



KENMORE PARK JUNIOR SCHOOL

RISK ASSESSMENT POLICY

Application

This policy applies to all staff at Kenmore Park Junior School, in school, out of school activities, residential visits and any other activities where staff are in supervision of pupils.

Introduction

A risk assessment is an important tool in protecting employees and pupils, by analyzing 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.

The Arrangements for Applying the Policy

The head teacher and governing body 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. 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 maybe affected by the risk;
- To involve staff in assessing the risks; and
- Refer risks to the appropriate senior manager or forum/committee where they cannot be managed.

Overarching principles

1. Risk assessments are ongoing – completing a paper exercise is only one element of the process – risks can change as situations evolve, e.g. a new risk may arise that was not foreseen. To manage this:-
2. The person in charge must have appropriate skill, expertise, authority and experience in leading the activity. It would be inappropriate, for example, to organise a trip with staff who have never taken pupils out, or the venue not known. The competency of the staff is the critical factor in managing predicted and ongoing risk.

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

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, pupils with limited English language fluency, etc;
- 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.

Record the risks on the appropriate assessment forms, distribute to the relevant persons. See EVC coordinator.

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.
- Out of school visits would normally require a qualified First Aider to accompany the pupils.

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 (EVC Coord).

Other Risk Assessments

This 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. Where this is the case, specific forms have been created, e.g., adventurous activities.

The most appropriate form should be used to record the risk assessment; Health and Safety officer (Head teacher) will be able to advise on suitable formats.

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

Details of these risk assessment forms can be found in their corresponding Corporate Policy or advice may be sought from the head teacher

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.

2. Generic Risk Assessments

In some cases, 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; EVC coordinator – deputy head.
- Effectively communicated to all relevant parties;
- Monitored and reviewed at appropriate intervals.

3. Communication

Staff 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. Training

Managers responsible for the planning, co-ordination and monitoring or 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. CPD opportunities provides suitable Risk assessment Training. The EVC coordinator must keep up to date with training on a periodic basis as advised by the LA.

5. 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.

6. Specialist Advice

It is important when completing risk assessments to be aware of individual limitations in terms of knowledge and competence. If further support is required managers should contact the LA Health and Safety Team for advice.

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/

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.

Related Policies

Child Protection
Education Visits guidance (LA)
Specific curriculum guidance.
Fire safety.
Health and Safety Policy
Critical Incident Policy

Policy adapted by S Murji.

Date January 2010

Ratified by governing body on Oct 2011, Sept 2013, 12/10/16

Review date Jan 2012 or before following significant changes in law and other guidance.