

Risk Assessment

Purpose

The purpose of this document is to outline the procedure to follow for the assessment of risks.

Scope

We are legally required to assess the risks within the school in accordance with Regulation 3(1) of the Management of Health & Safety at Work Regulations 1999. The Risk Assessment is a careful examination of what could cause harm to people within the school and allows the school to identify if enough precautions are in place to prevent any harm or if more should be done. Risk Assessments should take place for the following purposes:

- Health & Safety including Safeguarding
- Fire
- Lessons
- Educational Trips

The frequency of the Risk Assessment will differ, depending on the purpose; for example Fire Risk Assessment or a recurring school activity will be conducted annually. Generic Risk Assessments can be used for a frequent activity, ie. local walks on a daily/weekly basis. All specific guidelines must be referred to for Risk Assessing school trips. All should be reviewed either prior to the event or activity, annually or if there are significant changes in situation or law.

Procedure

Step 1: Look for the hazards

Walk around the workplace, or external trip site if local, look at what could reasonably be expected to cause harm. Ignore the trivial and concentrate on significant hazards that could result in serious harm or affect several people. Ask your colleagues what they think; they may have noticed things that are not immediately obvious.

For example:

- Slipping/tripping hazards
- Fire
- Chemicals
- Machinery/Equipment
- Work at height
- Electricity
- Manual Handling
- Noise
- Poor lighting
- Extreme temperatures
- Travel
- Weather conditions

Step 2: Decide who might be harmed and how

- Children, babies, expectant mothers, new employees etc. who may be at particular risk;
- Pupils, Teachers, Non-Teaching Staff
- Parents, cleaners, visitors, contractors, maintenance workers etc who may not be in the workplace all the time;
- Members of the public or people you share your workplace with, if there is a chance they could be hurt by your activities.
- Property and or equipment

Step 3: Hazard Rating

For each hazard evaluate which severity rating should be applied to risk.

The following ratings should be used:

- A** - Death, Major Injury, Loss or Major Damage to property and or equipment
- B** - Over 3 Day injury, damage to property and or equipment
- C** - Minor injury, minor damage to property and or equipment

Step 4: Risk Rating

For each hazard evaluate the likelihood of the risk occurring.

The following ratings should be used:

- 1** - Extremely likely to occur
- 2** - Frequent or often
- 3** - Slight chance of occurring

Step 5: Control Measures

Identify all Existing Control Measures and record them on the form. These measures **must** include things that are we are required to have in place by law, such as Child Protection and Safeguarding and Health and Safety. Further to this, general common sense measures should also be included that are relevant to the activity or event being assessed.

Record any additional control measures that will further reduce the identified risks.

Step 6: Review and revise if necessary

Ask yourself whether you have done all the things the law requires you to do. Ask yourself whether general accepted standards are in place. But don't stop there, think for yourself because the law also says that you must do what is reasonably practicable to keep the workplace safe. Your real aim is to make all risks small by adding to your precautions as necessary, for example:

- Have you provided adequate information, instruction or training?
- Are adequate systems or procedures in place?
- Have you provided sufficient provision and supervision for children or adults with special needs?
- Is there sufficient supervision? Check adult to children ratios
- Is there clear guidance to pupils?

If you find that something more needs to be done, record these on the form.

Even after all precautions have been identified and recorded, some risk usually remains so if there is anything else relevant that should be highlighted about the risk, add a note for the Health & Safety Officer.

Step 7: Record your findings on the Risk Assessment Form (See Appendix 1)

Step 8: Submit your draft Assessment to the Health & Safety Office for final review and sign-off
IMPORTANT. Risk assessments should be carried out as soon as the event or activity is identified. The drafted form should be submitted **2 weeks** prior the the date of the activity or event. **Failure to give due notice can result in risks being overlooked or missed and ultimately can cause unnecessary harm or damage.**

Existing Risk Assessments for recurring events or activities should always be reviewed beforehand to check there are no changes that affect it. Things to bear in mind when re-assessing an existing risk, this list is not exhaustive:

- Change of situation
- Change of personnel
- Change of location
- New equipment



APPENDICES

APPENDIX 1

Risk Assessment Form Template (to be added)

Risk Assessment continuation sheet

Approved By:

Next Review Date: April 2018