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RISK ASSESSMENT POLICY

Version: 8.0

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Approved By: Governing Body, Head Teacher

Introduction

The School is required by the Management of Health & Safety at Work Regulations to carry out risk assessments for all activities. The School will continue to assess all activities and establish written risk assessments for those areas which indicate the presence of risk.

Assessments

Assessments will continue to be carried out using the School's Risk Assessment form, by those persons having control and immediate responsibility for the activity. The person organising the activity will keep a record of the assessment and ensure that all staff and students involved are aware of the requirements of the assessment. A copy of each assessment will be retained in a central file.

RISK ASSESSMENT PROCEDURE

1. Introduction

The concept of risk assessment is not new, what is new is the emphasis on risk assessment in the management of Health & Safety. The Management of Health & Safety at Work Regulations 1999 specifically requires all business employing 5 or more people to conduct risk assessments and to record their main findings.

2. Definitions

- a. Hazard is the potential to cause harm that is inherent in an article, substance or activity.
- b. Risk is the likelihood that the hazard will cause harm in the actual circumstances of use.

3. Legislation

Risk assessments have been implicit under the Health & Safety at Work Act 1974 and explicit under regulations such as the Control of Substances Hazardous to Health (COSHH) Regulations and the Noise at Work Regulations made under this Act.

The Management of Health & Safety at Work Regulations requires a risk assessment to be carried out by employers to assess the risk to staff, students and others who may be affected by their undertaking, and to record the significant findings of the assessment and any group of employees as being especially at risk. Where an assessment is made under other regulations such as the COSHH Regulations this will meet the requirements of the assessment required by the Management of Health & Safety at Work Regulations.

4. Requirements of Risk Assessments

Risk assessments should identify the significant risks arising out of work or an activity. The level of detail in a risk assessment should be broadly proportionate to the risk, with the risk assessment undertaking the following:

- Ensuring that all relevant risks or hazards are addressed
- Addressing what actually happens during activities
- Ensuring that all groups of employees and others who might be affected are considered
- Identifying groups of workers who might be particularly at risk e.g. young or inexperienced workers and disabled staff
- Taking account of existing preventative or precautionary measures

5. Undertaking Risk Assessments

- The potential hazard is identified and on determining the persons affected and the risk control measures, the Risk Level may be determined as Low, Medium or High using the following criteria:

Risk Level

Low – Superficial wounds or temporary ill health

Medium – More serious wounds and ill health leading to permanent minor disability

High – Fatality, life threatening wounds and life shortening diseases

- Having assessed the risk level and the control measures in place, the potential severity is assessed.
- the necessary action/ control required must be undertaken to lower the level of risk.
- Work should not be started or continued until the risk level has been reduced
- Where the risk is medium to high, the action required to reduce the risk must be identified

A written risk assessment is required for medium and high risk activities.

6. Recording Risk Assessments

Having undertaken a risk assessment, unless the risk is trivial or low, it should be recorded on a school Risk Assessment Form.

- The risk assessment should be signed and dated by the person completing the form.
- The findings of the risk assessment should be made known to all staff and students affected by the activity assessed.
- A copy of all completed risk assessments should be kept within the relevant department or service area and their location made known to all staff within that area.

7. Reviewing/Updating Risk Assessments

All risk assessments should indicate on them the required review period that should be:

- at least annually
- at regular periods dependent of the level of risk of the activity
- immediately following an accident
- when new activities are introduced
- The review should be signed and dated by the person completing the form.

1. VERSION HISTORY

Issue Date	Version Number	Approved By
July 2019	5.0	Head Teacher & Governing Body
Sept 2020	6.0	Head Teacher & Governing Body
Sept. 2021	7.0	Head Teacher & Governing Body
Sept. 2022	8.0	Head Teacher & Governing Body