

Policy for Risk Assessment



VENN
BOULEVARD
CENTRE

| Reviewed By | Approved By | Date of Approval | Version Approved |
|-----------------|-------------|------------------|------------------|
| Claire Goodaire | SLT | November 2023 | V1.1 |
| | | | |
| | | | |
| | | | |
| | | | |

Health and Safety Risk Assessment

Policy Statement

The Governors of the school believe that health and safety is of paramount importance. We make our setting a safe and healthy place for children, parent, staff and volunteers and visitors by assessing and minimising hazards and risks to enable all stakeholders to thrive in a healthy and safe environment.

The basis of the policy is risk assessment. The Management of Health and Safety at Work Regulations risk assessment processes follows five steps as follows.

- Identification of risk: Where is it and what is it for?
- Who is at risk: Teaching staff, support staff, children, parents/carers, contractors?
- Assessment as to the level of risk as high medium or low. This is both the risk of the likelihood of it happening as we ask the possible impact if it did.
- Control measures to reduce/eliminate risk: What will you need to do, or ensure others will do, in order to reduce the risk?
- Monitoring and review: How do you know if what you have said is working, or is thorough enough? If it is not working, it will need to be amended, or maybe there is a better solution.
-

The purpose of risk assessment is to identify hazards and evaluate any associated risks.

Specific Risk Assessments, which the School must have in place under current regulations are:

- Fire Risk
- Young workers employed by the School/work experience
- New and expectant mothers
- Control of Substances Hazardous to Health
- Lone working
- Display screen equipment
- Working at height
- Manual handling
- Asbestos
- Control of substances hazardous to health

Procedures

Our risk assessment process aims to protect adults and children by:

- Checking and noting the environmental, premises, plant and procedural hazards as a result of the school's undertakings, premises and activities.
- Assessing the level of risk and identifying who might be affected.
- Identifying and communicating control measures to those who may be at risk.
- Ensuring the risk register is up to date and actions are being addressed.

- We maintain health and safety files and records for specific issues which are checked regularly as required by risk assessment. As new hazards are identified, risk assessments is completed and recorded and added to the site risk assessment file. Whole school risk assessment is reviewed annually or as significant changes to premises or procedures may occur.

Legal aspects of Risk Assessment

There are clear duties for risk assessment under acts such as the Health & Safety at Work Act 1974 and The Management of Health & Safety at Work Regulations 1999 (Amended 2006). The following requirements are laid down in those regulations and can be applied to other areas of risk assessment:

The risk assessment shall be 'suitable and sufficient' and cover both employees and non-employees affected by the employer's undertaking (e.g. contractors, members of the public, pupils, etc.) The term 'suitable and sufficient' is important as it defines the limits to the risk assessment process. A suitable and sufficient risk assessment should:

- Identify the significant risks and ignore the trivial ones
- Identify and prioritise the measures required to comply with any relevant statutory provisions
- Remain appropriate to the nature of the work and valid over a reasonable period of time
- Identify the risk arising from or in connection with the work. The detail should be proportionate to the risk. The significant findings that should be recorded include a detailed statement of the hazards and risks; the preventative, protective or control measures in place; and any further measures to reduce the risks present.

Risk Assessment

The School has a responsibility to ensure that the risk posed to staff, pupils, property, contractors and the public are reduced, so far as reasonably practicable. Risk assessment is a subjective but logical process which can be broken down into 5 steps:

- Step 1 Identify the hazard
- Step 2 Decide who or what might be harmed and how
- Step 3 Evaluate the risks and decide on precautions
- Step 4 Record significant findings and implement them
- Step 5 Review the assessment and update if necessary When conducting a risk assessment, line managers should adopt a team approach to risk assessment whenever possible and involve staff members who have practical experience (as they often have the best awareness and understanding of the hazards involved with the activity and how the activity is actually carried out).

Each Risk Assessment has a risk rating. The Risk Level Definition is as follows:

| | |
|--------|--|
| High | Urgent action required. Stop immediately until control measures are in place |
| Medium | Medium term action required within 3 months |
| Low | Long term action required within 6 months |

Types of Risk Assessment

All significant risks shall be assessed. Although the principles of assessment remain the same their application can differ. There are 3 recognised methods of assessment:

- a) Formal – A written method of evaluating the risk of harm
- b) Generic – An evaluation of risk that can be applied to common tasks in unusual circumstances, when an unforeseen risk presents itself (a previous Formal or Generic risk assessment not having been compiled and / or in use) an employee may be required to use a dynamic risk assessment.
- c) Dynamic – A mental assessment of risk for use when any delay would increase the risk from harm

Training Impact Multi Academy Trust

As a responsible employer, will provide appropriate risk assessment training for staff as necessary. Those who have a responsibility for the completion of risk assessments will initially be provided with basic (online and / or internally coached) risk assessment training. This foundation training covers the processes and key stages of risk assessment including the rationale behind the risk assessment; application of suitable and sufficient control measures to mitigate risk; communication of the risk assessment; record keeping and incident management. Specialised risk assessment training will be provided to staff as required ensuring appropriate expertise, monitoring and supervision.

Record Keeping Accidents logs

Investigation reports and associated documents must be kept for a minimum period of three years for any adverse incidents involving adults and in the case of an adverse incident involving a child records should be kept until the child reaches the age of 21, as they may be required in the event of a litigation claim for compensation (note that claims for compensation can, generally be made up to 3 years from the date of the incident occurring). It should be noted that risk assessments which relate to the use of substances may need to be kept for 40 years, in order to trace exposure to substances which are known to have ill health effects e.g. asbestos

Monitoring

The School Business Manager and Site Officer will monitor the effectiveness of control measures and ensure that physical control measures are used, installed correctly and suitably maintained where applicable. Checks will be made to ensure that agreed control measures and safe systems of work are being followed correctly

Further Guidance

Five steps to Risk assessment (HSE 2006)

www.hse.gov.uk/pubns/indg163.pdf