the law; but with best practice.

1.3 Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our students need to be educated into how to cope safely with risk.

1.4 Related policies and procedures include: MBA Premises Security Policy, Meridian Safeguarding & Child Protection Policy, Meridian Search & Confiscation Policy, Meridian Home Visits Policy, Meridian Managing Abusive Parents & Visitors Policy, Meridian CCTV Purpose & Code of Practice Policy, Meridian E-safety & Acceptable ICT use Policy, Meridian Intimate Care Policy, Meridian Manual Handling Policy, Meridian Supporting Children with Medical Conditions Policy, Meridian First Aid Procedure.

2 What is a Risk Assessment?

2.1 A risk assessment is a tool for conducting a formal examination of the harm or hazard to people or an organisation, which could result from a particular activity or situation.

- A hazard is something with the potential to cause harm (e.g. fire).
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).

- 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, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

2.2 Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong. Many cases simple measures are very effective and not costly.

2.3 Risk assessments need reviewing and updating regularly (annually).

3 What Areas Require Risk Assessments?

3.1 There are numerous activities carried out in the Academy, each of which requires a separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips
- Science experiments
- Design and Technology (D&T)
- Food Technology
- Each sport and PE facility
- Art (including the pottery studio)
- Music (including minimising the risk of hearing loss to staff)

3.2 At the Academy we make use of model or generic risk assessments, for our educational activities and visits.

3.3 We subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science and D&T, as well as providing professional training courses for both teachers and technicians who work in these areas.

3.4 All teaching staff and technicians receive regular induction and refresher training in risk assessments tailored to their specific areas.

4 Pastoral issues

4.1 The focus of our pastoral system is to ensure that every student leaves as a confident, articulate young adult capable of keeping him/herself safe on the streets, in the home and in all situations.

4.2 Through our Core Studies programme, pastoral activities and assemblies we aim to promote 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.

4.3 Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

5 Medical and First Aid

The Medical area has risk assessments for first aid and all other treatments and procedures. The accident forms are available and maintained electronically. All staffs are responsible for ensuring that accident reports are passed to the appropriate member of staff for record keeping purposes. Please refer to the full Meridian First Aid Procedure.

Parents to be called following a first aid treatment, IAMcompliant updated, phone call logged on Bromcom. An incident form to be completed and handed to a member of SLT for review with injured person.

6 Restricted Unsupervised Access by Students

6.1 We ensure that students understand why they do not have unsupervised access to potentially dangerous areas, such as, the science laboratories, the design technology rooms, etc. Apart from student communal areas all rooms are kept locked at all times. Please refer to the full MBA Premises Security Policy

6.2 All flammables are kept securely locked.

6.3 Students do not have access to the Maintenance, Catering and Caretaking areas of the school.

7 Child Protection and Safeguarding

7.1 Our Child Protection/Safeguarding policies and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the 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. Please refer to the Meridian Safeguarding & Child Protection Policy and related Human Resources Policies held by Meridian

7.2 By extending this regime to contract staff and volunteers, and by ensuring that everyone in our community receives regular child protection training, we manage this risk to an appropriate level.

8 Academy Support Areas

8.1 Catering and Cleaning:

- Risk assessments and training is required for every item of catering and cleaning

equipment, as well as for manual handling, slips and trips and the control of substances

hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices.

8.2 Caretaking and Security:

- Risk assessments cover every room, laboratory, stairs, corridor and emergency exit in the entire 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 (see full CMAT Manual Handling Policy), working at heights, and asbestos.
- Induction and refresher training covers risk assessments, protective equipment and safety notices.
- Fire: risk assessments cover the whole school area and training is given to minimise risk.

8.3 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.

8.4 Grounds:

- Risk assessments and training is required for every tool and piece 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.

8.5 Office staff:

- Risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.

9 Conducting Risk Assessment

9.1 Our policy is not to carry out any high risk activity. This is clearly outlined in a very comprehensive guide to organising educational visits. Activities involving students are normally low risk. We undertake a few medium risk activities with students, such as horse riding, skiing, canoeing, outward bound activities and orienteering; but only using specialist/qualified instructors.

9.2 Students are always given a safety briefing before participating in these activities, and are expected to wear protective equipment and to follow instructions. We will always employ specialists to high risk tasks. Support staff may only carry out medium rated activities if they have been properly trained and work in pairs. All members of staff and students are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

10 Specialist Risk Assessments

The Site Manager arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella

- Gas safety
- Electrical safety

11 Reviews

All risk assessments are reviewed and recorded, when major structural work is planned, or in the event of an accident. The separate policy on the management of health and safety describes the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for catering and cleaning and for water sampling.

12 Responsibilities of all Staff

12.1 All members of staff are given an induction into the school's arrangements for risk assessments and health and safety.

12.2 Specialist training is given to those whose work requires it.

12.3 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 Principal, and other members of the senior leadership team in order to enable the Academy Council to comply with their health and safety duties.

12.4 Finally, all members of staff are responsible for reporting any risks or defects through the site helpdesk.

13 Audit Compliance Statements

An annual school risk assessment is presented by the Principal to the Academy Council or Trust link for approval.

13.1 This report analyses:

- The financial procedures and controls
- The major risks to the school which require action
- Informs the Risk Register

The Risk Register is discussed at every Academy Council meeting and forms a standing agenda item.