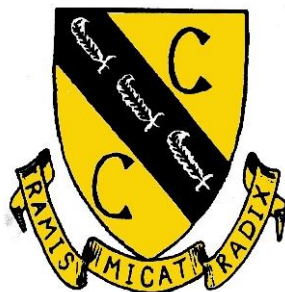


Clarendon Cottage Preparatory School

Risk assessment Policy



Created by: E Howard (January 2015)
Reviewed by: A Hartley January 2018
To be reviewed: January 2019



Clarendon Cottage Prep School Risk Assessment Policy

This policy applies to the whole school, including the EYFS

Introduction

A risk assessment is an important tool in protecting employees and customers, by analysing hazards and identifying risk reduction measures. The law requires that everything 'reasonably practicable' is done to protect people from harm. It helps to focus on the risks that really matter in the workplace – the ones with the potential to cause real harm. In many instances, straightforward measures can be effective in controlling risks.

Aims and Objectives

To ensure that staff understand the process of risk assessment and how it can be integrated into effective management practices.

Arrangements for Applying the Policy

- Staff (in conjunction with the H&S representatives) will ensure that suitable / sufficient risk assessments are carried out for all tasks, activities, locations and work activities that present a significant hazard in their area(s) of responsibility.
- Staff must plan, co-ordinate and monitor how risk assessments will be managed locally. Actions must include the following:-
- Establishing the activities/tasks/locations/work equipment to be assessed;
- Identifying competent people to carry out the assessments;
- Defining the system to manage completed assessments, any associated actions, communication and review;
- Establish communication and information sharing for the outcomes of the risk assessment with all staff and others who may be affected by the risk;
- To involve staff and their representatives in assessing the risks;
- Refer risks to the head teacher

Employees are required to:-

- Be aware of risk assessment and control measures for their area of work;
- Co-operate with and engage in the risk assessment process;
- Use and comply with control measures implemented to ensure the health and safety of themselves or others; and
- Report any workplace hazards or concerns regarding health and safety of themselves or others.
- Carry out "on the spot" (dynamic) risk assessments within the context of their own competencies and in consultation with others, as situations arise. (see section 1c and Glossary of Terms)

Procedure

1.Stages of Risk Assessment

a) Identify the hazards

Staff will identify all the hazards associated with their area of responsibility that could reasonably be expected to cause harm. Hazards can be identified by:

- Observing the task or area;
- Referring to available guidance and information about best practice;
- Looking at accident and ill-health records;
- Checking manufacturers' instructions or data sheets;
- Asking staff for their views.

b) Decide who might be harmed and how

For each hazard the groups of people who might be harmed and how must be identified. The groups of people to be considered include:

Staff with particular requirements e.g. new and young workers, people with disabilities, new or expectant mothers;

Cleaners, visitors, contractors, maintenance workers who may not be in the workplace all the time; Members of the public, service users, pupils; and Shared workplaces – how the work affects others and the risks to staff from those who share the workplace.

c) Evaluate/assess the risks and decide on the precautions to control the risks

Evaluating/Assessing the risk

For each hazard identified the level of risk must be evaluated (High/Medium/Low). This evaluation may include the level of harm presented by the hazard, the number of people involved, and the likelihood of the harm occurring.

Once the level of risk is established the head must consider what control measures are already in place and what actions are already being taken to reduce the risk, consider whether these are suitable and sufficient and whether further control measures are required.

Controlling the Risk

When controlling risks the following principles should be applied, where possible in the following order:

- Eliminate the hazard altogether;
- Substitution by something less hazardous or risk;
- Prevent access to the hazard e.g. by guarding
- Organise work to reduce exposure to the hazard e.g. putting barriers between children and the risk area
- Create safe methods of work and safe systems of work designed to reduce the risk
- Provide suitable information, instruction and training
- Ensure appropriate supervision.

Dynamic Risk Assessment

On rare occasions there may be a need for staff to undertake a Dynamic Risk Assessment. In these circumstances staff must work within the context of their own competencies and in consultation with others where possible. The need for a dynamic risk assessment may arise when an unforeseen event occurs and a previously unidentified risk becomes apparent.

Once the dynamic risk assessment has been taken place, a formal written risk assessment record must be made of this as soon as is reasonably practicable after the event.

d) Record and implement findings

General risk assessments

Assessments of processes or areas rather than an individual person should be recorded on a General Risk Assessment Form (see Appendix 1)

e) Review

The members of the health and safety committee should review assessments;

- At least bi-annually
- Following a significant change and/or
- If there is reason to suspect it is no longer valid e.g. after an accident, ill-health incident, violent incidence or malfunction has occurred.

2. Generic Risk Assessments

Some generic risk assessments are available to assist staff in the risk assessment process, for example school trips These assessments must be:-

- Amended to reflect the workplace arrangements and any additional identified risks;
- checked by the head;
- Monitored and reviewed at appropriate intervals.

3. Communication

The head shall ensure that the persons at risk are provided with comprehensive and relevant information on the identified risks and the preventive and protective control measures. Everyone should understand what they must do and why. Where necessary, job safety instructions should be issued to individual employees and appropriate training provided.

4. Legislative Framework

- The Health and Safety at Work Act
- Management of Health and Safety at Work Regulations

5. Further advice and Information :Health and Safety Executive (HSE): www.hse.gov.uk/

Assessor:		Assessment:
Activity	Location:	Review Date:

THOSE AFFECTED					
A. Employees	B. Members of The Public	C. Adjacent Workers	D. Children/Young Persons	E. Contractors	F. Visitors
Others (state)					

HAZARDS	Those Affected	HAZARDS	Those Affected	HAZARDS	Those Affected	HAZARDS	Those Affected	HAZARDS	Those Affected
Falling		Fire + explosion		Friction or abrasion		Ejection of Objects		Radiation	
Falling objects		Substances		Shearing		Confined space		Dust/fume	
Vehicles		Access/Egress		Entanglement		Manual handling		Water/Drowning	
Noise		Slips/trips		Puncture/Stabbing		Lighting		Others (state below)	
Electricity		Crushing		Severing or Cutting		Temperature		Violence	
Vibration		Trapping		Ejection of fluid		Weather			

D

HAZARDS (as identified above)	Existing Control Measures (e.g. design, guarding; procedures; training; PTW; PPE; signs etc.)	Risk H,M, L	Additional Control measures to Reduce the Risk (E.g. elimination; alternative methods; additional guarding; design changes; additional procedures; increased supervision to monitor controls; PPE , additional training etc.)	Completion date	Residual Risk H, M, L

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Any Additional Comments/Observations

Appendix 2 Glossary of Terms

Risk Assessment

A careful examination of what, in the workplace, could cause harm to people so that a decision can be made as to whether there are enough precautions in place or more should be done to prevent harm.

Hazard

Anything that has the potential to cause harm, such as chemicals, electricity, working from ladders, an open drawer etc.

Risk

Is the chance, high, medium or low that somebody could be harmed by the hazard, together with an indication of how serious the harm could be.

Harm

Is the actual injury or ill-health suffered by those exposed to the hazard?

Dynamic Risk Assessments

A risk assessment which takes place during work in progress as a need arises (“on the spot”). In these circumstances a previously prepared risk assessment may not be in place as the situation has not been previously foreseeable. Once the dynamic risk assessment has been taken place, a formal written risk assessment must be made of this as soon as is reasonably practicable after the event