



Risk Assessment Policy

Introduction

Legislation and good business practice requires that risk assessments be carried out to identify all possible sources of danger within a workplace and progressively reduce the risk to people and property. Where significant risks are identified they must be controlled, and recorded.

This policy is part of and should be read in conjunction with the Health and Safety Policy. For Educational Trips & Visits please also read in conjunction with the Educational Visits and Trips Policy. The aim of this policy is to ensure that staff members working in the School are aware of the correct action to take and the process of suitable and sufficient assessment of risk in view to eliminate or reduce the risk to an acceptable/safe level prior to the activity taking place.

Risk assessments should be effective in that they identify sources of danger and prioritise methods to eliminate or reduce risk to the lowest practicable level. All controls, safe systems of work etc. used to reduce the risk must become part of training for all personnel, and as such should be recorded on the individual's training record.

WHO SHOULD CARRY OUT RISK ASSESSMENTS

GENERAL ASSESSMENT

Every person carries out risk assessments as part of their day to day life. For instance, simply crossing the road involves assessing the level of risk of crossing at that place or at that time before making the decision to step into the road. This principle is taken into everything we do throughout the day and must be the basis for the planning of any activity undertaken.

The important element is to understand that if something could potentially lead to anyone or something becoming injured/damaged, then you have a duty to consider an alternative way of carrying out that task in a manner that poses less of a risk, and if there is no alternative then a formal Risk Assessment must be arranged to be carried out as below.

FORMAL RISK ASSESSMENT

The School carries out five types of Formal Risk Assessments:

1. Generic/site risk assessments using the Risk Assessment form (See Appendix 2)
2. Fire Risk assessments using a specific Fire Assessment template
3. Specific 'trips and visits' risk assessments.
4. Individual COVID related risk assessments for staff at greater risk of infection
5. Individual COVID related risk assessments for pupils where behaviour is a concern.

All of the above assessments are used to record significant levels of risk involved in an activity and the potential dangers that activity could have on a person or object. The task of carrying out risk assessments may be delegated to competent persons. However, the Headteacher, Manager or leader needs to retain control of what risk assessments are being carried out through constant review and monitoring of their risk assessors performance.

A competent person is deemed to be anyone who has the training, knowledge and experience to carry out the assessment and the ability to correctly record the findings. Any actions put in place to reduce the risk must be correctly recorded with instruction /training provided to members of staff carrying out the activity.

WHEN SHOULD RISK ASSESSMENTS BE CARRIED OUT

Fire risk assessments are carried out at least bi-annually for the school. Risk assessments should be carried out prior to starting a task or project and cover the implementation, use, cleaning, maintenance, disassembly or removal of equipment and structures.

They should be reviewed if there are significant changes to the equipment, working environment, personnel, the introduction of new technology, if an accident happens, when it is believed the previous risk assessment is no longer valid or at least annually.

For educational events/visits etc. please see the Educational Visits and Trips Policy.

WHAT HAS TO BE ASSESSED

An effective risk assessment should consider but not be limited to the below sections. The workflow template in Appendix 1 and Guidance table Appendix 2 should be used as guidance when completing any risk assessment.

THE WORKPLACE

The actual environment in which you work, the conditions or situations and tasks carried out in the workplace that may affect the health and safety of people.

- Conditions - Temperature, noise, light, ventilation, maintenance of equipment and footpaths etc.
- Situations - Reversing vehicles, working at height or in confined spaces, dealing with violent people, working with new machines, equipment, or personnel.
- Tasks - Driving a vehicle, answering the telephone, or working with vulnerable people.

FIRE ARRANGEMENTS

For situations in a workplace where a fire risk may exist, the following should be considered:

- The means of escape - How people leave a building or office etc in case of fire, the distance of travel, whether the route is protected and the area to which people would safely go to.
- The means of raising the alarm - How the alarm is raised, e.g. by pushing a call button, shouting or by other means.
- The means of fighting a fire - The number and type of fire extinguishers, hoses or sprinkler systems in use.
- Emergency lighting - Whether there is sufficient light to ensure a safe route to the exits in case of a power failure etc.
- Maintenance of equipment - How and when the fire defence equipment is maintained in an effective condition in line with statutory requirements and best practice.
- Instruction, information and training of staff - Whether suitable and sufficient instruction, information and training are provided for all people in a workplace. (See also guidance on Fire Precautions.)

MANUAL HANDLING

The movement of loads using physical or human effort, including lifting, lowering, pushing, pulling or carrying of loads, and repetitive movements.

- Movement of loads - Anywhere where a load is moved manually.
- Lifting lowering etc - The type of action being carried out to move the load.
- Repetitive movements - Packing boxes, filling envelopes or using keyboards for continuous periods.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Where people are exposed to any substance, which could injure them or cause ill health.

- Substance - Any solid, powder, liquid, vapour, fume, gas or dust.
- Exposure - Where people come into contact with a substance, and how it can injure them or cause ill health, through breathing it, swallowing it, absorbing it through the skin or touching it.

DISPLAY SCREEN EQUIPMENT (DSE)

The conditions and equipment where people work with DSE.

- Conditions - Lighting, space, layout, workstation, method of working when using DSE.
- Equipment - The desk, computer, screen, seat and software being used.

HEADTEACHER/MANAGERS/TEAM LEADERS - WHAT YOU NEED TO DO

Nominate Risk Assessors within your setting. Ensure people are competent and that they are given suitable resources to carry out their roles, i.e. training, time, advice and assistance where necessary. Monitor and review risk assessments and assess performance. Liaise with appointed safety representatives. If in doubt seek advice and guidance from the Business Manager, including for which templates to use.

RISK ASSESSORS - WHAT YOU NEED TO DO

Take part in a Risk Assessment course if not already trained, which will include a familiarisation session with each recording system and which to use for different examples. Carry out risk assessments in line with this policy and guidelines.

Identify methods of removing or reducing risk factors. Present your findings to your manager or team leader. Provide suitable information, instruction, and training for people at work. If in doubt seek advice and guidance from your line manager or the Business Manager.

Keep a record of review dates for completed risk assessments and re-assess when due or earlier if required. Be prepared to carry out a re-assessment if situations or circumstances change significantly.

Appendix 1 - Workflow Template

This simplified workflow should be used as a prompt alongside the guidance table to accurately score the identified risk to be recorded in the Risk Assessment form.

- 1. Identify the hazards associated with the task**
Using knowledge of the task in hand and the area of work identify hazards (things with the potential to cause harm) which are evident and have not previously been eliminated or adequately controlled.
- 2. Identify the people and/or equipment at risk** Using your knowledge of people and the working area identify those who are likely to be present and any property which could be damaged should and incident or accident occur.
- 3. Likelihood of Occurrence (L)**
Using the guidance provided and best judgement of the task etc evaluate the likelihood of occurrence and record.
- 4. Severity of Risk (S)**
Using guidance provided and knowledge of the factors involved estimate severity of risk.
- 5. Risk Rating (R)**
This is the overall rating of the risk which is the score of L multiplied by the score of S ($L \times S = R$) See guidance for further information. The higher the Risk rating, the more robust the control measures must be.
- 6. Existing and Possible Control measures**
List the controls currently in use and identify any possible actions that would reduce the overall Risk Rating. These controls must be reasonably practicable.
- 7. Re-Evaluate the Likelihood and Severity**
Identify and record the controls necessary to reduce the risk to the lowest practicable level, if in doubt seek advice from the Business Manager.
- 8. Further Action Required**

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Identify any further actions required to either eliminate, or reduce the risk, this can include things such as training or guidance.

9. Priority

Identify the priority of the work to be carried out remember the higher the risk factor, the higher the priority.

10. Completion Date

State the date the action(s) are to be carried out by.

11. Action by Whom

State who is going to carry out the action(s) remember to pass them a copy of the risk assessment or advise them that they need to carry out the work required.

12. Action Checked By

When required action has been taken the Manager should sign/date the appropriate box.

13. Re-Assessment Due

State the date when the risk assessment needs to be re-evaluated, remember the higher the risk factor the more often that reviews should take place. Risk assessments must be re-evaluated at least annually or before if required to ensure the controls remain effective.

The information is produced as a guide and does not replace effective training and task knowledge. If you have any doubts or require advice or support in carrying out risk assessments contact the Business Manager on 01803 557336.

Appendix 2 - Guidance / Template examples

RISK ASSESSMENT –

ESTABLISHMENT: HAYES PRIMARY SCHOOL	ASSESSMENT DATE: 18/07/2018
ACTIVITY/ ENVIRONMENT: REMEMBER INHALERS AND MEDICATION Yongs Park and Goodrington Beach	COMPLETED BY:
EDUCATIONAL OBJECTIVES: To enjoy playing team games and activities (Activity/Residential Week)	DATE REVIEWED 10/07/2019

1. Hazard <i>List significant hazards which may result in serious harm or affect several people.</i>	2. Who might be harmed <i>List groups of people who are especially at risk from the significant hazards identified.</i>	3. Is the risk adequately controlled? <i>List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)</i>	4. What further action is needed to control the risk? <i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
Traffic	Children and adults	Pedestrian crossings will be used where available.	Children to walk in pairs, and listen carefully to adult instructions.
Strangers	Children	Children will be under close supervision and will go to the toilet in pairs.	Children will be reminded about 'Stranger Danger!'
Sun burn	Children	Parents have had a letter asking them to ensure that their child brings with them a sun hat and suncream.	Children reminded to wear suncream and a sun hat.



Reopening Risk Register January 2021

Risk Assessment for opening to All Children.

Assessment at: January 2021

Assessors: Mark Hanbury, Emma Bamber, Allison Grant

Decide who may be harmed

Person who may be harmed/ affected by activity:	Pupils attending school, teaching & non-teaching staff, parents/guardians, kitchen staff, cleaners & caretaker.
List vulnerable groups, persons, or staff	Vulnerable groups – people at high or moderate risk (clinically extremely vulnerable/clinically vulnerable). An individual risk assessment may be appropriate for vulnerable staff/BAME or very anxious about returning to work.

Risk score and description

Likelihood	Maximum Impact					Score	Risk level
	1	2	3	4	5		
1	1	2	3	4	5	1-5	LOW
2	2	4	6	8	10	6-10	MEDIUM
3	3	6	9	12	15	11-15	HIGH
4	4	8	12	16	20	16 – 25	EXTREME
5	5	10	15	20	25		

Identify Hazards or Activity

Hazards below are deemed significant pending installation configuration & testing - tick all applicable.

1. COVID-19 <input checked="" type="checkbox"/>	2. Mental health & wellbeing <input checked="" type="checkbox"/>	3. Fire <input checked="" type="checkbox"/>	4. Legionella <input checked="" type="checkbox"/>	5. Lifting equipment <input checked="" type="checkbox"/>
6. First Aid <input checked="" type="checkbox"/>	7. Statutory Inspections <input checked="" type="checkbox"/>	8. Waste Materials <input checked="" type="checkbox"/>	9. COSHH <input checked="" type="checkbox"/>	10. PPE <input checked="" type="checkbox"/>

Haz No.	Hazard/Risk Description and Potential Consequences	Residual Risk Rating			Review January 2021			Rating following mitigation / reduced risk			RAG	07/20 Dir	Lead
		S	L	R				S	L	R		= good	

