

Newlands Primary School Risk Assessment Policy



THE KEMNAL ACADEMIES TRUST
Headteacher: Mr C Markham
Date Adopted: September 2014
Last Reviewed: July 2016
To be reviewed: July 2018

SIGNED BY CHAIR OF GOVERNORS.....

27/7/17

DATE.....

NEWLANDS PRIMARY SCHOOL

RISK ASSESSMENT POLICY

1. INTRODUCTION

Managers are required to manage health and safety in the workplace and plan it into their daily routines. This section covers the general principles of risk assessment. There is specific guidance available about work activities, along with guides, codes of practice etc.

Employees and others who may be affected have a responsibility to take reasonable care of their own safety and that of other people and must therefore use equipment and apply safe ways of working in accordance with the instruction and training they have received.

➤ **Definitions**

Risk assessment – an examination of the workplace and work activities to identify the measures that need to be taken to eliminate or minimise work-related injuries and ill-health.

Hazard – anything with the potential to cause harm.

Risk – the chance (high, medium or low) that somebody will be harmed by the hazard.

2. SCOPE

In order to manage health and safety, employers are required to carry out risk assessments and record the significant findings. This involves identifying and assessing workplace hazards faced by employees, contractors, visitors and members of the public and putting in place suitable arrangements to control these risks. Details of these arrangements and any training that is needed will need to be provided to all those who may be affected.

When considering what activities take place and who may be affected, managers need to consider:

- All routine and non-routine activities (e.g. maintenance operations, loading and unloading).
- All workplaces and groups of staff, including lone workers, cleaners, night staff, staff with disabilities, contractors, agency staff, visitors, pupils, members of the public and services users.

3. THE WHY, WHAT AND HOW

Managers need to make sure all activities are properly thought about and that everybody affected is clear about what is expected of them and how to do their job safely. This should avoid the misery of injury and protect staff from emergency situations, investigations or legal proceedings.

To be able to manage health and safety, managers need to ensure they are aware of any risks that are present and what can reasonably be done to control them.

These reasonable measures must be **preventative and protective** and include:

- Ensuring everybody is aware of the risks they face by carrying out risk assessments and providing all those affected with the latest detailed information as required.

- Eliminating or designing out hazardous activities where possible.
- Devising and providing details of safe methods of working and emergency procedures based upon the outcome of risk assessments.
- Ensuring everybody has the information and instructions they need and is adequately trained to carry out each specific task to the level required.
- Monitoring and maintaining the control systems that are in place.

This will involve monitoring and reviewing the systems to see if they are working and making any necessary changes where failing are identified, methods of working change or new risks arise.

4. WHAT IS A RISK ASSESSMENT

A risk assessment is a careful examination of the significant hazards in the workplace that could cause harm to people. Once managers have identified all the significant hazards, they will need to consider whether they have taken enough precautions or if they need to do more to prevent people from being harmed.

5. THE DIFFERENCE BETWEEN A HAZARD AND A RISK

A hazard is anything with the potential to cause harm (e.g. electricity, working on ladders, chemicals etc.)

A risk is the chance – high, medium or low – that somebody will be harmed by the hazard (e.g. the likelihood of somebody falling off a ladder or suffering an electric shock).

6. WHEN SHOULD A RISK ASSESSMENT BE CARRIED OUT

Where no previous risk assessment has been undertaken for a task.

Complete your first or initial assessment of the total workplace. Keep a record of the main findings of the risk assessment and any training provided. You should update risk assessments when you feel they are no longer valid, i.e. the task has changed, new equipment is being used, the needs of the individual need to be considered further etc.

Some people are particularly vulnerable and need special consideration in your risk assessments, e.g. pregnant employees, young persons, or anyone with special needs. This includes those with ill health or disabilities.

7. WHO SHOULD CARRY OUT A RISK ASSESSMENT

A risk assessment must be carried out by a competent person.

A person shall be regarded as competent when they have sufficient training and experience or knowledge of the workplace and other qualities to enable them properly to assist in undertaking the measures referred to, i.e. an ability to make sound judgement; and knowledge of the best practicable means to reduce those risks identified.

Competence may be defined as a combination of knowledge, skills, experience and personal qualities.

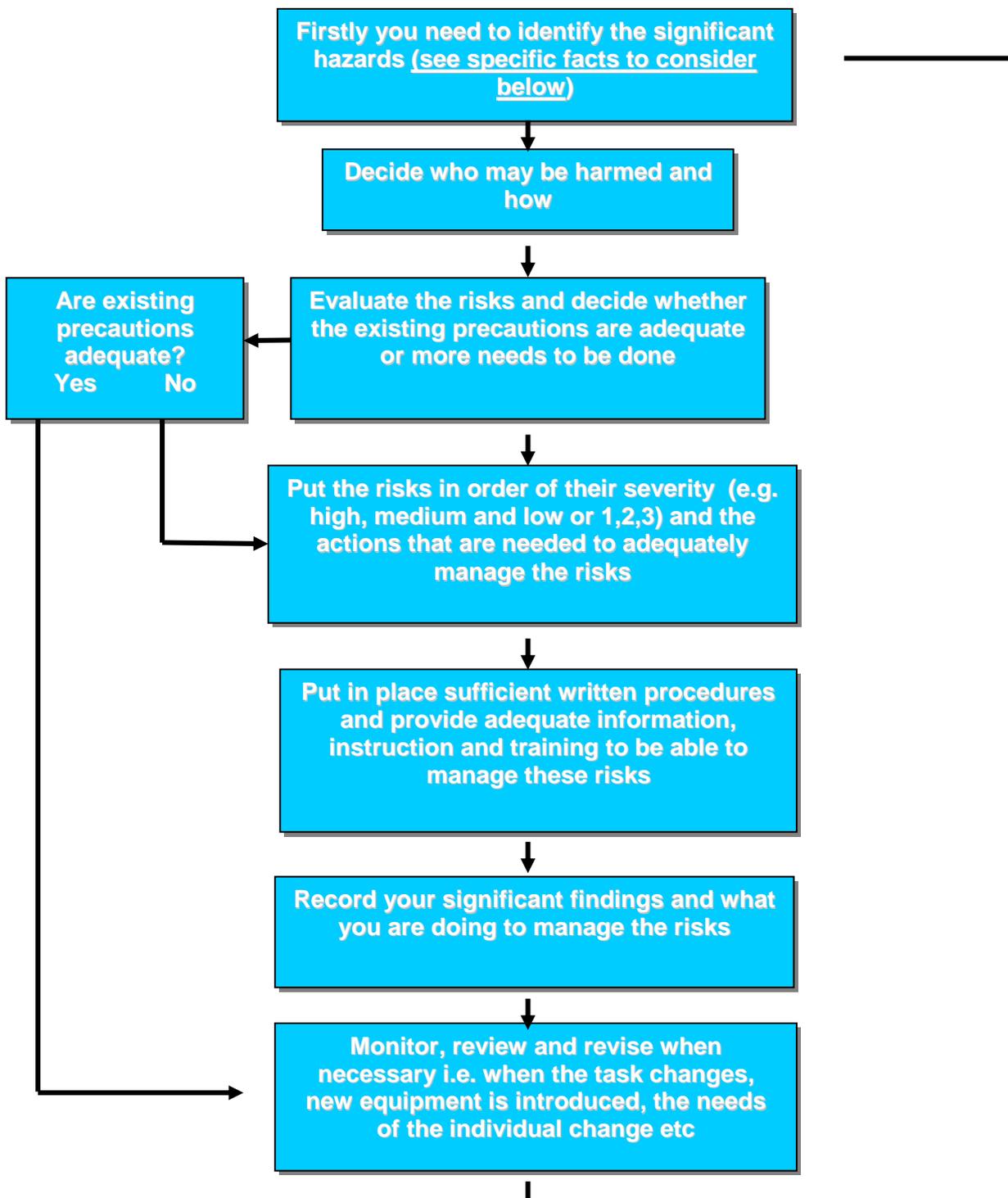
Being aware of the activities conducted within your department and managing them safely should already be part of your daily management practices. The risk assessment process outlined in this procedure is a formal record of how you successfully manage these risks on a regular basis. You should feel confident and aware of the activities you and your staff undertake before carrying out a risk assessment. If you feel you or your

staff require further training or advice, please contact your Area/Directorate Health and Safety Adviser and/or Training department.

8. CARRYING OUT A RISK ASSESSMENT

The flow chart below takes you through the stages of carrying out a risk assessment.

For examples of different risk assessment styles and forms and Blank Risk Assessment Forms (Appendix 1)



When identifying hazards and risks:

- Think about the activities being undertaken, the locations and the people carrying out the tasks.
- Identify the significant risks and disregard trivial risks associated with life in general.
- Consider whether or not all legal requirements and industry standards are being met.
- Consider the types of equipment, the way it is used and the work activities undertaken. NB: Actual practice may differ from what is written in the department manual. Shortcuts and incorrect ways of working can create risks that need to be noted and managed.
- Assess how the work is organised.
- Think about how the workplace and workstation is fitted and laid out.
- Consider the nature of any physical, biological or chemical agents staff may be exposed to, for how long and to what extent.
- Consider any restrictions on the work that can be undertaken (i.e. because of the physical capabilities or health of staff).
- Assess the extent of the health and safety training provided, or that needs to be provided, to the persons concerned.
- Discuss and identify individual/group needs and provide staff training on health and safety matters. Ensure the risks they face and all training provided is fully understood. Induction training should be conducted on the first day.
- Think about the need for supervision while at work, the level of supervision that will be provided and which competent persons will undertake the supervision.
- Keep a record of the main findings of the risk assessment and any training provided. Update the risk assessment when you feel it is no longer valid i.e. the task has changed, new equipment is being used, the needs of the individual have changed etc.
- Think about whether or not any health surveillance is required.

9. HOW MANY RISK ASSESSMENTS MUST BE UNDERTAKEN

A risk assessment does not have to be duplicated in order to satisfy requirements under a different set of regulations. For example a risk assessment completed for a noise hazard does not have to be completed again if the noise hazard forms part of another assessment. Just reference and link the assessments.

➤ Generic Assessments

You may produce a generic or 'model' risk assessment where similar activities are undertaken in similar places of work.

The generic assessment should be able to account for the majority of hazards and risks that arise, but you will need to add more detail to the generic assessment to cover the more specific or individual circumstances of the location or task.

10. COMPLETING A RISK ASSESSMENT FORM

The competent person in the department or operational section should complete one of the risk assessment forms in [Appendix 1](#) or create their own by following a risk assessment process they understand and are comfortable with.

When managers and staff have identified the significant hazards in the workplace, they will have to decide for each significant hazard whether the remaining risk level is high, medium or low.

1. To be able to calculate the risk level, both the hazard severity and the likelihood of it occurring need to be given a value.
2. The values for hazard severity and the likelihood of it occurring are usually shown as either high, medium or low or can be numerical - 1,2,3.
3. So where, for example, an occurrence is likely to happen it is given a high value and where the severity is considered minimal it is given a low value.
4. This allows you to decide the risk level by calculating the hazard severity and the likelihood of it occurring. This is shown as:

Hazard x Likelihood of = Risk level
severity occurrence

Where a risk level is medium you may wish to involve your Health and Safety Adviser. When a risk level is high, it is strongly recommended that you do this.

➤ Action Plans

Once managers and staff have identified a risk level they will need to create an action plan and give each risk an appropriate action level (e.g. *deal with immediately* or *deal with within three months of the assessment*).

An action plan will help you prioritise and plan the actions that you and all those affected should then carry out.

This action plan should ideally be prepared within seven days of completing the risk assessment and should be shared with other managers, members of staff and, through appropriate routes, with trade union representatives.

11. INFORMATION AND TRAINING TO BE PROVIDED

Managers must make sure employees and others affected are aware of the risks they face in the workplace and about the control measures put in place to manage the risks.

Managers need to make sure they communicate in a way that ensures all employees understand what is required of them. This means thinking about staff in a minority group who may require an alternative format or more specific training to suit their individual needs.

Health and safety training must be provided to new employees as part of their induction. If the risks facing employees and associated parties change, managers must provide them with refresher training.

In addition to constantly providing them with the most up-to-date information, managers need to ensure they provide employees with the level of training necessary to enable them to work safely. This means that when

allocating work to staff, managers must make sure that the demands of the task do not exceed their individual level of knowledge or their capability.

Managers are advised to keep records of what information and training has been provided and to whom.

➤ **Emergency Procedures**

Managers need to think about emergencies such as fires and bomb alerts. Written guidance detailing how employees and other affected will stop work and get to a safe place will need to be in place. Managers may require certain employees to carry out particular task in an emergency (e.g. fire wardens). Managers must therefore make sure employees and other affected are competent to do what is required of them. Emergency co-ordinators must be made known to everyone.

Where significant hazards have been identified, managers should have assessed the risk to their employees and devised ways of reducing that risk. However, managers still need to check whether or not the measures they have taken are protecting employees as planned. Health surveillance will help do this and will alert the manager to any adverse effects on an employee's health.

Some examples of health surveillance include:

- Providing hearing tests for employees exposed to high noise levels.
- Providing lung function testing for employees exposed to breathable dust.
- Providing regular skin tests for employees exposed to skin sensitisers.

Reviewed: Summer 2014

To be reviewed: Summer 2017

Adopted by Governors: _____

Signed: _____ Date: _____
Chair of Governors



Newlands Primary School - RISK ASSESSMENT FORM

Topic/Activity/Operation: _____

Name of Establishment/School:

Newlands Primary School

Risk assessment completed by:

Sign here only after giving consideration to additional control measures.

Signed:

Date:

Executive Headteacher/Head of School:

Sign here only after agreeing control measures and action points.

Signed:

Date:

Review Date:

Please bring this assessment to the attention of all relevant staff, safety representatives and others who assist in your activities.

Risk Rating: <i>(LIKELIHOOD)</i>	OUTCOME:		
	Insignificant Injury	Significant Injury	Major Injury
Unlikely	Trivial Risk	Low Risk	Medium Risk
Possible	Low Risk	Medium Risk	High Risk
Probable	Medium Risk	High Risk	STOP

Risk Level:	Action and Timescales:
Trivial	No action required and no documentary records are required
Low	Consider if the risk can be reduced further. Monitoring is required to ensure that the controls are maintained.
Medium	Risk reduction measures should be implemented within a defined period.
High	Give priority to removing or reducing the risk urgent action should be taken.
STOP	'Work' activity should NOT be started or continued until the risk has been removed or at least reduced.

Appendix 1

Step 1 What are the hazards?	Step 2 Who might be harmed and how?	Current Risk Level	Step 3 What are you doing already?	Step 4 Is anything further needed?	Step 5 Date further action(s) was/were completed	New Risk Level
				By Whom and By When?	Date of next Review	
				Name: Date:	Date Completed: Review Date:	
				Name: Date:	Date Completed: Review Date:	
				Name: Date:	Date Completed: Review Date:	
				Name: Date:	Date Completed: Review Date:	
				Name: Date:	Date Completed: Review Date:	
				Name: Date:	Date Completed: Review Date:	

Appendix 1

