

## **RISK ASSESSMENT POLICY**

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### **Introduction**

The School is required by the Management of Health & Safety at Work Regulations to carry out risk assessments for all activities. Risk assessments are also required by other legislation, i.e. COSHH, Manual Handling, Visual Display Screen Equipment etc. and where this has been carried out, for the activity in question, this obviates the need for a separate assessment. If there is perceived to be a 'medium' or 'high' risk to staff, students or visitors, then a written assessment is required. The results of the assessment and subsequent control measures must be made known to the staff, students and visitors concerned.

### **Statement of Intent**

The School will continue to assess all activities and establish written risk assessments for those areas which indicate the presence of risk.

### **Assessments**

Assessments will continue to be carried out using the School's Risk Assessment form, or another agreed document as specified in the Risk Assessment Procedure, by those persons having control and immediate responsibility for the activity. The assessor will keep a record of the assessment and ensure that all staff and students involved are aware of the requirements of the assessment. A copy of each assessment will be given to the School Business Manager to retain in a central file.

### **Training**

All staff who will continue to be required to carry out written risk assessments will be trained for this purpose. This training will be carried out by either the School Business Manager or the Site Manager or by an external Health & Safety provider.

## **RISK ASSESSMENT PROCEDURE**

### 1 Introduction

The concept of risk assessment is not new, what is new is the emphasis on risk assessment in the management of Health & Safety. The Management of Health & Safety at Work Regulations 1999 specifically requires all business employing 5 or more people to conduct risk assessments and to record their main findings.

### 2 Definitions

- a. Hazard is the potential to cause harm that is inherent in an article, substance or activity.
- b. Risk is the likelihood that the hazard will cause harm in the actual circumstances of use.

### 3 Legislation

Risk assessments have been implicit under the Health & Safety at Work Act 1974 and explicit under regulations such as the Control of Substances Hazardous to Health (COSHH) Regulations and the Noise at Work Regulations made under this Act.

The Management of Health & Safety at Work Regulations requires a risk assessment to be carried out by employers to assess the risk to staff, students and others who may be affected by their undertaking, and to record the significant findings of the assessment and any group of employees as being especially at risk.

Where an assessment is made under other regulations such as the COSHH Regulations this will meet the requirements of the assessment required by the Management of Health & Safety at Work Regulations.

### 4 Requirements of Risk Assessments

Risk assessments should identify the significant risks arising out of work or an activity. The level of detail in a risk assessment should be broadly proportionate to the risk, with the risk assessment undertaking the following:

- a. Ensuring that all relevant risks or hazards are addressed
- b. Addressing what actually happens during activities
- c. Ensuring that all groups of employees and others who might be affected are considered
- d. Identifying groups of workers who might be particularly at risk e.g. young or inexperienced workers and disabled staff
- e. Taking account of existing preventative or precautionary measures

### 5 Undertaking Risk Assessments

The Hazard Effect must first be identified as Low, Medium or High using the following criteria:

## **HAZARD EFFECT**

Low – Superficial wounds or temporary ill health

Medium – More serious wounds and ill health leading to permanent minor disability

High – Fatality, life threatening wounds and life shortening diseases

Next a judgement of the probability or likelihood of harm occurring must be made and categorised as Very Low, Low, Medium or High using the following criteria:

## **PROBABILTY**

Very Low – So unlikely that probability is close to zero

Low – Unlikely though conceivable

Medium – Could occur several times

High – Occurs repeatedly and could be expected

## **RISK LEVEL**

On determining the Hazard Effect and Probability, the Risk Level may be determined by cross referencing the hazard effect and probability on the following chart:

Hazard Rating

Probability Rating

Low

Medium

High

Very Low

Trivial risk

Trivial risk

Low risk

Low

Trivial risk

Low risk

Medium risk

Medium

Low risk

Medium risk

High risk

High

Medium risk

High risk

Intolerable risk

Having assessed the risk level, the action required to be taken using the following guidance is determined:

#### Trivial Risk

No action is required to deal with trivial risks and there is no requirement for a written risk assessment.

#### Low Risk

No further preventative action is necessary but consideration should be given to more cost effective solutions or improvements that impose no additional cost burden.

#### Medium Risk

Efforts should be made to reduce the risk but the cost of prevention should be carefully measured and limited. Risk reduction measures being influenced by the number of persons exposed to the hazard.

Where the moderate risk is associated with extremely harmful consequences, further risk assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.

#### High Risk

Work should not be commenced until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress the problem should normally be remedied as soon as possible, taking into account the number exposed to the hazard.

#### Intolerable Risk

Work should not be started or continued until the risk level has been reduced. While the control measures selected should be cost-effective, legally there is an absolute duty to reduce the risk. This means that if it is not possible to reduce the risk, even with unlimited resources, then work must not begin or must remain prohibited.

A written risk assessment is required for medium, high and intolerable risk activities.

## 2 Recording Risk Assessments

Having undertaken a risk assessment, unless the risk is trivial or low, it should be recorded in one of the following ways:

- a On a School Risk Assessment Form
- b On a specific health & safety risk assessment record from e.g. COSHH, Manual Handling, Visual Display Screen Equipment, Personal Protective Equipment
- c Using a Permit to Work
- d On an instruction or procedure document
- e Any other appropriate and approved record

The risk assessment should be signed and dated by the person completing the form.

The findings of the risk assessment should be made known to all staff and students affected by the activity assessed.

A copy of all completed risk assessments should be kept within the relevant department or service area and their location made known to all staff within that area.

## 3 Reviewing/Updating Risk Assessments

All risk assessments should indicate on them the required review period that should be:

- a at least annually
- b at regular periods dependent of the level of risk of the activity
- c immediately following an accident
- d when new activities are introduced

The review should be signed and dated by the person completing the form.

A copy of the completed reviewed/updated risk assessment should be forwarded to the School Business Manager.

## 4 LA Risk Assessments

The Local Authority has currently seconded an officer, (Dave Mobbs from the Dol-y-Moch centre) to put together a global risk assessment policy for off-site visits for all Council establishments. Once this policy is issued to schools copies of it will be made available to staff undertaking school trips.