

# Effingham Schools Trust

## Risk Assessment policy

**Circulation:** This policy has been adopted by the governors, is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to St Teresa's School and Cranmore; 'parents' refers to parents, guardians and carers.

# **Risk Assessment**

## **Introduction**

The Health and Safety Committees has developed the Risk Assessment section and procedures for the protection of all persons using the school under their control including employees, pupils/student, parents and visitors.

## **Policy**

This aims to set out the commitment to assessing the risks to employees and non-employees who may be affected by our operations in order to comply with The Management of Health and Safety at Work Regulations 1999. The risk assessment process will identify how the risks arise and how they impact on those affected. This information must then be used to make informed decisions on how the identified risks will be managed.

It is policy that there will be:

- Suitable and sufficient competent personnel available to identify and conduct risk assessments.
- Adequate resources provided to allow responsible persons to conduct risk assessments and maintain records.
- Clear and concise communication in relation to the findings of risk assessments to personnel and any other relevant persons.
- Adequate resources available to ensure control measures raised as part of the risk assessment process are implemented and monitored for their effectiveness as far as is reasonably practicable.

This will be achieved by the involvement of all levels of staff from senior management to those staff with client facing roles.

## What is a risk assessment?

A risk assessment at work is nothing more than a careful examination of what could cause harm to employees and/or others, (including members of the public), as a result of any activities in order to assess that any precautions taken are adequate to prevent harm. The main aim is to make sure no one gets hurt or becomes ill as a result of work activities.

A risk assessment is carried out to identify the risks to health and safety to any person arising out of, or in connection with, work or the conduct of their undertaking. It should identify how the risks arise and how they impact on those affected. This information is needed to make decisions on how to manage those risks so that the decisions are made in an informed, rational and structured manner, and the action taken is proportionate.

Risk Assessment Terminology:

**Hazard**            *Something with the potential to cause harm.*

**Risk**                *The likelihood that harm from a particular hazard will be realised.*

## Five Steps to Risk Assessment

The Health and Safety Executive (HSE) have developed **5 steps** to carrying out a risk assessment.

### Step 1 – Look for hazards

A risk assessment can be carried out on the following:

- **The Workplace Environment** e.g. offices, receptions, receiving/loading area, plant rooms, entrance/exits, classrooms, restaurant etc
- **Job Tasks/Activity Performed** a specific task e.g. floor cleaning, operation of a piece of equipment etc or a set of work activities e.g. cleaning an office etc.
- **Plant or Equipment** e.g. lifts and lifting equipment, vehicles, plant room equipment etc.

Walk around the workplace and take a fresh look at hazards that have the potential to cause harm. Ask your employees or their representatives what they think. Accident and ill health records can also help spot hazards.

## **Step 2 – Decide who might be harmed, and how**

- employees, including young workers, trainees, new and expectant mothers, persons with disabilities etc. who may be at particular risk\*.
- pupils/students, cleaners, visitors, contractors, maintenance workers, etc who may not be in the workplace all the time.
- parents, members of the public, or people you share your workplace with, if there is a chance they could be harmed by your activities.

\* When risk assessing Young Persons particular consideration must be given in relation to their inexperience and developing physical capabilities and their ability to work under pressure.

In relation to New and Expectant Mothers particular consideration must be given to their size, reduced energy levels and inability to lift items together with provision of suitable facilities for rest breaks. Risk assessment on New and Expectant Mothers will be done by the school Nurse.

## **Step 3 – Evaluate the risks and decide whether existing precautions are adequate or more should be done**

Consider how likely it is that each hazard could cause harm. This will determine whether or not you need to do more to reduce the risk. Outline what control measures are currently in place to reduce the risk and determine for each significant hazard whether the remaining risk is high (H), medium (M) or low (L). If the overall category is medium or high then you will need to consider additional control measures.

The Management of Health and Safety at Work Regulations 1999 requires that any preventative and protective control measures should follow a set of principles. The general principles of prevention are:

1. Avoiding risks;
2. Evaluating the risks which cannot be avoided;
3. Combating the risks at source;
4. Adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working procedures;
5. Adapting to technological progress;
6. Replacing the dangerous with the non-dangerous or the less dangerous;
7. Developing a clear overall prevention policy which covers technology, organisation of work, working conditions and the influence of factors relating to the working environment;
8. Giving collective protective measures priority over individual protective measures;
9. Giving appropriate instructions to employees.

Even after all precautions have been taken, some level of risk usually remains.

#### **Step 4 – Record your findings**

Records of significant findings should be kept. Information on the significant findings from the risk assessments must be communicated to relevant employees.

Keep the written record for future reference and use. It will help if an Environmental Health Officer (EHO) visits to conduct an inspection. Records will also act as a reminder to closely monitor particular hazards and precautions.

It is essential that following the recording of risk assessments that all relevant persons are trained/informed of the findings and that this is also recorded.

#### **Step 5 – Review your assessment and revise it if necessary**

If there is a significant change in the workplace, for example following the introduction of new equipment, substances and procedures, which could lead to the introduction of new hazards, then a review of the relevant risk assessments is necessary to take account of any new hazards and corresponding changes to the level of risk.

Risk assessments should also be reviewed regularly to make sure that the precautions are still working.

### **Supporting Material**

Health and Safety Executive Risk Assessment Guidance online - <http://www.hse.gov.uk/risk/fivesteps.htm>

5 Steps to Risk Assessment <http://www.hse.gov.uk/pubns/indg163.pdf>

## **Roles & Responsibilities**

Risk Assessments must be completed for all job tasks/activities, the workplace environment or any plant/equipment used within the business. These are held within individual departments who are responsible for ensuring the assessments are reviewed as necessary and that control measures are implemented effectively.

### **The Leadership and Management Team**

#### ➤ **What needs to be done, when and how?**

Ensure that there are adequate arrangements in place for all activities within the organisation to be risk assessed.

Ensure that there are adequate resources allocated to implement control measures as identified in the risk assessment process so far as is reasonably practicable.

#### ➤ **Staff Training**

Employees must be trained on the potential risks associated with their job prior to commencing work.

When any risk assessment is reviewed and there has been a change to that assessment, training must be provided to all persons that the assessment relates to.

Trip Risk assessment is through EVOLVE. Training is given to all staff and is part of induction training.

Refresher/Re-cap training must also be provided regularly.

#### ➤ **Need to know**

That all Risk Assessments are suitable and sufficient, are up to date and relevant to the activities carried out within the organisation.

#### ➤ **Monitoring & Reporting**

Review internal and external audit reports that focus on Risk Assessments and take appropriate action as necessary.

### **Head of School**

#### ➤ **What needs to be done, when and how?**

Direct and support Heads of Departments (HODs) to complete Risk Assessments in their areas of responsibility.

Provide adequate resources that enable HODs to train staff on the findings of Risk Assessments relevant to their area.

Conduct internal checks to ensure that the HODs are fulfilling their responsibilities for Risk Assessments as detailed. This should be part of the internal audit of the organisation's management of Health and Safety.

➤ **Need to know**

The requirements needed to complete a Risk Assessment and how these are recorded.

➤ **Monitoring & Reporting**

Ensure that there are procedures in place to monitor the progress of Risk Assessments and effectiveness of control measures.

**Heads of Department (HOD) and Form/Class Teachers**

➤ **What needs to be done, when and how?**

**List the Hazards**

Identify all Hazards in relation to tasks/activities, areas and equipment that exist within your Department/Classroom and list onto the ***Risk Assessment Inventory Form***.

**Complete Risk Assessments**

Conduct a Risk Assessment on each of the tasks/activities, areas and equipment within your department using the ***Risk Assessment Form***.

**Train Staff**

Train staff on the **Control Measures** in relation to Risk Assessments conducted. Tables D and F from the risk assessment form must be used for such training sessions. Repeat these training sessions each time there is a change of any Risk Assessment. Where control measures include Safe Operating Procedures (SOPs), these should also be used during staff training sessions.

**Record Staff Training**

Employees must be trained on all relevant risk assessments and this must be recorded (signed and dated by trainer and trainee) on the ***Risk Assessment Training Checklist***

**Review Risk Assessments**

Review Risk Assessments regularly and when there is a change in process.

➤ **Need to know**

How to identify the **Hazards** in your Department.

How to conduct a Risk Assessment and record it.

How to train staff on control measures in relation to Risk Assessments conducted.

How to record staff training sessions in relation to Risk Assessments conducted.

➤ **Monitoring & Reporting**

Review all Risk Assessments as suggested.

Record the date when the review takes place on the last page of the **Risk Assessment Form** and change the assessment version number on table A to evidence that this has happened. This version number must also be updated in the risk assessment inventory form (e.g. if risk assessment OF.RA.02.V1 is reviewed and changed it would become OF.RA.02.V2)

Report any concerns in relation to risk assessments conducted to the **Head or Director of Operations**.

Report any employee/third party injuries/ill-health using the internal Accident & Near Miss Reporting process. The risk assessment applicable to that area/activity must be reviewed in light of such an occurrence.

**Employees**

➤ **What needs done when and how?**

Employees require to be given suitable and sufficient information on any Hazards that are relevant to their job. This includes any specific control measures to remove/reduce the potential risk. This should take place as part of a staff training session before employees are asked to complete tasks that may directly or indirectly involve a potential risk.

Employees are required to co-operate with HODs when risk assessments are being conducted and to follow any safety instructions provided.

➤ **Need to know**

What are the Hazards in their normal workplace environment.

What are the safety precautions, i.e. what are the control measures for a particular hazard.

➤ **Monitoring & Reporting**

Employees are required to advise management of any health or safety concerns relating to their jobs.

Employees are required to report any accidents and/or near miss incidents.



**Appendix One: Risk Inventory Excel Document found in Shared Drive**

Risk Assessment Inventory							
We are required to complete an annual risk assessment inventory. Please use the Risk Assessment policy to help you identify any risks which you need to be resolved within your classroom or area of the school. You will need to fill in the first four columns.							
Area Issues and Risk completed				Controlling the risk completed			
By:				By:			
Date:				Date:			
Item Number	Area	Location	Issue	What is the Risk	Can it be Removed?	Can it be Reduced?	Action
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
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14							
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18							
19							
20							
21							

Appendix Two: Example of Risk Assessment

Roof Work - Risk Assessment

<b>Assessment Name:</b>		Roof Work		<b>Assessment No:</b>	P21	<b>Initial Assessment Date:</b>	08.10.2016	
<b>Department:</b>	Estate			<b>Assessment Type (Tick as appropriate; see Note 1)</b>				
				<b>Specific</b>	<input checked="" type="checkbox"/>	<b>Generic</b>	<input type="checkbox"/>	<b>Record of Dynamic Assessment</b>
<b>Description of Activity/Process/Location:</b>		Working on a flat roof						
<b>Assessor</b>				<b>Line Manager Acceptance (See Note 2)</b>				
<b>Name:</b>	Graham North and Vikki Low			<b>Name:</b>	Alan Miller			
<b>Position:</b>				<b>Position:</b>	HSE Manager			
<b>Signature:</b>				<b>Signature:</b>				
<b>Hazards (Anything with the potential to cause harm)</b>	<b>Who is at Risk? (Staff, Pupils, Contractors)</b>	<b>Control Measures (What is already in place)</b>		<b>Risk Rating (Sum of Likelihood X Consequence See Note 3)</b>	<b>Additional Control Measures (Controls to reduce the risk rating)</b>	<b>Residual Risk Rating (Sum of Likelihood X Consequence See Note 4)</b>		
<ul style="list-style-type: none"> <li>• Slips, Trips and Falls</li> <li>• Strains</li> <li>• Crushing</li> <li>• Back Injuries</li> <li>• Trapping</li> <li>• Falling Objects</li> <li>• Noise</li> <li>• Pressurised System</li> <li>• Falls of materials.</li> <li>• Fatal injury</li> <li>• Bodily injury</li> <li>• Uneven ground</li> </ul>	<ul style="list-style-type: none"> <li>• Operator</li> <li>• Staff</li> <li>• Students</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Trained, experienced, competent staff</li> <li>• Personal Protective Equipment (PPE)</li> <li>• Observe Manual Handling and Working at Heights procedures</li> <li>• Cordon off area and set up signage</li> <li>• Keep watch for people walking into area of operation</li> <li>• Two man operation</li> <li>• Regular mechanical / structural inspections</li> <li>• Ensure clear run for equipment</li> <li>• Adhere to manufacturer's operating procedures</li> </ul>		<ul style="list-style-type: none"> <li>• 3 x 2</li> <li>• Medium</li> </ul>	<ul style="list-style-type: none"> <li>• Notify all lets and School run activities about the area being out of bounds.</li> <li>• All maintenance staff are informed of the work being carried out.</li> <li>• Head of Estates and Facilities to monitor progress during the work and</li> </ul>	<ul style="list-style-type: none"> <li>• 3 X2</li> <li>• Medium</li> </ul>		

<ul style="list-style-type: none"> <li>Overhead cables</li> <li>Over reaching</li> <li>Crushing and trapping</li> <li>Weather conditions</li> </ul>		<ul style="list-style-type: none"> <li>Store apparatus safely in line with manufacturer's instructions</li> <li>Check area for overhead cables</li> <li>Observe Working at Height regulations</li> <li>Do not work in adverse weather conditions</li> <li>Ensure base solid and level</li> <li>Do not over reach</li> <li>Manual handling</li> <li>Select correct ladder for task</li> </ul>		<ul style="list-style-type: none"> <li>explain the expectations of safety to the work.</li> <li>Academic and Boarding staff told area is out of bounds during the work in progress</li> </ul>	
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**Line Manager Assessment Review**  
(See Notes 2 and 5)

<b>Review Date:</b>	<b>10.2017</b>	<b>Review Date:</b>	<b>09/2020</b>	<b>Review Date:</b>	<b>09/2022</b>	<b>Review Date:</b>	
<b>Name:</b>	A Miller	<b>Name:</b>	Stephen Novak	<b>Name:</b>	Victoria Low	<b>Name:</b>	
<b>Position:</b>	Bursar	<b>Position:</b>	F&E Manager	<b>Position:</b>	Director of Operations	<b>Position:</b>	
<b>Signature:</b>	A Miller	<b>Signature:</b>	S Novak	<b>Signature:</b>	V. Low	<b>Signature:</b>	

**Notes:**

- 1 If using a 'Generic' risk assessment, Assessors and Line Managers are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
- 2 Line Managers are to note that they are responsible for production of the risk assessment and that they are signing to indicate that the risk assessment is suitable and sufficient and they consider the risks to be acceptable.
- 3 When recording the Risk Rating ensure that both the Likelihood and Consequence scores are included.
- 4 Record the residual Risk Rating to demonstrate that the risk has been reduced to an acceptable level; record Likelihood and Consequence scores.
- 5 Risk Assessments are to be reviewed:
  - Annually.
  - If there is reason to doubt the effectiveness of the assessment.
  - Following an accident or near miss.
  - Following significant changes to the task, process, procedure or Line Management.
  - Following the introduction of more vulnerable personnel.

<b>High</b>	Improve control measures; consider stopping work. Conducting work at this level of risk is to be reported up the management chain.
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**Medium**

Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.

