



# Risk Assessment Policy

**Risk Assessment Policy**

**Policy Review Date:** January 2018

**Reviewed By:** A Evans & SLT

**Next Review:** January 2019 (or following incident, legislation or interim guidance)

## Updates and Amendments to Policy

Date	Section Heading	Update Details	Page N°
Jan 18	Section 6 Monitoring and Review	Inclusion of monitoring and review section	8

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## **Section 1 Policy Statement**

This policy should be read in conjunction with Avalon School's Health & Safety Policy.

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 them.

In accordance with our duties under the Management of Health and Safety at Work Regulations 1999, 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.

## **Section 2 Risk Assessments**

The Headteacher and School Business Manager are 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's premises, or when particular needs of a child or other visitor necessitate this.

The Headteacher and School Business Manager are 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 (Site Manager) 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 risks to health and safety arising from:

- the School's 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 making themselves and any other people potentially affected safe. They will then notify the Headteacher and ensure that a record is made. The Headteacher is then responsible for ensuring that any necessary action is taken.

As already stated, the Management of Health and Safety at Work Regulations 1999 require that suitable and sufficient assessments of the risk arising out of work are carried out.

It is the responsibility of Headteacher, department managers and teachers to ensure that risk assessments are undertaken for their area/department/activities.

## Section 3

### Process of Risk Assessments

#### 3.1 What is a Risk Assessment & What Can be Assessed?

The Health and Safety Executive (HSE) defines a risk assessment as “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 to identify the likelihood of harm and whether the risk can be reduced to a reasonable level, through the introduction of control measures.

A risk assessment can be undertaken on an object or substance, a process, a location, an activity, or a person. It is a five step process:

- Step 1: Identify the hazards
- Step 2: Decide who might be harmed and how
- Step 3: Evaluate the risks and decide on precautions
- Step 4: Record your findings and implement them
- Step 5: Review your assessment and update if necessary

#### 3.2 What is a Hazard?

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

#### 3.3 What is a 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.

#### 3.4 Evaluating the Risk

##### 3.4.1 Who Might be Harmed

Each hazard needs to clearly identify who might be harmed. Identify the groups of people – such as staff, pupil or members of the public. Identify how they might be harmed i.e. what type of injury or ill health might occur.

##### 3.4.2 Evaluate the Risk and Control Measures

Consider how likely it is that each hazard will occur and what control measures are already in place. Have the control measures in place got rid of the hazard altogether or reduced the risk so that harm is unlikely, if the task has not been adequately controlled what further actions are required.

If any further actions are required the name of the person responsible for undertaking the task should be recorded along with the projected completion date.

##### 3.4.3 Record Findings & Implementing Control Measures

Risk Assessment findings should be recorded on the Avalon School Risk Assessment RA1 form. Risk Assessments should be shared with relevant staff and all staff should ensure control measures are put in place and understood.

#### 3.5 Review of Risk Assessments

Risk assessments need to be reviewed and if necessary updated annually (during the Health & Safety Week). However a review will be required sooner if an incident or accident occurs, or there are significant changes to the premises, staff or procedures.

**Section 4**

**Complete the Risk Assessment Form**

1. To complete the form (see template below and in Appendix A) you need to consider the **significant** hazards that might occur. These can be assessed according to their severity, likelihood and risk (see below about the 5x5 matrix).
2. List all people who might be harmed (there may be more than just students and staff).
3. Finally what control measures can you put in place to reduce the risks identified. It may be that you cannot eliminate all risks!
4. Ensure that you sign and date the completed risk assessment.
5. All completed risk assessments should be forwarded to the Headteacher and School Business Manager.

**AVALON SCHOOL RISK ASSESSMENT FORM (form RA1)**

<b>Location :</b>	<b>Activity :</b>	<b>Age group :</b>
<b>Date of assessment :</b>	<b>Assessment undertaken by :</b>	<b>Checked by :</b>

<b>Hazard (Describe the hazard and explain how it might cause harm)</b>	<b>S</b>	<b>L</b>	<b>R</b>	<b>Who might be harmed?</b>	<b>Control measures to reduce risk</b>
List hazards and harm – something with the potential to cause harm. R (risk rating) = S (severity) x L (likelihood)				List groups of people who are at risk from identified hazards.	List controls for the identified hazards.

**Assessing the risk (the 5x5 matrix)**

1. Assess the severity of a particular hazard (ie. how bad the injury would be).
2. Then consider the likelihood of it happening.
3. To calculate the risk, multiply the severity by the likelihood to give the risk factor.

<b>RISK RATING</b>		
<b>S (severity)</b>	<b>L (likelihood)</b>	<b>R (risk rating) = S x L</b>
5 Death	5 Certain (most definitely will happen – not if but when)	<b>12-25 HIGH RISK – is unacceptable. The activity cannot start or must be stopped immediately. A detailed action plan is required to reduce the risk to an acceptable level.</b>
4 Major injury (RIDDOR reportable)	4 Very likely (high inclination of occurrence)	
3 Over 3 day injury	3 Likely (tend or inclined to happen)	6-10 MEDIUM RISK – is unacceptable. The activity can only start or continue by putting in suitable control measure.
2 Minor injury (treatment off site)	2 May happen (capable of taking place)	
1 Minor injury (first aid on site)	1 Unlikely (occurrence close to 0)	1-5 LOW RISK – is acceptable. The activity can start or continue as long as control measures remain in place

## Section 5

### Types of Risk Assessments

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

**Generic** activities are those which although they are carried out at different times and locations, the 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 eg: particular science lesson, new and expectant mothers, etc.

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.

#### 5.1 Generic Risk Assessments

The school holds a number of generic risk assessments which have been produced to assist with the risk assessment process and should form a good foundation for identifying hazards, assessing risk and implementing controls. However attention must also be paid to the changing school environment.

The generic risk assessments have been completed using the HSE “Five Steps to Risk Assessment”; see section 3.1 of this policy. The templates list the hazards identified and their associated risks together with a range of control measures that should be in place to eliminate or reduce the risks.

The generic risk assessments can be adapted by staff having considered the generic hazards, risks and control measures listed on the form and adding any specific items identified.

#### 5.2 How to Adapt a Generic Risk Assessment

1. The person carrying out the assessment identifies which template is applicable to their particular activity. They would take the following steps:
2. Review the list of hazards within the “Hazards” box and decide if these are applicable to the task/activity.
3. Review the list of people and the consequences of the identified hazards in the “Who might be harmed” box and amend to suit individual school circumstances.
4. Review the list of control measures in place in the “Control Measures to Reduce Risk” box and amend the list to reflect those procedures, safe working practices that have been implemented within the school.
5. A decision should then be made to determine whether the task/activity is adequately controlled. If additional control measures are identified these should be listed in the “Control Measure to Reduce Risk” box.
6. If any additional control measures are identified, the name of the person assigned responsibility for ensuring that the control is put in place should be inserted next to the control measure together with an anticipated completion date / actual completion date.
7. The adapted risk assessment must be forwarded to the Headteacher and School Business Manager, then shared and discussed with relevant staff.

## **Section 6 Monitoring and Review**

The Headteacher is responsible for ensuring risk assessments are completed and reviewed regularly in accordance with this Policy. Risk Assessments are reviewed during the Health & Safety Week by the staff responsible for the particular area or activity and prior to the commencement of an activity or trip previously undertaken.

Staff training needs may be identified when completing the risk assessment process.

All staff must complete risk assessments prior to commencing a hazardous activity or when using specific equipment for curriculum purposes. All trips and off-site activities must be covered by a risk assessment prior to commencement.

Staff are given the appropriate training on undertaking and completing a risk assessment on induction and during staff meetings, Health & Safety Committee meetings or INSET training days.

## **Section 7 Further Guidance**

For further assistance with completing and adapting risk assessments contact the Headteacher or School Business Manager.

## **Section 8 Reviewer and Governing Body Sign-Off**

This policy will be given to all staff members who must read.

J Callaway, Headteacher

C Kidd, Chair of Governors



## AVALON SCHOOL RISK ASSESSMENT FORM (RA1)

<b>Location:</b>	<b>Activity:</b>	<b>Age Group:</b>
<b>Date of Assessment:</b>	<b>Assessment undertaken by:</b>	<b>Checked by:</b>

<b>Hazard (describe the hazard and explain how it might cause harm)</b>	<b>S</b>	<b>L</b>	<b>R</b>	<b>Who might be harmed?</b>	<b>Control measures to reduce the risk?</b>
List hazards and harm – something with the potential to cause harm. R (risk rating) = S (severity) x L (likelihood)				List the groups of people who are at risk from the identified hazards	List controls for the identified hazards

Risk Assessment Review					
<b>Reviewed By</b>		<b>Signed</b>		<b>Date Reviewed</b>	
<b>Reviewed By</b>		<b>Signed</b>		<b>Date Reviewed</b>	

Risk Rating (SxL)			Severity of the potential injury				
			Minor Injury (first aid on site)	Minor Injury (treatment off site)	Over 3 day Injury	Major Injury (report to RIDDOR)	Death
1-5 Low	6-10 Medium	12-25 High	1	2	3	4	5
Likelihood of the hazard happening	<b>Certain</b> (most definitely will happen – not if but when)	5	5	10	15	20	25
	<b>Very Likely</b> (high inclination of occurrence)	4	4	8	12	16	20
	<b>Likely</b> (tend or inclined to happen)	3	3	6	9	12	15
	<b>May Happen</b> (capable of taking place)	2	2	4	6	8	10
	<b>Unlikely</b> (occurrence close to 0)	1	1	2	3	4	5