

Ambler School and Children's Centre

Policy

# Managing Risk Assessment

28 October 2014



Next review with Safety Services and Communications Committee: October 2015

This plan is subject to on-going change and will be updated as and when required

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## 1. Risk Assessment Responsibilities

### 1.1. Governors

Governors will be responsible for ensuring the risk assessments are suitable and sufficient they are implemented effectively into Ambler's health and safety management system and ensuring overall compliance.

### 1.2. Headteacher

The Headteacher, as the manager will be responsible for ensuring that suitable assessments are undertaken and will action issues as appropriate when dealing with the following:

- (a) Recording the assessment
- (b) Preventative and protective measures
- (c) Procedures for serious and imminent dangers and for danger areas
- (d) Information for employees
- (e) Training is undertaken by all staff who are to complete a Risk Assessment, to ensure they are competent to do so

### 1.3. Competent Persons

Risk Assessments will only be carried out by those staff deemed competent by the Headteacher, sufficient independence for these staff must be allowed to prevent any conflict of interest i.e. adequate separation of accountabilities must be ensured.

"Competent person" is defined as *"any individual or body of persons with adequate theoretical and practical experience and knowledge"*.

## 2. Risk Assessment

### 2.1. General Principles of Risk Assessment

The Management of Health and Safety at Work Regulations, 1999 require risk assessments to be undertaken by all employers and self employed persons to assess the risks to all employees and any others who may be affected by their business and employers with 5 or more employees must record the significant findings of that assessment.

The Regulations require that employers should undertake a systematic general examination of their work activity and that they should record the significant findings of that risk assessment. Within Ambler it is accepted that the Headteacher or nominated competent person/s within the provision will carry out this work.

A risk assessment should usually involve identifying the hazards present in any business and then evaluating the extent of the risks involved, taking into account whatever precautions are already being taken.

A standard assessment sheet is available (see Appendix 2) for use and adaptation if needed, the principals and information used, as part of the risk assessment proforma should uses i.e. Hazard, Who may be harmed, Controls, Likelihood x Severity.

A **"Hazard"** is something that has the potential to cause harm;

The “**Risk**” is the likelihood of the hazard occurring and the severity it would cause.

## **2.2. The Purpose of Risk Assessment**

The purpose of the risk assessment is to help the (Headteacher and SLT) to determine what measures should be taken to comply with their duties under either the general provisions of the Health and Safety at Work, etc. Act, 1974 or the more specific duties in the various Acts and Regulations associated with health and safety legislation.

In essence, the risk assessment guides the judgment of the Governors, Headteacher, or SLT as to the measures they ought to take to fulfil their statutory obligations.

## **2.3. What is Suitable and Sufficient?**

A suitable and sufficient risk assessment should identify the significant risks arising out of work. This means focusing on those risks that are liable to arise because of the work activity. Trivial risks can usually be ignored, as can risks arising from routine activities associated with life in general, unless the work activity compounds those risks, or there is evidence of significant relevance to the particular work activity.

Governors, Headteachers and SLT are expected to take reasonable steps, e.g. by reading guidance from LBI Islington’s Health & Safety Department, suppliers’ manuals, or Health and Safety Executive guidance, in order to familiarise themselves with the hazards and risks in their work.

A suitable risk assessment should also enable the Governors, Headteacher, and SLT to identify and prioritise the measures that need to be taken to comply with the relevant statutory provisions. It should be appropriate to the nature of the work and should remain valid for a reasonable period of time. This last point will enable the risk assessment and its significant findings to be used positively by management to change working procedures, or to introduce medium to long-term controls.

### **NOTE**

For relatively static operations, the risk assessment should be such that it is not necessary to repeat it every time someone is exposed to a hazard in comparable circumstances.

However for dynamic activities, i.e. where the detailed work activity may change fairly frequently, or the workplace itself changes and develops (e.g. on a temporary work site, or where the work involves peripatetic workers moving from site to site), the risk assessment will have to concentrate more on the broad range of risks that might arise, so that detailed planning and employee training can take account of those risks and enable them to be controlled as and when they arise.

## **2.4. Review and Revision of Assessment**

Assessment is not a once and for all activity because the nature of work changes; the appreciation of hazards and risks may develop; new employees who are not familiar with the activity may well be commencing work at Ambler. A vital factor associated with the assessment is therefore monitoring which may reveal near misses or defects in plant and equipment, or adverse events which may take place even if a suitable

and sufficient risk assessment has been made and appropriate preventive and protective measures taken.

THIS NEED TO REVIEW THE RISK ASSESSMENT IS PART OF STANDARD MANAGEMENT PRACTICE.

## **2.5. Recording**

The record of the risk assessment should represent an effective statement of hazards and risks, which then leads SLT to take the relevant actions to protect health and safety. It is therefore to be part of the Headteachers and SLT's overall approach to health and safety. Where appropriate it is linked to other health and safety records or documents such as the record of health and safety arrangements explained on the next page of this document, or the written health and safety policy statement required by the Health and Safety at Work, etc. Act 1974.

The risk assessment should normally be in writing however it could also be recorded by other means, e.g. electronically, so long as it is retrievable for use by management or for examination, e.g. by an inspector, or a trade union representative. Electronic copies of Risk Assessments are printed out and kept in both Staff Rooms for staff to access.

The significant findings are be recorded include the significant hazards identified in the assessment; the existing control measures in place and the extent to which they control the risks; the employees/visitors, etc. who may be affected by these significant risks, or hazards. The Headteacher and SLT will record sufficient detail of the assessment itself so that they can demonstrate that they have undertaken a suitable and sufficient assessment and that if circumstances change the assessment can be readily reviewed and if necessary, revised.

## **2.6. Preventive and Protective Measures**

It is best to avoid a risk all together. However, if this is not possible it may be appropriate to combat risks at source, rather than by palliative measures.

Wherever possible, work should be adapted to the individual employee, especially as regards the design of workplaces, the choice of work equipment and advantage should be taken of technological and technical progress, which often offers opportunities for improved working methods.

These risk prevention measures form part of a coherent policy and approach at Ambler which allows SLT to give a priority to those measures which protect the whole workplace and all those who work there, and so yield the greatest benefit; i.e. to give collective protective measure priority over individual measures.

Ambler employees need to understand what they need to do in order to avoid, prevent, or reduce the risks at work, which needs to become an accepted part of the approach and attitude at all, levels of the organisation. This information is given to them via access to the Risk Assessments, training and meeting.

## **2.7. Risk Assessment in Practice**

The assessment would not be expected to cover risks, which were not reasonably foreseeable. Ambler applies the same thought process to Risk Assessment and the same information is included. The assessment, however, will depend on the nature of the undertaking and the type of extent of the hazards and risks eg general risk

assessments are different to pregnant worker assessment. The process needs to be practical and it must involve management, whether or not advisers assist with the detail. A standard method of assessment is the HSE "Five steps to risk" process (see Appendix 3).

Ambler has adopted a structured approach to risk assessment, ensuring that all relevant risks or hazards are addressed, with the aim being to identify the significant risks at Ambler. It should therefore not obscure those risks with an excess of information, or by concentrating on trivial tasks.

The first action is to identify the hazards, which have the potential to cause harm. It will then be necessary to determine whether there are any specific Acts or Regulations to be complied with, which may help to identify the hazards. The assessment will then need to concentrate on the risks from the identified hazards. In a systematic look at hazards and risks it may be necessary to look at hazards or risks in groups such as machinery, transport, substances, electrical, etc. However in other cases, an operation-by-operation approach may be needed.

The basic rule to be followed by Headteacher and SLT is to ensure that all aspects of the work activity are reviewed in order to address what actually happens at Ambler, or during the work activity. The reason for this is that actual practice may differ from the works manual; indeed this is frequently a route whereby risks creep in unnoticed. It will also be necessary to think about the non-routine operations such as maintenance, cleaning, loading and unloading, etc.

The assessment must ensure that all groups of employees and others who might be affected are considered, such as office staff, night cleaners, maintenance staff security guards, visitors, etc. This will then allow an identification of a group of workers who might be particularly at risk, for example young or inexperienced workers; those who work alone; disabled employees, etc.

The assessment should also take account of existing preventive or precautionary measures, but a further question should be asked which is "Does action need to be taken to ensure they are properly maintained?"

The purpose of the risk assessment is not to catalogue every trivial hazard but to reflect what it is reasonably practicable to expect Headteacher to know about the hazards of their workplaces.

WHERE EMPLOYEES OF DIFFERENT EMPLOYERS WORK IN THE SAME WORKPLACE, THEIR RESPECTIVE EMPLOYERS WOULD HAVE TO CONSIDER RISKS TO THEIR OWN EMPLOYEES AND TO THE OTHER EMPLOYERS' EMPLOYEES AND WILL HAVE TO CO-OPERATE TO PRODUCE AN OVERALL RISK ASSESSMENT.

Care should be taken not to exaggerate the level of sophistication needed. Similar Schools/ Children's Centres containing similar activities may produce a basic model risk assessment reflecting the core hazards and risks associated with these activities. These models can then be applied by the Headteacher at Ambler provided they satisfy themselves that the model assessment is appropriate to their type of work and that they adapt the model to the detail of their own actual work situations, including any extension of information/procedures necessary to cover hazards and risks not referred to in the model.

### **3. Employees and Contractors**

#### **3.1. Information for Employees**

The risk assessment will help identify information, which has to be provided to employees. Relevant information on risks and on preventive and protective measures will be limited to what employees need to know to ensure their health and safety.

To be comprehensible, information must be capable of being understood by the employees to whom it is addressed. Special considerations will therefore be given to any employees with language difficulties, or with disabilities, which may impede their receipt, or understanding of, information.

#### **3.2. Person working in host employer's undertakings**

Where employees carry out work in the business of an employer other than their own, there is a need to provide comprehensible information, even to those employees who work often for a short time on behalf of the first employer at any place. Such employees would include for example:

1. Contractors' employees carrying out cleaning, repair or maintenance under a service contract;
2. Employees in temporary employment businesses hired to work under the first employer's control i.e. support and supply teachers.

People who visit another employer's premises to carry out work must be provided with appropriate information and instructions regarding relevant risks to their health and safety and the visitors may also introduce risks to the permanent workforce (e.g. from equipment or substances they may bring with them or even pupils with violent and abusive tendencies). THEIR EMPLOYERS SHOULD INFORM THE HOST EMPLOYER OF SUCH RISKS, UNDER THEIR GENERAL DUTY UNDER SECTION 3 OF THE HEALTH AND SAFETY AT WORK ACT, 1974.

#### **3.3. Capabilities and Training**

When allocating work to employees, SLT will ensure that the demands of the job do not exceed the employees' ability to carry out the work without risk to themselves or others. If additional training is needed, it must be provided.

Training contributes to Ambler's health and safety culture and is needed at all levels, including top management. The risk assessment will help determine the level of training needed for each type of work as part of the preventive and protective measures.

Training needs are likely to be greatest on recruitment. New employees receive basic induction training on health and safety, including arrangements for first aid, fire, and evacuation. Particular attention should be given to the needs of young employees.

Similarly changes in an employee's working environment may cause them to be exposed to new or increased risks, requiring further training. This need for further training should be considered when take on new responsibilities, or there is a change in the work equipment, or systems of work in use.

An employee's competence will decline if skills are not used regularly and training therefore needs to be repeated periodically to ensure continued competence.

Special attention will be given to employees who occasionally deputise for others. Their skills are likely to be under-developed and may need more frequent refresher training.

Health and safety training takes place during working hours and if it is necessary to arrange training outside an employee's normal hours, this should be treated as an extension of time at work.

### **3.4. Employees' Duties**

Employees should notify any shortcomings in the health and safety arrangements even when no immediate danger exists. This is so that employers can take such remedial action as may be needed in pursuit of their duties under the Health and Safety at Work, etc. Act and other statutory provision.

The duties placed on employees do not reduce the responsibility of the Headteacher to comply with their responsibilities.

## **4. Hazards in Schools**

A generic list of hazards has been produced as a guide for Ambler to know what operational factors need risk assessing. This list is not exhaustive and the Headteacher will need to include additional hazards that apply to their particular site. In addition, some hazards included apply to secondary school operations and may not be applicable to primary schools (see Appendix 1).

## Appendix 1 – Generic List of Operations/ Activities to Risk Assess

### A. Activities/Operations to be considered for general risk assessments

A generic list of operational activities have been listed below for Ambler to risk assess. A separate assessment should be completed for each activity/operation and thereon list the associated hazards in the column under 'Hazards Observed'. Following hazards, the relevant information can be inputted along side to detail how each one is to be controlled.

#### (a1) Pupil Activities:

- Indoor Physical Education,
- Outdoor Physical Education,
- Playground activities and supervision,
- Sports Day,
- Movement around School,
- Classroom Activities,
- Drama/ dance class,
- Swimming lessons,
- Science classes,
- Home economic classes,
- IT Classes,
- Basic Technology (primary schools) including Kilns and hand held tools,
- Textile Classes,
- Allergic reactions,

#### (a2) Staff Activities:

- Photocopying,
- Laminating,
- Cash handling,
- Members of the public/ behaviour of the public,
- Waste removal,
- Lone working,
- Receipt and storage of delivered goods,
- Laundry,
- Hot drinks in classrooms/playground,
- Working at height including standing on stools/stepladders,

#### (a3) Site:

- Security and access control,
- Traffic movement,
- Car parks,
- Wet floors,
- Uneven surfaces,
- Ground maintenance,
- Doors and fingertraps,
- Pond safety & nature reserves,
- Pets in School,
- Glazing,
- Use of Playground Equipment

#### (a4) Site Management Activities:

- Working at height,
- Litter collection/ collection of discarded needles,
- Use of electrical equipment,
- Out of hours working/ securing grounds,
- Call outs,

- Use of floor buffers,
- Maintenance activities,
- Cleaning,
- Accessing roof or loft space,
- Boiler house,
- Chemical and cleaning material storage,
- Disinfecting water storage tanks,
- Grass cutting, strimming, tree cutting,
- Painting and decorating,
- Gritting in ice and snow,
- Boiler house operations,
- Emptying bins,
- Replacing fuses/ PAT testing

## **B. Specific Risk Assessments**

Various specific assessments are required under other pieces of health and safety legislation and also required in the Council Policies appertaining to these legal requirements. The assessments are for:

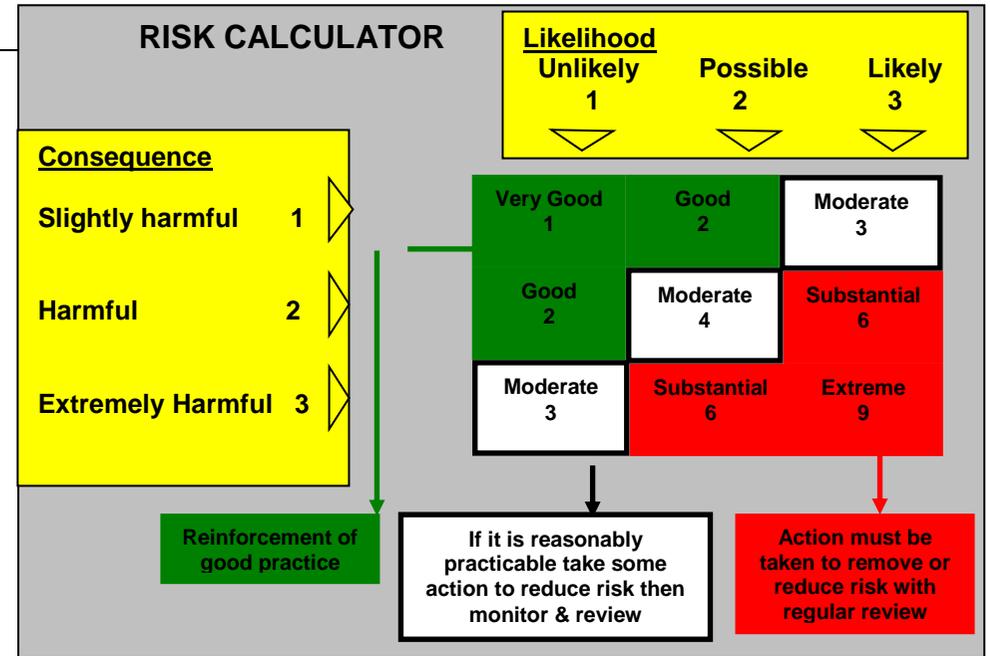
- Premises Fire Risk Assessment
- Pupil Risk Assessments;
- Asbestos Type 2 Survey and Management Plan;
- Control of Substances Hazardous to Health Assessments;
- Manual Handling - Persons;
- Manual Handling – Static Loads;
- Display Screen Equipment users;
- New and Expectant Mothers;
- Young Workers;

Please refer to the individual Council/ Ambler Policies for more information on the above assessments.

## Appendix 2 – Risk Assessment Template

<b>Risk Assessment</b>					
School Name:					School Assessment Number:
Area or Activity:					
Issued By:	Approved By:	Issue Number:	Sheet Number:	Cover	

Legislation / Information Source:				
Date of Assessment:				
Assessor Signature:				
Assessment Frequency:				
Follow up Assessment Dates:				
Signed and accepted by Headteacher / Centre Manager:				
Signed and accepted by Chair of Governors:				



**Key Triggers:**

Hazard Observed	Who maybe harmed?	Risk rating before controls Consequences x Likelihood =	Control measures/ notes	Risk rating after controls Consequence x Likelihood =	Control measure by: Date & Sign

N.B The aim of a risk assessment is to provide general information on the type of hazards employees and pupils as well as others who maybe involved are exposed to.  
 IF FOLLOWING IMPLEMENTATION OF ALL CONTROL MEASURES THE **RISK RATING** IS STILL SUBSTANTIAL OR ABOVE, FURTHER ASSESSMENT & CONTROL MEASURES SHOULD BE CONSIDERED.

- For further information contact the Schools Health and Safety Team

	<b>Hazard Observed</b>	<b>Who maybe harmed?</b>	<b>Risk rating before controls</b> Consequences x Likelihood =	<b>Control measures/ notes</b>	<b>Risk rating after controls</b> Consequence x Likelihood =	<b>Control measure by: Date &amp; Sign</b>
<b>2</b>						
<b>3</b>						
<b>4</b>						
<b>5</b>						
<b>6</b>						
<b>7</b>						
<b>8</b>						
<b>9</b>						

School logo	<b>Risk Assessment</b>						
	School Name:						
	Area or Activity:						
	Issued By:		Approved By:		Issue Number:		Sheet Number:

Number of hazards:		Total hazard score:		Hazard score after controls:	
		Average Score:		Average Score:	

**Notes/ comments:**

Risk Score After Controls	Action to be taken
1 - 2	Unlikely to be a risk.
2 - 3	May produce a minimal risk.
3 - 4	Low moderate risk. Will need to be monitored.
4 - 6	High moderate risk. Will need to be closely monitored.
6 - 7	Low substantial risk. Will need to be closely monitored with staff/ pupil awareness.
7 - 8	Greater substantial risk. Will need to be closely monitored with staff/ pupil awareness. External assistance maybe required and removal or exclusion of the hazard may need to be considered.
8 - 9	High substantial risk. Will need to be closely monitored with staff/ pupil awareness. External assistance maybe required and removal or exclusion of the hazard may need to be implemented.
9 - 10	Extreme Risk. External assistance will be required and removal or exclusion of the hazard should be undertaken.

**People involved in the production of the assessment**

## Appendix 3 – 5 Steps to Risk Assessment

<http://www.hse.gov.uk/pubns/indg163.pdf>