Risk Assessment Policy and Procedures

Education is for improving lives and for leaving your community and world better than you found it.

Approved by the Board of Directors on: 7 December 2017
Review date: December 2017

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Policy Statement

This policy has been provided in accordance with the Community Academies Trust (CAT) Health and Safety Policy to ensure compliance with Management of Health and Safety in Work Regulations 1999 Regulation 3 which supplements the general obligation under the Health and Safety at Work Act 1974.

Scope

The information, guidance and instruction applies to all areas of the CAT. It is essential therefore that everyone involved in Risk Assessment adheres to its requirements. All employees, students, volunters and agency staff and central office are included in this policy.

Definitions

Hazard: A hazard is anything that may cause harm such as chemicals, electricity, working at height, an open drawer, etc.

Risk: The risk is the chance (high or low) that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Types of Risk Assessment

There are three different types of risk assessments. These are generic, specific and dynamic.

Generic activities are those which, although they are carried out at different times and locations, the hazards and risks are largely the same and do not change. For this type of activity generic risk assessments can be produced as a model for guidance only.

A specific risk assessment may be applicable where the hazards and risks are only applicable to a certain activity and also where there is a requirement in legislation to undertake a specific assessment, for example COSHH or new and expectant mothers.

A dynamic risk assessment is a continuous process of identifying the hazards that occur, for example in an emergency situation, assessing the risks and taking immediate action to eliminate or reduce these to an acceptable level.

Five Step Process

The five step process is as follows:

Step 1: Identify the hazards

Divide your work into manageable categories considering:

- Location
- Activities
- Equipment
- People

Identify the Hazards:

- Chemical – paint solvents/exhaust fumes
- Biological – bacteria
- Physical – noise/vibration
- Psychological – occupational stress

Step 2: Decide who might be harmed and how

For each hazard you need to be clear about who might be harmed. Identify the groups of people such as staff members or members of the public/pupils.

Identify how they might be harmed i.e. what type of injury injury or ill health might occur.

Step 3: Evaluate the risks and decide on precautions

Consider how likely it is that each hazard will occur and what control measures you already have in place. Have the control measures in place got rid of the hazard altogether or reduced the risk so that harm is unlikely? If the task has not been adequately controlled, what further actions are required? If any further actions are required the name of the person responsible for actioning the task should be recorded along with the projected completion date with the actual completion recorded in the completed column.

Step 4: Record your significant findings

Putting the results of your risk assessment into practice will make a difference when looking after our staff and students. Writing down the results of your risk assessment and sharing them with the staff encourages you to do this.

Step 5: Review your assessment and update if necessary

Risk assessments need to be reviewed and, if necessary, updated every year. A review will be required sooner if an incident or accident occurs, or there are significant changes to the premises, staff or procedures.

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Managers guidance notes for the use of model risk assessments

Introduction

Regulation 3 of The Management of Health and Safety At Work Regulations (MHSWR) 1999 requires:

"every employer and self employed person to make a suitable and sufficient assessment of the health and safety risks to employees and others not in his/her employment ……in order to put in place appropriate control measures…."

Also required is a:

"review of the assessments as appropriate, and for the significant findings to be recorded if five or more are employed…"

The CAT Estate Manager has numerous generic model risk assessments to assist you in meeting your management duties under these regulations. Most foreseeable hazards within education premises have already been assessed for you, though there will undoubtedly be additional site specific hazards at your establishment which will also have to be assessed and recorded.

In addition to the above regulations, there are also further regulations that require risk assessments to be carried out and recorded. These include Manual Handling Operations Regulations (1992), Display Screen Equipment Regulations (2002), assessments for new and expectant mothers, young persons etc. Further information on these can be obtained by contacting the CAT Estate Manager.

Where/how do I get copies of the model assessments?

A copy of the model generic risk assessment is available in the estate file on the CAT shared drive.

Physical Education via http://www.afpe.org.uk/
Science and Design and Technology http://www.cleapss.org.uk/

Once you have copies of the model risk assessments, the next stage is to customise them to your school. The following is a step-by-step guide to assist you:

- Read the model assessments and identify the ones that are relevant to your establishment
- Cut and paste onto a blank risk assessment or edit (if recording assessments electronically) the appropriate sections of the model assessment
- Add any additional control measures to the form that are site specific to your establishment, and not recorded on the model assessment (it would be prudent at this stage to ask for input from any persons who are affected by the assessment/involved in the task, activity, area being assessed etc)

- Complete the risk rating columns (high, medium or low) on the form for the hazard before the control measures were put in place and the risk rating for the residual risk level after the control measures have been taken into account. Those who feel they need assistance with working out the risk rating should contact the Estate Manager.

What next?

Once you have completed the above, you then need to share the findings of the assessment with all persons who are affected by/involved with the activity, area, equipment etc. that you have assessed (e.g. office risk assessment to be shared with the all centre workers using office areas) and obtain a signature from those persons.

There will be hazards that will need to be risk assessed that are specific to your site and therefore there may not be a model risk assessment to cover these hazards. It would therefore be expected for you to carry out a "hazard spotting" exercise at your establishment to identify additional hazards that need to be assessed and to ask your employees what they feel are hazards in their area that require an assessment to be carried out.

REMEMBER – a risk assessment is a working document and should not be just a paper exercise!

Continued monitoring and reviewing of your risk assessments is essential to ensure the control measures you have put in place are working. As a minimum, an annual formal review of the assessment should take place.

If you require further advice, guidance or assistance with the risk assessment process, contact the CAT Estate Manager.

Risk Assessment Form

Risk Assessment Form - Part A

DEPARTMENT/ SERVICE			
Assessor/Person(s) assisting with the assessment		**DATE**	
TASK / ACTIVITY (Include duration and frequency of task activity)			

Likelihood of Occurrence	**Severity of Outcome**				
	1 Negligible	2 Slight	3 Moderate	4 Severe	5 Very Severe
1 Very Unlikely	**LOW (1)**	**LOW (2)**	**LOW (3)**	**LOW (4)**	**LOW (5)**
2 Unlikely	**LOW (2)**	**LOW (4)**	**LOW (6)**	**MEDIUM (8)**	**MEDIUM (10)**
3 Possible	**LOW (3)**	**LOW (6)**	**MEDIUM (9)**	**HIGH (12)**	**HIGH (15)**
4 Probable	**LOW (4)**	**MEDIUM (8)**	**HIGH (12)**	**HIGH (16)**	**HIGH (20)**
5 Very Likely	**LOW (5)**	**MEDIUM (10)**	**HIGH (15)**	**HIGH (20)**	**HIGH (25)**

Persons / groups at risk			
A	Employees	**E**	General Public / Pupils
B	New Employees	**F**	Visitors
C	Contractors / Sub-Contractors	**G**	Volunteers
D	Young person / Work experience	**H**	Clients / Service users

Likelihood of occurrence X Severity of outcome = Risk Rating

Example:

Likelihood (possible 3) X Severity (Moderate 3) = Risk Rating (Medium 9)

Risk Assessment Form - Part B

What are the hazards? and What could happen?	Affected persons/ groups	What are the existing control measures?	Risk rating (refer to chart)	Further action required to eliminate or reduce the risk (who by and Date)	Residual risk rating (refer to chart)

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Risk Assessment Form - Part C

Links to other risk assessments and or safe working instructions - please state			
Name and Sign **When the assessment is complete it should be signed to say that is the case and all identified actions have been implemented.**		**Date**	
Review - Before work starts, it is important to consider the content on this risk assessment to ensure it is still valid. For example, are there any significant changes, additions or omissions at the site not identified on the assessment? Are there any additional hazards or risks? Please record any changes required and or action taken, then date and sign.			
Reviewer Name & Date		**Notes**	
Reviewer Name & Date		**Notes**	
Reviewer Name & Date		**Notes**	
Reviewer Name & Date		**Notes**	

Monitoring and Review

Re-assessment will be completed every two years or sooner if there have been significant changes in example methods of working or equipment or a change of location.

Successful monitoring and review relies on commitment from managers at all levels and should therefore be included as an integral part of business planning process.

Sources of Further Information

HSE Risk Assessment: a brief guide to controlling risks in the workplace:

http://www.cleapss.org.uk/
http://www.afpe.org.uk/

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