



Beachborough School Trust Ltd
RISK ASSESSMENT POLICY

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Policy Lead: Bursar

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1. INTRODUCTION

Beachborough School will have hazards which if not controlled could result in injury to staff; children; contractors; visitors; damage to property, plant, equipment or the environment. It is essential that hazards are identified and all reasonably practicable steps taken to reduce risk to a safe and acceptable level.

The Management of Health and Safety at Work Regulations require that hazards and risks in all workplaces are identified, assessed, controlled and communicated to employees and other persons who may be affected. This is particularly important where the care and welfare of children is involved.

As well as employees, others that may be affected such as the public, young person's, those with disabilities, pregnant and nursing women are taken into account by the school in each risk assessment where appropriate.

2. PURPOSE

The purpose of this procedure is to ensure that health, safety and environmental risks associated with the school's activities and operations are systematically identified, evaluated, and controlled to the lowest reasonably practicable level, in accordance with legislation, school Policies and Procedures and the education industry best practice.

Risk assessments provide a pro-active approach to health and safety with the emphasis on the management of risks and ensures compliance with statutory regulations.

3. SCOPE

This policy and procedure is applicable to the Beachborough School site, and all operations performed during the day to day teaching and care of children. It also applies to offsite operations such as school trips, and travel. In addition, it applies to contractors, support staff working on the school site and visitors.

This procedure sets out the school's organisation and arrangements for conducting, recording, applying, communicating, monitoring and reviewing risk assessments for existing activities, modification, new projects, and acquisition.

In addition to general activity risk assessments covered by this procedure, other more specific assessments are detailed in their own procedure i.e. manual handling.

4. ROLES AND RESPONSIBILITIES

The **Board of Governors** and the **Headmaster** are ultimately responsible for ensuring compliance with this procedure.

The **Bursar** has delegated responsibility for:

- Ensuring that sufficient persons with knowledge and experience of relevant work activities and practices are identified and trained to carry out the risk assessments.
- That the risk to the safety, health and welfare of all visitors on site is addressed in all risk assessments.
- Ensuring accurate records of risk assessments are maintained until such time that they are no longer valid; ensuring that these records remain accessible to all employees in accordance with this procedure.
- Ensuring arrangements are in place to monitor and review existing assessments in accordance with this procedure.

The **Department Heads** are responsible for the following:

- Ensure that all hazards are identified and assessed and appropriate assessments carried out.
- Reviewing completed assessments including those of contractors working in their areas and accepting the assessment and action plan or prohibiting the activity from continuing until additional control measures are in place.

- Reviewing existing risk assessments where change has occurred, as the result of an incident, or introduction of new procedures or equipment
- Ensuring that those affected including children in their care receive sufficient information, instruction and training on the hazards, risks, control measures, emergency arrangements and other related matters.
- Ensuring timely completion of all remedial actions needed to control risks as identified by the risk assessment process.
- Ensure that the risk to children's safety, health and welfare are addressed in all risk assessments where appropriate.

The **Nominated Health and Safety Advisor** (external consultant) is responsible for the following:

- Providing advice and guidance on all matters concerning risk assessment and arranging training for appointed "competent persons" on appropriate risk assessment techniques.
- Ensuring participation in the risk assessment process, where appropriate to the needs of the school site and its operations.
- Ensuring appropriate systems are implemented to monitor effectiveness of risk assessments.
- Auditing the risk assessment programme for quality and completeness.

Employees are responsible for:

- Employees are to participate in the risk assessment associated with their work activities, when required and provide input to ensure identified controls are workable and will succeed.

Contractors visiting the site must:

- Must have a risk assessment process in place equivalent to that required by Beachborough School.
- Must provide risk assessments for review specific to a job/site well in advance of the project start date
- Where a contractor identifies additional hazards they must carry out a risk assessment accordingly before continuing work.
- Must not start work until a risk assessment has been received and approved by the school.
- Ensure that the risk to children's safety, health and welfare are addressed in all risk assessments.
- Must make sure that the school representative is aware of any additional hazard on a site with the potential to cause harm.

5. PROCEDURE

General Principles

The school has a general risk assessment template which they use for office, teaching activities and school trips (see appendix 1). All new risk assessments should use this template.

The template follows the HSE (Health and Safety Executive) required five steps to risk assessments

- Identify the Hazards
- Who might be harmed and how
- Identify Existing Controls and whether anything else needs to be done
- Record and identify residual risk-take action where necessary to lower the risk to an acceptable level
- Review the risk assessment in a timely manner

Assessments are to be conducted by suitably trained and competent individuals. In order to complete the assessment, they must also involve others who have detailed knowledge or experience of the particular task or the area.

For the assessment to be considered suitable and sufficient they must meet all the points specified in the assessment criteria section of this procedure. Suitable and sufficient assessments should be carried out for each school activity, process or operation etc. For most hazards within the workplace a general risk assessment will be appropriate i.e. classroom risk assessment.

The methodology for this form of assessment is described within this procedure. There may be occasions when the complexities of the assessment will require a non-standard format; this is acceptable providing agreement on the format is obtained from the nominated Safety Advisor.

Other specific types of assessment may be required either as a result of the general risk assessment or to meet specific legislative requirements. In most cases these assessments will be recorded using a specific template, as described within the appropriate procedure.

Assessments must be undertaken by; applying common sense, looking at what actually happens rather than what the procedure etc. says should happen, take account of the nature and competence of the workforce and apply the logic of 'if it could happen it probably will'. The assessor should seek advice if they have doubt on any matters regarding the risk assessment.

In all cases the potential impact on children who attend and or board at the school must be taken into account.

Work undertaken by contractors must be assessed using the same criteria listed in this procedure. The contractors risk assessment must be reviewed and approved by the school contact, and any relevant specialists where appropriate before work is allowed to commence.

Selection of Task or Activity to be Assessed

Specific risk assessments, which the School must have in place under current regulations are:

- Fire Risk Assessment
- Young workers employed by the School / work experience
- New and expectant mothers
- Control of Substances Hazardous to Health
- Lone Working
- Asbestos Control
- Legionella Control

In addition to this the school will set the scope and boundaries (limits) for the assessment by defining the area, equipment, process, project or activity and document the appropriate details on the assessment. The assessment should be allocated an identifying number i.e. Beach01

The risk assessment will generally be evaluated against the school's safety, health and environmental policy. The assessment should sub-divide the areas, equipment, process, project or activity into a set of manageable elements or sections to provide a logical framework for assessment, and identify the

necessary resource requirements for risk assessment. Risk assessment should be prepared in a participative and collaborative way wherever possible and include consultation with relevant stakeholders.

Hazard Identification

Identify each of the hazards which have the potential to cause harm if not properly controlled and decide which template would be more appropriate i.e. single or multiple hazards assessment. Note: multiple hazard assessments are normally only used to assess a complete area or operation where multiple hazards are present.

If any specific hazards are identified i.e. manual handling, coshh, display screen equipment etc. the appropriate specialist risk assessment should be completed by suitably trained and competent persons. All hazards identified should be documented in the hazard column and a detailed description of the hazard applicability given in the adjacent column.

Risk Analysis

- Identify all persons that may be affected by each hazard e.g. children, employee, contractor, visitor, public and those specific persons that may be at particular risk e.g. young persons, new and expectant mothers and those who may have a physical or other condition that may increase personal risk. If persons are identified to be at particular risk a specific assessment is required for that person.
- Identify existing control measures designed to minimize the risks.
- Consider the existing control measures and the extent to which they control each hazard, and then use the risk matrix on the risk assessment form to evaluate the likelihood and potential severity of the residual risk from each hazard.
- Use the likelihood and severity ratings on the risk matrix to obtain the overall risk rating for each hazard simply by multiplying them together.
- This will then determine the risk level and allow a decision as to whether or not further action is required.
- If residual risk levels for all hazards determine that no further action is required, the assessment can be signed off and dated and a review date added where appropriate.

Risk Treatment

Using the hierarchy of controls detailed below, identify, evaluate and agree options for the treatment of risks that require further action. The overall aim is to reduce the risks as low as reasonably practicable (ALARP). Additional controls must always consider compliance with national, company and school industry standards or guidance.

The hierarchy of controls to be applied are:

- Eliminate the risk altogether by using or doing something else
- Replace dangerous by non-dangerous or less dangerous
- Reduce
- Isolate hazard
- Control risk

There may be occasions when the risk is so high that immediate action is required to prohibit an activity or item of equipment from being used or a control measure lower down the hierarchy will need to be applied as a temporary measure either alone or in combination with other controls.

This could apply to risks associated with machinery, chemical exposure or other high risk activity. In these instances, the prohibition should be clearly communicated with signage, barriers and other appropriate methods.

The selection of control measures should also consider the feasibility, practicality, functionality, reliability, availability and survivability of the available options.

Select the most appropriate risk treatment option(s) balancing the cost of the implementation against the benefits. The cost of managing risks should always be commensurate with the benefits.

Detail the actions required to control the risks (ALARP) on the risk assessment form. Include name of persons responsible for ensuring the action is carried out and target completion date. The action plan should include any additional specific assessments required from the hazard identification.

Once the additional controls have been selected and agreed on the action plan, the assessment form should be completed and signed off.

Communication

The results of all risk assessments must be communicated to those affected as soon as the risk assessment has been approved. The information to be communicated should include details of hazards, risks, control measures, emergency arrangements and other related matters. They should also be told of any new safe working practices and, where necessary, extra training should be provided. Wherever possible children should also be provided with appropriate safety information.

Record Keeping

Once the assessment is complete and has been signed off it should be stored so that there is easy access. The document will be placed on the school intranet so that it is available for viewing by all those who may be affected.

An up-to-date register of risk assessments will be maintained by the nominated safety advisor.

Monitor and Review

The effectiveness of all risk assessments must be monitored by both active and reactive means.

Active monitoring includes:

- Inspection of workplace or equipment etc.
- Preventative maintenance inspections
- Examination of documents against working practices
- Environmental or workplace monitoring
- Health surveillance
- Regular statistical reports

Reactive monitoring includes:

- Injuries, ill health
- Sickness records
- Incidents with potential for injury or loss

- Reporting of hazards
- Weakness or omission in performance

The Safety Advisor is responsible for ensuring appropriate systems for monitoring of risk assessments are implemented. Risk assessments must be reviewed by competent person(s) as part of the monitoring described above and, also on introduction of new equipment, substances, working procedures etc.

Scheduled review of risk assessments should be conducted on a regular basis depending on the nature and complexity of the activity or operation. Guidelines for the minimum frequency of review are; every 2 years for high risk, every 3 years for medium risk and every 5 years for low risk.

Risk assessment should be reviewed and revised sooner if:

- there is reason to suspect the assessment is no longer valid. This may become apparent through accidents, safety complaints, ill health or the employer may become aware that a relevant piece of legislation has fallen out of date.
- If there has been a significant change in matter to which the assessment relates (such as introduction of new work equipment or changes in key personnel).

Audit

The effectiveness of the risk assessment process will be formally audited for compliance with national school standards and company policy as an element of the schools auditing schedule and, also as part of the internal self-assessment system.

6. TRAINING

To ensure successful implementation of this procedure, school staff will be provided with suitable training to allow them to understand the risk assessment procedure and their role within it. Training requirements for managers, employees and competent persons are as follows:

- Department Heads will receive awareness of risk assessment appropriate to their responsibilities, as an element of their overall S&E training programme.
- Competent persons will receive formal training in the risk assessment process. This will include; regulatory requirements, assessment process and responsibilities.
- All employees will receive risk assessment information as part of the company induction procedure and, at other regular intervals as appropriate. The information will include the purpose of risk assessment, the hazards and controls appropriate to their workplace, emergency arrangements and procedure for reporting potential hazards.
- All contractors will be expected to have in place risk assessment training for all their employees comparable to that required by the school.

7. REFERENCES

Health and Safety at Work Act 1974

Management of Health & Safety at Work Regulations as amended.

8. DEFINITIONS/ACRONYMS

Competent Person: A person with sufficient training, experience, knowledge to do the risk assessment, possessing theoretical and practical knowledge that enables conclusions to be drawn and/or actions to be taken.

Hazard: A source of potential harm or a situation with the potential to cause harm.

Likelihood: Used as a general description of probability or frequency

New or Expectant Mother: A person who has informed their employer that they are pregnant, have given birth within the previous 6 months or are breastfeeding.

Reasonably Foreseeable: An occurrence where there is sufficient probability for a reasonable person to anticipate it happening.

Reasonably Practicable: The relationship between the extent of risk and the cost measures necessary to avert it.

Residual Risk: Risk remaining after implementation of risk treatments.

Risk: Chance of something happening that will have an impact, measured in terms of severity and likelihood.

Risk Analysis: The estimation of the level of risk associated with identified hazards.

Risk Assessment: The overall process of risk identification, risk analysis and risk evaluation.

Risk Control Measure: Workplace safety precautions, practices or actions (e.g. existing process, engineering or other device, administrative, PPE etc.) designed to minimise negative risk

Risk Evaluation: Process of comparing the level of risk against pre-determined standards, target risk levels or other criteria.

Risk Identification: Process of determining what, where, when, why and how something could happen.

Risk Reduction: Actions taken to lessen the likelihood, negative consequences, or both.

Risk Treatment: Process of selecting and implementing measures to modify risks.

Severity: Outcome or impact of an event positive or negative expressed qualitatively or quantitatively.

Stakeholder: An individual or group, who may affect, or be affected by, a decision, activity or risk.

Suitable and Sufficient: An assessment that is appropriate to the nature of the work and proportionate to the risk, ignoring insignificant risks. Assessment process should identify all those affected and utilise information resources from legislation, guidelines and industry best practice

Young person: A person under the age of 18

APPENDIX 1 – RISK ASSESSMENT TEMPLATE

School:	<i>RISK ASSESSMENT</i>	Assessment No:
Area/Building:	Management of Health and Safety at Work Regulations	

Activity or task being assessed		Describe in more detail the activity or task involved	
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Assessor	Name (please print)	Title (please print)	Signature
1			
2			
3			
Assessment Date:		Assessment Review Date:	

9. Approvals (Not to be signed off until risk assessment is completed)

Signature of Department Head Name (print) Date

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Location

Company Action Plans should specify WHAT actions need to be taken, by WHOM and by WHAT DATE

Hazard No.	Hazard	Description of Hazard and who might be harmed and how	Persons at Risk					Existing Control Measures What do you do already to stop these people getting hurt?	Residual Risk* Refer to table 1			Action YES NO
			Employee	Contracto	Children	Public	Specific#		Severity	Likelihood	Risk Level	

Note: * Residual Risk – The level of risk remaining taking into account the existing control measures employed.

Note: # Specific=Young Person, new or expectant mother, physical or other condition that may increase personal risk-in these circumstances a specific assessment is required

RISK ASSESSMENT**Assessment No:**

STEP 3 – Action Plan – Give details of actions to be taken that will reduce risks to health and safety.

Hazard No.	Describe as fully as possible the action to be taken	WHO is responsible for ensuring the action is carried out?	The date by which the action is to be completed	Confirmation that the required action has been completed (Signature of the person responsible for ensuring the action is completed and the date of completion)

APPENDIX 2 – CLASSIFICATION OF RISK

TABLE 1 CLASSIFICATION OF RISK

RISK ANALYSIS/PRIORITY OF ACTION MATRIX

SEVERITY	LIKELEHOOD				
	Very Unlikely (Freak event no known History) 1	Unlikely (Unlikely sequence of events) 2	Possible (Foreseeable under unusual circumstances) 3	Likely (Easily foreseeable-odd incident may have occurred) 4	Very Likely (Common occurrence-aware of incidents) 5
Negligible (No visible injury-no pain) 1	Very Low 1	Low 2	Low 3	Low 4	Low 5
Slight (Minor cuts and bruises-no long term effects) 2	Low 2	Low 4	Low 6	Medium 8	Medium 10
Moderate (Heavy bruising, deep flesh wound-lost time accident) 3	Low 3	Low 6	Medium 9	High 12	High 15
Severe (Lost time accidents and major injuries) 4	Low 4	Medium 8	High 12	High 16	High 20
Very Severe (Long term disability or death) 5	Low 5	Medium 10	High 15	High 20	Very High 25

Risk Level Very Low (Negligible)
(Intolerable) 1

Risk Level-Low (Acceptable)
2-6

Risk Level-Medium (Tolerable)

Risk Level-High (Substantial)

Risk Level-Very High