



## Risk assessment for supporting person or persons.

Person(s) impacted by Risk Assessment	
<b>Name of Staff Member / Student</b>	Staff and Pupils across Hadrian Learning Trust
<b>Staffing Role / Student: Year Group</b>	All
<b>Justification for risk assessment</b>	Staff and pupils may have allergic reactions due to food allergy / sensitivities.
Assessor	
<b>Name of person completing risk assessment</b>	Dave Clay

Significant Hazard	Perceived Nature of Hazard	What is already happening to control the risk?	Further Actions to be carried out, to reduce risk	Future Review Date or action(s)
Failure of the Trust Board, Trust Members, Senior Leaders, staff or pupils to follow Policy or Procedure as set out by Hadrian Learning Trust, in line with legislation / guidance.	<p>Injury to individual through allergic reaction to food stuffs that may cause physical injury or death.</p> <p>Prosecution of HLT Trust members and / or accountable staff by authorities for failures under HSE and Gov.uk guidance and legislation.</p>	<p>Relevant staff members and Trust leaders are made aware of and adhere to guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• The Human Medicines (Amendment) Regulations 2017</li> <li>• The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)</li> <li>• Department of Health and Social Care (2017)</li> <li>• Guidance on the use of adrenaline auto-injectors in schools - DfE (2015)</li> <li>• Supporting pupils at school with medical conditions - DfE (2021)</li> <li>• Allergy guidance for schools</li> </ul> <p>Trust leaders, staff members, pupils and parents are made aware of and adhere to school policies including, but not limited to, the following:</p>	Where appropriate, pupils and staff are made aware of any procedures they need to follow to help keep themselves safe	



		<ul style="list-style-type: none"><li>• Health and Safety Policy</li><li>• First Aid Policy</li><li>• Medical Conditions Procedures Medication Procedures</li><li>• Inclusion Policy</li></ul> <p>The pupil's medical records are always kept up-to-date and filed correctly.</p> <p>Where necessary, an Asthma Risk Assessment is carried out for the pupil.</p> <p>Incidents are properly recorded and the accurate reporting of incidents is monitored.</p> <p>The school ensures the pupil can participate safely in all school activities and treats, where possible. Where the risk of an allergic reaction is present by participating in a school activity or treat, there are safe alternatives in place for the pupil to allow them a safe and equal experience. Where the school activity or treat cannot offer a safe and equal experience for the pupil, an alternative activity or treat takes place that allows the pupil to participate as much as possible.</p>		
The person(s) with allergic potential have made the trust aware of such possible reactions.	Failure to provide such communication may result in an allergic reaction to food stuffs that may cause physical injury or death.	The pupil's parents / staff member make the school aware of any allergies their child, themselves has an allergy, and any changes to allergy triggers, symptoms, and medical requirements.		



		<p>Any changes are accurately recorded, and the relevant staff are made aware of any changes in the person's needs.</p> <p>Where necessary, any changes to the school's food menu and materials used in the school's resources are communicated to the whole school and parents as soon as possible.</p> <p>Pupil's parents make the school aware of whether their child knows if they are experiencing an allergic reaction and how they communicate this.</p> <p>The pupil's parents make the school aware of any medication their child needs.</p> <p>The pupil's parents / staff member keep the school updated of their contact number(s) in case they need to be reached in an emergency.</p>		
Failure to prevent contact with allergic reaction source.	Injury to individual through allergic reaction to food stuffs that may cause physical injury or death.	<p>The school develops robust procedures for the pupil / staff member to avoid the allergen, in conjunction with any necessary medical professionals, and reviews the effectiveness of the procedures on a regular basis.</p> <p>Where the pupil / staff member has a food allergy:</p> <ul style="list-style-type: none"><li>• There is a set of kitchen equipment that is only for use with the person's food and drink.</li><li>• The separate kitchen equipment is a different colour to regular-use</li></ul>		



		<p>equipment to remind kitchen staff to keep them separate.</p> <ul style="list-style-type: none"><li>• Where required, food items containing specific allergen(s) are stored separately.</li><li>• As far as reasonably practicable, food items containing the specific allergen(s) are not served at or bought into the school.</li></ul> <p>Where the person has a food or contact-based allergy:</p> <ul style="list-style-type: none"><li>• Staff + pupils are made aware that food and other products may contain small traces of the target allergen(s).</li><li>• Staff + pupils are vigilant when allowing the persons to come into contact with new items or products that may contain the target allergen(s).</li><li>• Safe alternatives are used where possible, including for practical-based lessons, e.g. food technology.</li><li>• The pupil / staff member does not participate in practical school lessons where contact with target allergen(s) cannot be avoided and safe alternatives are not available – the school provides a safe and equal lesson alternative instead.</li></ul> <p>Where the pupil / staff member has an insect bite or sting allergy:</p> <ul style="list-style-type: none"><li>• The site manager is vigilant for the presence of the target insect around the school premises, e.g. wasp nests. -</li></ul>		
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		<p>Staff are made aware of what the target insect looks like and to report the presence of any target insects and their nests.</p> <ul style="list-style-type: none"><li>• Where required, procedures are in place for the nests of the target insect to be removed from the school premises safely.</li><li>• Preventative measures are in place to minimise the chance of target insects settling on the school premises, e.g. gaps in roofs are kept sealed.</li></ul> <p>Where the pupil / staff member has an allergy to certain types of medicine:</p> <ul style="list-style-type: none"><li>• Safe alternatives are stocked and used, as per the guidance of the person concerned or pupil's parents.</li><li>• Staff are aware that the person cannot be given the target medication. Information about the allergy is included in pupil's emergency records in the event they need to be taken to hospital from school.</li></ul> <p>Where the pupil has an allergy to fungi, e.g. mould and mildew:</p> <ul style="list-style-type: none"><li>• The site manager is vigilant for the presence of the target fungus on the school premises, both indoors and outdoors.</li><li>• Staff are made aware to report the presence of any colonies of the target fungus and what it looks like.</li></ul>		
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		<ul style="list-style-type: none"><li>Any target fungus present is removed safely from the premises as soon as possible.</li><li>Preventative measures are in place to minimise the growth of the target fungus throughout the school premises, e.g. keeping windows open to minimise mould growth in humid areas.</li></ul> <p>Where the pupil has an allergy to animal secretions, hair or dander: -</p> <ul style="list-style-type: none"><li>The target animal(s) are not allowed in school unless the pupil / staff member can be safely prevented from contact.</li><li>Where the target animal(s) has been in school, the area is thoroughly cleaned before the pupil / staff member is allowed to enter it.</li><li>Staff and pupils ensure they wear clean clothes when attending the school, free of animal hair, secretions or dander, where reasonably practicable.</li><li>Staff and pupils who have handled the target animal(s) ensure they wash their hands before interacting with the person.</li></ul> <p>Where the pupil has a pollen allergy:</p> <ul style="list-style-type: none"><li>The site manager is aware of any trees or plants present on the site that may cause the pupil to have an allergic reaction.</li></ul>		<p>The Trust will need to balance the needs of pupil safety against the use of school friendship dogs, a policy / procedure should be drawn up.</p>
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The Trust has a level of competence within its staffing to support those with allergic responses to food.	Injury to individual through allergic reaction to food stuffs that may cause physical injury or death.	<p>Designated staff members are adequately trained on managing emergency medical situations, including anaphylaxis and the use of adrenaline auto-injectors (AAIs), and how to support the individual needs.</p> <p>The appropriate staff members are trained on how to monitor items, products and surfaces within the school environment that may trigger the pupil's specific allergies.</p> <p>As part of their induction, all staff members are trained to spot the symptoms of various allergic reactions and anaphylactic shock.</p> <p>Where a pupil or staff member has a food allergy, all staff are adequately trained to check food labels for any allergens that may trigger the person's specific allergies.</p>	<p>Training for support staff, including cleaners</p> <p>To be added to staff induction</p>	



<p>The Trust provides appropriate labelling and safety information on all food produced on site, in line with legislation.</p>	<p>Injury to individual through allergic reaction to food stuffs that may cause physical injury or death.</p> <p>Prosecution of HLT by authorities for failures under HSE and Gov.uk guidance.</p>	<p>Where the pupil / staff member has a food allergy:</p> <ul style="list-style-type: none"> <li>• School caterers ensure they check any product changes with the supplier.</li> <li>• School caterers ensure they read all product information before using it.</li> <li>• Allergens are labelled on the school's food menu.</li> <li>• Allergens in food are monitored at every step of the catering process and stored appropriately.</li> <li>• Processes are in place to help the pupil / staff member identify the relevant allergen(s) in school food.</li> <li>• Ingredient and allergen information on food and other products is listed in a clear, legible format and either printed on the packaging or on a secured label.</li> <li>• The school packages food or products made or packed on the premises in line with the Allergen and Anaphylaxis Procedures.</li> <li>• Staff are vigilant when checking food and product labels to ensure they are suitable for the pupil.</li> <li>• Where appropriate, the pupil / staff member is aware of checking food and product labels to ensure they do not contain the allergen(s) they are allergic to.</li> </ul>		
<p>The Trust provides adequate care and supervision during external</p>	<p>Injury to individual through allergic reaction to food stuffs that may cause physical injury or death.</p>	<p>All activities on the school trip are risk assessed to see if they pose a threat to the pupil and alternative activities are planned where necessary to ensure the pupil is</p>		





events, trips and residential.		<p>included. The school speaks to the pupil's parents where appropriate to ensure their cooperation with any special arrangements required for the trip.</p> <p>If a staff member requires support due to allergic potential, a second adult is briefed on their care and support needs.</p> <p>A designated adult is available to support the person at all times during a school trip. If the person has been prescribed an AAI, at least one adult trained in administering the device attends the trip.</p> <p>The person's medication is taken on the trip and stored securely – if the pupil does not bring their medication, they cannot attend the trip. A member of staff is assigned responsibility for ensuring that the persons medication is carried at all times throughout the trip.</p> <p>Two AAIs are taken on the trip and are easily accessible at all times.</p> <p>Where the venue or site being visited cannot assure appropriate food can be provided to cater for the person's allergy, the pupil / staff member takes their own food or the school provides a suitable packed lunch.</p>		
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It is the responsibility of the School Business Leader to ensure this risk assessment is reviewed at an appropriate frequency.