

Catch22 Independent School policy

Risk Assessments

Contents

1. What is the policy about?	2
2. Who does this policy apply to	2
3. Policy requirements	2
4. Related policies	4
Annex 1 – Equality Impact Assessment	3

Catch22 reserves the right to amend this policy, following consultation, where appropriate.

Policy Owner:	<i>Daryl Bates</i>
Queries to:	<i>Head of H&S</i>
Date created:	<i>April 2023</i>
Date of last review:	<i>n/a</i>
Date of next review:	<i>April 2025</i>
Catch22 group, entity, hub:	<i>Catch22 Schools</i>
4Policies level (all staff or managers only)	<i>All Staff</i>

Document Version Control & Changes

Version	Last modified	By	Changes Made
1.0	25/04/23	Liz Cole	Previous policy version reviewed (2018) and updated. This document is to be read in addition to risk assessment section of Schools H&S policy

1. What is the policy about?

Catch22 takes its duty of care to staff and volunteers very seriously. It accepts a legal and moral responsibility to take all reasonable steps to ensure their safety. This policy sets out how we work to prevent or reduce risks to health and safety by undertaking suitable and sufficient risk assessments of all of our activities, including the locations in which they take place.

It is a legal requirement for Catch22 to make assessments of the health and safety risks arising out of our work. The purpose of the assessments is to identify what needs to be done to control health and safety risks.

2. Who is the policy for?

This policy covers all permanent and agency staff, pupils, visitors and all others affected by our activities. The assessment of the risks arising from the work we do with pupils is dealt with separately under the Behaviour Policy and recorded onto pupil Behaviour Support Plans.

3. Policy requirements

General Risk Assessments

The school conducts and documents risk assessments for all activities presenting a risk. All staff are able to undertake and contribute to risk assessments which are approved by the

Headteacher. A Risk Assessment Register is maintained, listing all risk assessments and their review dates. Risk assessments are available for all staff to view and are held in an online shared H&S folder and in the site log. Risk assessments will be reviewed on an annual basis, during incident investigation and when the work activity changes. Staff will be made aware of any changes to risk assessments relating to their work. A sample of risk assessments will be reviewed during each annual internal H&S audit.

Curriculum Activities

Risk assessments for curriculum activities will be carried out by teachers using the relevant guidance and best practice. Any significant findings are incorporated into lesson plans and schemes in daily use. Advice on curriculum safety is available from the H&S Team. Schools have membership of CLEAPSS and utilise the guidance available. AFPE risk assessment guidance is available where required. All off site trips are arranged and risk assessed in accordance with the External Visits Policy and use of the Evolve system.

Individual Risk Assessments

Specific assessments relating to staff members and pupils are held on the individual's file and will be undertaken by a relevant line manager or teacher. Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions that may be affected by their work. A frequently reviewed written risk assessment is required for all staff members that have a health condition or injury that increases risk of harm at work. Staff are encouraged to inform their line manager as soon as possible to enable risks to be assessed and any risk reduction plans to be put in place. A referral to Occupational Health may be appropriate to inform the risk assessment and this can be made via the People Partner.

Pregnancy

All expectant mothers will carry out a risk assessment with their line manager to consider any increased risks to their health and that of their unborn child. A guidance and template are available on the staff intranet. This risk assessment is kept under regular review and amended to reflect any changes in risk and the health of the mother. This same risk assessment template is used to consider and record risks for a pregnant student.

Information and guidance

A guidance document and various templates are available on the Health, Safety & Wellbeing area of the staff intranet. An in-house training module of the H&S for Managers training programme is available for any staff with responsibilities for assessing risk.

Staff with roles of Education Visits Co-ordinators attend training relevant to their duties.

4. Related documents

- Catch22 Risk Assessment Form
- Catch22 Risk Assessment Register

Annex 1: Equality Impact Assessment

Catch22 is committed to always: avoiding the potential for unlawful discrimination, harassment and victimisation; advancing equality of opportunity between people who share a protected characteristic and those who do not; and, foster good relations between people who share a protected characteristic and those who do not.

An Equality Impact Assessment (EIA) is a tool for identifying whether or not strategies, projects, services, guidance, practices or policies have an adverse or positive impact on a particular group of people or equality group. While currently only public bodies are legally required to complete EIA's, Catch22 has adopted the process in line with its commitment to continually improve our equality performance.

1. Summary

This EIA is for:	Risk Assessment Policy
EIA completed by:	Liz Cole, Head of Health & Safety
Date of assessment:	25/04/23
Assessment approved by:	

Objectives and intended outcomes

This EIA has been completed in order to ensure that the implications and potential impact, positive and negative, of the Catch22 Risk Assessment policy for all staff have been fully considered and addressed, whether or not the staff members share a protected characteristic.

2. Potential Impacts, positive and negative

Equality Area	Positive	Neutral	Negative	Summary
Age	☐	☒	☐	The policy applies equally to all members of staff regardless of age. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their age.
Disability	☐	☒	☐	The policy applies equally to all members of staff regardless of health/disability. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of their disability.
Pregnancy & Maternity/paternity	☐	☒	☐	It's not considered that the policy positive or negatively impacts on pregnant women or on staff on maternity or paternity leave.
Race (incl. origin, colour and nationality)	☐	☒	☐	The policy applies equally to all members of staff regardless of their race, origin, colour or nationality. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively in these respects.
Gender and Gender Re-assignment	☐	☒	☐	The policy applies equally to all members of staff regardless of their gender at any given time. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because of gender.
Sexual Orientation	☐	☒	☐	The policy applies equally to all members of staff regardless of their sexual orientation. It's not considered that the policy includes any guidance or rules that may impact either positively or negatively on any member of staff because their sexual orientation.

3. Negative impacts and mitigations

Negative Impact	Mitigation	Owner