



Risk Assessment Policy

Formally adopted by the Trust	
On:-	18.01.22
Trustees:-	Property and Finance Committee
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Definitions

Risk Assessment - "A careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent the harm".

Hazard - "Hazard" is something with the potential to cause harm.

Risk - "Risk" is the likelihood that a person may be harmed or suffers adverse health effects if exposed to a hazard.

Control Measures - Elements implemented to eliminate or reduce the level of risk.

Procedure - A formal document developed as the normal 'way of working' for addressing a specific discipline or activity within the business that is subject to monitoring / validation.

Risk Assessment Guidance

- The risk assessment should identify significant hazards and the resulting risks arising out of work, which means that the minor / low level hazards can generally be ignored, providing the risk and potential consequences are also minor.
- The risk assessment should be appropriate to the nature of the work and is valid for a maximum of 12 months (excluding Legionella). The Head of Department (or appropriately competent and designated persons trained in risk assessment) should be able to prioritise the measures that need to be taken to comply with HHS policies and therefore legal requirements. All risk assessments must be reviewed, as a minimum, every 12 months, but also if the risk changes or if new hazards develop to ensure that it remains effective. Moreover the assessment must be reviewed following serious accidents or as industry standards and best practices develop.
- All Heads of Department (or other persons delegated to complete the risk assessments in light of their competence and experience) new to their position on a site must review and, if necessary update their departmental risk assessments.
- Specific consideration must be given to high risk individuals or groups including persons with disabilities, young workers (under 18), pregnant women or new mothers.
- For persons with disabilities or temporary mobility issues, a Personal Emergency Evacuation Plan must be developed and communicated with all relevant parties.

Conducting a Risk Assessment

Following a decision on what activity or process is being risk assessed there follows five key steps:

1. Identify the hazards
2. Identify who may be harmed by the hazards
3. Evaluate the risk along with current control measures
4. Introduce further controls in line with legal requirements and best practice as necessary
5. Monitor and review the assessment

Responsibilities

Responsibility for completing risk assessments lies with the individual with management responsibility for the department, year group, individual, activity or process that is being assessed. This would normally be the head of year, head of department or trip leader.

The manager may delegate the task but remains responsible for ensuring the assessor is competent and that the risk assessments are relevant, task specific, suitable and sufficient.

Advice and reviews of assessments can be sought from the Trust Health and Safety Manager.

Tasks or activities must not commence until a valid risk assessment is in place and correctly distributed.

Examples of required risk assessments; (note: this list is neither definitive nor exhaustive)

Heads of Department;

Subject based assessments inc. related individual needs – liaise with SENCO or others

Head of Year;

Individual needs assessment (temp or perm), personal emergency evacuation plans (PEEPS) – liaise with SENCO or others where necessary

SENCO;

Individual needs based assessments, PEEPs

Trip or activity leaders;

Trip or activity specific – may need to liaise with SENCO, EVC or others

Local Site Manager;

Work or task based assessments including Contractors

Trust Health and Safety Manager;

Fire, Asbestos, first aid needs assessment, Legionella risk assessment, premises risk assessments,

Heads of Department must ensure the standard risk assessment (RA) form is used to complete their departmental risk assessments. The latest version of the RA form is available in the appendices to this policy.

Step 1		Identify the hazards
<i>Hazards could be in many forms – some examples of which are:</i>		
Task:	Environment:	Other Factors:
Handling, storage and use of chemicals	Kitchens	Design
Movement and connection of gas bottles	Children’s play areas	Health hazards
Use of machinery	Swimming pool	Fire
Use of work equipment	Sports venues	Pollution
Work with electricity or gas	Grounds	Structural failure
Housekeeping	Workshops	Assault
Vehicles	Stores	Overcrowding
Confined spaces	Changing Rooms	Adverse weather
Working at heights	Toilets	Stress
Construction	Grounds & Car Parks	Structural hazards
Manual Handling	General circulation areas	Human factors
Security operations		
Delivery of goods		
Waste removal		
Dealing with visitors		
Cleaning of kitchens and venues etc.		
General use of facilities		

Step 2 Identify who could be affected			
<i>Find out who could be affected by the identified hazards:</i>			
Employees:	Pupils:	Visitors:	Others:
Staff *Young employees (under 18) The inexperienced *Disabled New Employees *Pregnant Workers / new mothers	HHS pupils Pupils visiting from other schools	Contractors Local authorities Delivery drivers Users of the venues	Trespassers Rights of way
* requires a specific risk assessment			

Step 3 Evaluate the risk along with current control measures	
<i>Evaluate the most probable outcome – keep it realistic, taking into account:</i>	
Type(s) of possible injury Severity of possible injury Age profile of those exposed	Number of persons exposed Frequency of exposure Experience of persons exposed
Evaluate existing control measures taking into account:	
<p>Do they reflect legal requirements and/or accepted best practice?</p> <p>Do they reflect HHS health and safety policy?</p> <p>Do they address all those who could be at risk?</p> <p>Are they proportionate to the risk?</p> <p>Do they balance cost and risk? (is it reasonably practicable?)</p> <p><u>Cost V Risk</u></p> <p>Cost = Time, Effort, resources, Money</p>	
At this point ask – Are the controls adequate?	

Step 4 Introduce further control measures where necessary

If the existing controls are not adequate:

Prioritise further action on basis of risk
Complete all low cost items as soon as possible

When considering further controls, apply the hierarchy of controls:

Eliminate or substitute
Enclose or amend the work activity
Use a safe system of work
Change staff behaviour
Use of PPE
Monitoring and surveillance

Decide on the timescale in which the further controls **should** be completed:

High Risk	Immediately
Medium Risk	0 – 3 Months
Low Risk	0 – 12 Months

Step 5 Monitor and Review

Decide upon a latest date when the risk assessment will be reviewed, Maximum 1 year - also:

Monitor if controls are effective:

- Ensure staff are adhering to controls
- If controls are not working – re assess
- Following incidents/accidents – re assess
- If the process/activity changes – re assess
- Document all subsequent assessments
- Train-in the significant findings of assessment
- Ensure the Headteacher and Facilities (Health and Safety) Manager are aware of problems

Risk assessment form – Guidance notes.

Who completes the form? – Head of Department or appropriately competent and designated persons trained in risk assessment. Once the risk assessment is completed it must be signed off / counter signed off by the Head of Department.

Completion of the Risk Assessment - The heading section is required to be completed in full giving site name, complete department name and a readily understood location.

Assessment No: – A department specific reference number is to be allocated and recorded on the Departmental Risk Assessment Register (attached).

Proposed task / activity - The subject activity of the risk assessment should be adequately defined. For example, "Bench Grinder" may be insufficient. "Use of the bench grinder in Maintenance Workshop" may be better if a bench grinder is also provided in another area of site.

Hazards - This section should be used to detail all the hazard(s) related to the subject. Consider the whole task or process involved. For instance in a science laboratory a hazard could be fumes or liquid chemicals.

Who might be harmed and how - The numbers and types of people exposed should be considered. It may be necessary to consider staff members, pupils, contractors and visitors. Consider the types of potential injury and the severity.

What are you already doing? - All measures that are currently in place should be listed.

This will include:

Guarding of machinery	Signage
Training given	Task design
Restrictions on whom can undertake the task	Supervision
Environmental factors such as lighting, heating	PPE
Safety / specialist equipment	

N.B: This list is not exhaustive.

Having taken consideration of the hazards and existing countermeasures you should be aware of all the necessary controls that the process or activity requires. Each significant hazard identified should have a documented control. The controls presently in place **may** be suitable for the process and you may deem them suitable and sufficient. If the assessor is satisfied that no more need be done, the work / activity can commence. Sign the risk assessment and detail the date of this and of the next risk assessment review at the foot of the page.

Do you need to do anything else to manage this risk? - If the risk of injury remains at a high or medium level, the present controls **may not** be sufficient. If the assessor believes that additional controls are required in order to reduce the risk to an acceptable level, he/she should list the additional controls required and these should be put into place before the task / activity is allowed to commence.

Action by Whom? – This is the person with whom responsibility lies for the correct implementation of the listed control measures. This individual should be competent and authorised to carry out the requirements of this risk assessment

Action by when? – The latest date by which the control measures must be in place before the task / activity can commence. N.B the actions may be required to be in place indefinitely and should be listed as 'ongoing'. The person tasked with the implementation of the controls must ensure that any ongoing controls are maintained.

General Notes

The person completing the risk assessment must ensure that all persons who need to be aware of the information recorded in the risk assessment (e.g. hazards, control measures etc.) have been fully trained in the controls required. If, when completing the risk assessment, it is identified that any risks may affect another departments staff or pupils or site activities then the relevant head of department will need to be informed so that he can check that the risks identified are covered by other risk assessments. It will be necessary to inform the trust health and safety manager of the added level of risk so that he/she can advise as appropriate.

For both hazard and exposure, the terms high, medium and low are not definite. Different people may decide that a hazard is high or medium, etc, particularly in borderline cases.

Risk Assessment Form



Site: _____

Hazards: List hazards that may result in harm or affect people in the vicinity.	Who might be harmed and how?	What are you already doing? List existing controls or note where information may be found, e.g., information, instruction training, systems or procedures.	Do you need to do anything else to manage this risk? List additional actions that are needed to reduce or eliminate the risks prior to commencement of activity.	Action by Who?	Action by when?	Completed

Department: _____

Assessment Date: _____

Proposed activity/environment: _____

Assessment No: _____

Assessor Signature: _____

Position: _____

Date: _____

