

RISK ASSESSMENT POLICY

*Our mission is to develop happy, confident and successful children
who are well prepared for their future.*

This policy document applies to the whole school, including the Early Years Foundation Stage and should be read in conjunction with the School's Health and Safety Policy.

Introduction

Documented Risk Assessments are a requirement under the Management of Health and Safety at Work Regulations 1999.

The School is required to assess the risks to the health and safety of workers and any others who may be affected by the work carried out for the purpose of identifying measures need to be taken to comply with other legislation. Carrying out these written assessments will help to identify all the protective and preventative measures that must be taken to comply with the Regulations. It is the responsibility of Heads of Department and Departmental Line Managers to ensure that risk assessments are in place for their area/department. They can complete the assessments themselves, or instruct other staff to undertake them. Risk assessments must be completed using the School's Risk Assessment Form (Appendix A).

The School will follow a 5 stage approach to Risk Assessments:

- Step 1 – Identify the hazard.
- Step 2 – Estimate the risk.
- Step 3 – Evaluate the risk.
- Step 4 – Record and implement findings.
- Step 5 – Review assessment and update if necessary.

Copies of risk assessments should be in date and signed by the Assessor. These should be held in the area of work, and filed in the adminshare Risk Assessments folder. Each Head of Department is responsible for ensuring Risk assessments are completed. The Estate and Facilities Bursar who has responsibility for Health and Safety ensures they are available for inspection by the HSE, Governing Body and the outside Inspectorates as required.

Risk assessments should be reviewed and revised:-

- Annually.
- When there is reason to suspect the assessment is no longer valid. This may become apparent through accidents and near misses, safety complaints, ill-health trends, or the employer may become aware that a relevant piece of legislation has fallen out of date.

- When there has been a significant change in the matters to which the assessment relates, such as the introduction of new work equipment, changes in management personnel, new markets or applications for the School's products, cutbacks in training etc.

All significant findings should be recorded and brought to the attention of relevant personnel, with signatures provided as evidence that the information has been read and received by those undertaking the tasks.

Types of Risk Assessment

Generic Risk Assessments are acceptable where activities/processes/operations are consistent across the workplace. However, these must be adapted, as appropriate, to consider particular individuals and specific issues relating to the environment at Westbrook Hay Prep School or the area where the activity is taking place. They should also be signed and dated to confirm that all staff have been made aware of the contents.

Specific Assessments may be produced using a generic template, but are in place for one dedicated task or event. Other assessments may be referenced in the specific assessment and will have very prescriptive controls for the individual or task; for example a one off trip, return to work assessment, or functions or external letting.

Dynamic Risk Assessments are constant, on the spot assessments of the situation/task that are not written down. These should not be relied on completely for a task, as there is no written evidence of the control measures in place. Dynamic risk assessments alone will not be accepted by the HSE in any accident investigation. However, they can be noted in a full Risk Assessment as an ongoing assessment of the risk.

As part of the measures for the control of contractors on site risk assessments and, where applicable, method statements must be obtained and in place before the contracted task is undertaken. It is the responsibility of the Bursar to obtain these and share with any other Head of Department or relevant member of staff overseeing the contracted works.

External clubs and users of the School facilities will also be asked to submit their own risk assessments. It is the responsibility of the Bursar to obtain these as part of the contract process. In turn and on request any risk assessments relating to the environment they are using which have been produced by the School will be shared.

Guidelines for Written Risk Assessment DEFINITIONS:

- HAZARD – Something with the potential to cause harm
- HAZARDOUS EVENT – When someone or something interacts with the hazard
- RISK – The combination of the likelihood of a hazardous event occurring and the consequence of the event.

PROCEDURES

- Identify and record an activity, process or operation where there is potential for injury or damage;
- Consider whether it is essential for the activity to continue, given that without the hazard there is no risk;
- Identify the hazards within the activity, eg using machinery, confined spaces, working at height, electricity, manual handling, lone working etc;
- Determine the risks involved and what type of incident is anticipated, eg contact with moving/sharp equipment, asphyxiation, falls, electrocution, back injury, violence/abuse. Consider who and how many people will be affected, eg employees, visitors, customers, contractors;
- Estimate the risk level using the matrix in Appendix B;
- Try to reduce the risk level to as low as is reasonably practicable, reducing Likelihood, consequence or both;
- Use the hierarchy of risk control:
 1. Eliminate the hazard
 2. Reduce the hazard
 3. Prevent people coming into contact with the hazard
 4. Safe systems of work
 5. Personal protective equipment

This could be achieved by contracting out, guarding, safety procedures/working practices, training, mechanical assistance etc. Personal Protective Equipment (PPE) should only be considered as the last resort if alternative control measures cannot achieve a lower risk level.

- Share and discuss with all persons involved in the activity/process/operation to confirm their understanding and involvement.

The completed assessments should be signed and dated by the Assessor.

All assessments should be reviewed annually or when there is any significant change, whichever is sooner. This is indicated on the top of the assessment document.

Reviewed by Governing Body January 2020

Next Review by Governing Body due January 2021

APPENDIX A

Assessors' Name		Date
Description of process, activity or task to be risk assessed		
Describe or name the location where the activities are taking place		
Describe the activities being performed		
Describe the equipment and/or substances being used		
Describe the people involved in these activities (and others who might be affected)		



Equipment and Substances														
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APPENDIX B

INCREASING CONSEQUENCE	5	5	10	15	20	25		20-25	STOP Stop activity and Immediate action
	4	4	8	12	16	20		15-16	URGENT ACTION Take immediate action and stop activity if necessary. Maintain existing controls rigorously
	3	3	6	9	12	15		8-12	ACTION Improve within specified timescale
	2	2	4	6	8	10		3-6	MONITOR Look to improve at next review or is there is a significant change



	1	1	2	3	4	5		1-2	NO ACTION No further action but ensure controls are maintained and reviewed
		1	2	3	4	5			
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MATRIX TO BE USED TO ASSIST IN DETERMINING WHAT RISK RATING IS REQUIRED WHEN CARRYING OUT YOUR RISK ASSESSMENT

APPENDIX B - Continued

DEFINITIONS

Likelihood could be ranked as:

1. Very unlikely – there is a 1 in a million chance of the hazardous event happening
2. Unlikely – there is a 1 in 100,000 chance of the hazardous event happening
3. Fairly likely – there is a 1 in 10,000 chance of the hazardous event happening
4. Likely – there is a 1 in 1,000 chance of the hazardous event happening
5. Very likely – there is a 1 in 100 chance of the hazardous event happening

Consequence would be ranked as:

1. Insignificant – no injury
2. Minor – minor injuries needing first aid
3. Moderate - up to three days' absence
4. Major – more than seven days' absence
5. Catastrophic - death