

RISK ASSESSMENT POLICY

For school year 2018-2019

Date of approval: 18.05.2018

1. Introduction

This policy is designed to assist the school in fulfilling their legal duties in assessing risks. Risk management is the consideration of the risks that arise in the workplace and then putting in place sensible health and safety measures to control and reduce them.

In accordance with our duties under the Management of Health and Safety, the school is required to undertake regular risk assessments and take any necessary action arising from these according to provisions set out in the Health and Safety policy and elsewhere.

The General Director is responsible for making sure that risk assessments are completed, logged and effectively monitored. Reviews are conducted when there is any change to equipment or resources, any change to the school premises, or when particular needs of a child or other visitor necessitate this.

The General Director is further responsible for conducting any necessary reviews or making changes to the school's policies or procedures in the light of any potential risks that they or other members of staff discover.

A visual inspection of both the equipment and the entire premises – both indoor and outdoor – will be carried out daily. This will, ordinarily, be carried out by a designated member of staff (Cleaning staff) on arrival at the school and will be completed before any children arrive.

During the school day, staff will be vigilant and continuously aware of any potential risk to health and safety arising from:

- the school environment, both indoors and outdoors;
- all surfaces, both indoors and outdoors;
- all equipment used by children or staff.

On discovering a hazard, staff will take all steps necessary to make themselves and any other potentially affected people safe. They will then notify the General Director and ensure that a record is made in the Incident Record Book.

The General Director is then responsible for ensuring that any necessary action is taken.

As already stated, the Management of Health and Safety require that suitable and sufficient assessments of the risk arising out of work are carried out.

Put simply, a risk assessment is finding out what could cause harm to people and deciding if the school has done enough or need to do more to protect them.

2. The Process of Risk Assessment

What is risk?

Risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Evaluating the risk

Having spotted the hazards, you then have to decide what to do about them. The law requires you to do everything “reasonably practicable” to protect people from harm. You can work this out for yourself, but the easiest way is to compare what you are doing with good practice.

So first, look at what you are already doing, think about what controls you have in place and how the work is organised. Then compare this with the good practice and see if there is more you should be doing to bring yourself up to standard.

In asking yourself this, consider:

**Can I get rid of the hazard altogether? If not, how can I control the risks so that harm is unlikely?
When controlling risks, apply the principles below, if possible in the following order:**

- try a less risky option (e.g. switch to using a less hazardous chemical);
- prevent access to the hazard (e.g. by guarding);
- organise work to reduce exposure to the hazard (e.g. put barriers between pedestrians and traffic);
- issue personal protective equipment (e.g. clothing, footwear, goggles, etc.); and
- provide welfare facilities (e.g. first aid and washing facilities for removal of contamination).
- Involve staff, so that you can be sure that what you propose to do will work in practice.

3. What is a risk assessment?

The definition of a risk assessment could be “a careful examination of what in your work could cause harm to people so that you can weigh up whether or not you have taken enough precautions or should do more to prevent harm”.

The assessment will help you to identify the likelihood of harm and whether you can reduce the risk to a reasonable level, through the introduction of control measures.

The five step process is as follows:

Step 1: Identify the hazards

Divide your work into manageable categories considering:

- Location
- Activities
- Equipment
- People

Identify the Hazards:

- Chemical – paint solvents/exhaust fumes
- Biological – bacteria
- Physical – noise/vibration
- Psychological – occupational stress
- Environmental

Step 2: Decide who might be harmed and how

For each hazard you need to be clear about who might be harmed, identify the groups of people, such as staff members or members of the public/pupils.

Identify how they might be harmed, i.e. what type of injury or ill health might occur.

Step 3: Evaluate the risks and decide on precautions

Consider how likely it is that each hazard will occur and what control measures you already have in place:

- Have the control measures that are currently in place been clearly established?
- Get rid of the new hazards altogether or reduce the risk so that harm is unlikely.
- If the task of evaluating the risks has not been adequately controlled, think what further actions are required. If any further actions are required, the name of the person responsible for completing these actions should be recorded along with the projected completion date.

Step 4: Record your findings and implement them

Putting the results of the risk assessment into practice will make a difference when looking after staff.

Writing down the results of the risk assessments and sharing them with staff will encourage the implementation process.

Step 5: Review your assessment and update if necessary

Risk assessments need to be reviewed and, if necessary, updated every year. However, a review will be required sooner if an incident or accident occurs, or there are significant changes to the premises, staff or procedures.

4. Definition of a hazard and a risk

Hazard: A hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer, etc.

Risk: The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

5. Types of risk assessments

There are three different types of risk assessments. These are **generic, specific and dynamic**.

Generic activities are those carried out at different times and locations but the associated hazards and risks are largely the same and do not change. For this type of activity, generic risk assessments can be produced as a model for guidance only.

A **specific risk assessment** may be applicable where the hazards and risks are only applicable to a certain activity and also where there is a requirement in legislation to undertake a specific assessment:

- for Control of Substances Hazardous to Health (<http://www.hse.gov.uk/coshh/>) and Science Activity Risk Assessments (CLEAPSS: <http://www.cleapss.org.uk/>) .
- for new and expectant mothers.

A **dynamic risk assessment** is a continuous process of identifying the hazards that occur in, for example an emergency situation, assessing the risks and taking immediate action to eliminate or reduce these to an acceptable level.

6. Generic risk assessments

This policy contains a generic risk assessment template which has been produced to assist our school with the risk assessment process and should form a good foundation for identifying hazards, assessing risks and implementing controls. However, you must also pay attention to our own school environment.

The risk assessment template used is based on the format contained in the HSE publication “Five steps to risk assessment” (<http://www.hse.gov.uk/risk/index.htm>). The template should list the hazards identified in the school environment, their associated risks and also a range of control measures that should be in place to eliminate or reduce the risks. The form needs to be adapted by a competent person from our establishment, who can complete the rest of the form having considered the generic hazards, risks and control measures listed on the form and adding any site specific items identified.