



## HOPE VIEW SCHOOL

### RISK ASSESSMENT POLICY

#### Aims and Objectives

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

Staff will ensure that suitable and 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; and
- Refer risks to the appropriate senior manager or forum/committee where they cannot be managed locally.

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.

## **Procedure**

### **1.Stages of Risk Assessment**

#### **a) Identify the hazards**

Managers and 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 managers 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 pedestrians and traffic
- Create safe methods of work and safe systems of work designed to reduce the risk
- Issue personal protective equipment e.g. clothing, footwear, goggles etc.
- Provide welfare facilities e.g. first aid and washing facilities for removal of contamination
- 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 the General Risk Assessment Form (HSF19).

#### **Other Risk Assessments**

This General Risk Assessment Form may not be suitable for use for recording risks to individuals,

complex risk assessments or where there is agreed standard documentation for inter-agency working.  
below.

### **Risk assessments in other Health and Safety Policy areas\_**

A number of risk assessment forms have been developed relating to specific policy areas e.g.

- Hazardous Substances
- Manual Handling
- Display Screen Equipment
- Fire
- Work Equipment or Machinery
- Stress
- Educational Visits

### **e) Review\_**

Managers should review assessments;

- At regular intervals not exceeding one year
- 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.
- The risk assessment must remain up to date and valid and available at 'point of use'.
- Once a risk assessment is obsolete it must be archived for a minimum of 5 years.

### **Generic Risk Assessments**

In some Directorates or Divisions generic risk assessments are available to assist managers in the risk assessment process.

These assessments must be:-

- Amended to reflect the workplace arrangements and any additional identified risks;
- Signed by the local manager;

- Effectively communicated to all relevant parties;
- Monitored and reviewed at appropriate intervals.

### **Individual Pupil Risk Assessments**

Individual pupil risk assessments should not be carried out as a means for excluding pupils from an activity, area or school. The Health and Safety Executive (HSE) (p 1, 2006) refer to protecting the health and safety of students with disabilities “ in a way that does not place any unreasonable restrictions on students’ rights to autonomy, privacy or dignity. For example, a student cannot be excluded solely on health and safety grounds.” Their prime purpose is to identify specific risks to and/or from an individual, where they impinge on work, employers and employees, and the measures that are required to eliminate these risks or reduce them. Risk Assessing Individuals Pupil activity or a pupil may constitute a hazard from that which they do not know or fail to understand, or have had no experience of, and that for which they have not been prepared. They can be subject to hazards due to a lack of ability, a lack of application and incompatibility with environment. A risk assessment is carried out to identify the risks to health and safety arising out of, or in connection with an undertaking and should be a straight forward process to reduce risk as low as reasonably practicable based on informed judgement and reference to appropriate guidance. Where pupils have Individual Behavioural Plans (IBP), Individual Educational Plans (IEP) or Pastoral Support Plans (PSP) in place, the risk assessments should be completed taking these plans into consideration as they often identify behaviour-based measures for reducing risks. Where a Care Plan is in place the risk assessment may be part of the plan or included in it. The risk assessment should not be kept with general risk assessments and should be treated as personal information. It may be the case that the IBP, IEP or PSP may already demonstrate a full risk assessment process recognising all the significant hazards, evaluating and reducing risk through control measures, providing a record and communication with set reviews where this is the case the risk assessment will already have been carried out.

### **Communication**

Managers 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.

## **Training**

Managers responsible for the planning, co-ordination and monitoring of risk assessments must receive appropriate risk assessment training. Staff involved in the creation of risk assessments (e.g. as part of a risk assessment team) must receive training in the risk assessment process.

## **Monitoring**

Managers shall monitor the effectiveness of control measures and ensure that physical control measures are used, installed correctly and suitably maintained.

Employees shall report any defects in control measures, personal protective equipment, etc. immediately to their manager.

## **Specialist Advice**

It is important when completing risk assessments to be aware of individual limitations in terms of knowledge and competence.

## **Legislative Framework**

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

## **Further advice and Information**

Health and Safety Executive (HSE): [www.hse.gov.uk/](http://www.hse.gov.uk/)

### **Links with other Policies**

Safeguarding Policy

Health and Safety Policy

Fire Safety Policy

First Aid Policy

The responsible Person for this policy is: Mrs C Lorne – Headteacher

Policy Review Date: September 2019

## 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.

