

# Elmsett C. of E. V.C.P. School

## Risk Assessment Policy

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## Document Control

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# Contents:

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1. Introduction .....	3
2. Aims and Objectives.....	3
3. The Arrangements for Applying the Policy.....	3
4. Procedure.....	3
1.Stages of Risk Assessment.....	3
a) Identify the hazards.....	3
b) Decide who might be harmed and how .....	4
c) Evaluate/assess the risks and decide on the precautions to control the risks.....	4
Evaluating/Assessing the risk.....	4
Controlling the Risk.....	4
Dynamic Risk Assessment.....	5
d) Record and implement findings.....	5
General risk assessments.....	5
Other Risk Assessments.....	5
Risk assessments in other Health and Safety Policy areas .....	5
e) Review.....	5
2. Generic Risk Assessments .....	6
3. Communication .....	6
4. Training.....	6
5. Monitoring .....	6
6. Specialist Advice.....	6
5. Legislative Framework.....	6
6. Further advice and Information.....	6
7. Glossary of Terms .....	6
Risk Assessment .....	6
Hazard.....	7
Risk.....	7
Harm.....	7
Dynamic Risk Assessments .....	7
8. Standard Documents.....	7

## **1. INTRODUCTION**

A risk assessment is an important tool in protecting employees and customers, by analyzing hazards and identifying risk reduction measures. The law requires that everything 'reasonably practicable' is done to protect people from harm. It helps to focus on the risks that really matter in the workplace – the ones with the potential to cause real harm. In many instances, straightforward measures can be effective in controlling risks.

## **2. AIMS AND OBJECTIVES**

To ensure that staff understand the process of risk assessment and how it can be integrated into effective management practices.

## **3. THE ARRANGEMENTS FOR APPLYING THE POLICY**

Staff will ensure that suitable and sufficient risk assessments are carried out for all tasks, activities, locations and work activities that present a significant hazard in their area(s) of responsibility.

Staff must plan, co-ordinate and monitor how risk assessments will be managed locally. Actions must include the following:-

- Establishing the activities/tasks/locations/work equipment to be assessed;
- Identifying competent people to carry out the assessments;
- Defining the system to manage completed assessments, any associated actions, communication and review;
- Establish communication and information sharing for the outcomes of the risk assessment with all staff and others who maybe affected by the risk;
- To involve staff and their representatives in assessing the risks; and
- Refer risks to the appropriate senior manager or forum/committee where they cannot be managed locally.

Employees are required to:-

- Be aware of risk assessment and control measures for their area of work;
- Co-operate with and engage in the risk assessment process;
- Use and comply with control measures implemented to ensure the health and safety of themselves or others; and
- Report any workplace hazards or concerns regarding health and safety of themselves or others.
- Carry out "on the spot" (dynamic) risk assessments within the context of their own competencies and in consultation with others, as situations arise. (see section 1c and Glossary of Terms)

## **4. PROCEDURE**

### **1.Stages of Risk Assessment**

#### **a) Identify the hazards**

Managers and staff will identify all the hazards associated with their area of responsibility that could reasonably be expected to cause harm. Hazards can be identified by:

- Observing the task or area;
- Referring to available guidance and information about best practice;
- Looking at accident and ill-health records;
- Checking manufacturers' instructions or data sheets;
- Asking staff for their views.

#### **b) Decide who might be harmed and how**

For each hazard the groups of people who might be harmed and how must be identified. The groups of people to be considered include:

Staff with particular requirements e.g. new and young workers, people with disabilities, new or expectant mothers;

Cleaners, visitors, contractors, maintenance workers who may not be in the workplace all the time;

Members of the public, service users, pupils; and

Shared workplaces – how the work affects others and the risks to staff from those who share the workplace.

#### **c) Evaluate/assess the risks and decide on the precautions to control the risks**

##### **Evaluating/Assessing the risk**

For each hazard identified the level of risk must be evaluated (High/Medium/Low). This evaluation may include the level of harm presented by the hazard, the number of people involved, and the likelihood of the harm occurring.

Once the level of risk is established managers must consider what control measures are already in place and what actions are already being taken to reduce the risk, consider whether these are suitable and sufficient and whether further control measures are required.

##### **Controlling the Risk**

When controlling risks the following principles should be applied, where possible in the following order:

- Eliminate the hazard altogether;
- Substitution by something less hazardous or risk;
- Prevent access to the hazard e.g. by guarding
- Organise work to reduce exposure to the hazard e.g. putting barriers between pedestrians and traffic
- Create safe methods of work and safe systems of work designed to reduce the risk
- Issue personal protective equipment e.g. clothing, footwear, goggles etc
- Provide welfare facilities e.g. first aid and washing facilities for removal of contamination
- Provide suitable information, instruction and training
- Ensure appropriate supervision.

### **Dynamic Risk Assessment**

On rare occasions there may be a need for staff to undertake a Dynamic Risk Assessment. In these circumstances staff must work within the context of their own competencies and in consultation with others where possible. The need for a dynamic risk assessment may arise when an unforeseen event occurs and a previously unidentified risk becomes apparent.

Once the dynamic risk assessment has been taken place, a formal written risk assessment record must be made of this as soon as is reasonably practicable after the event.

### **d) Record and implement findings**

#### **General risk assessments**

Assessments of processes or areas rather than an individual person should be recorded on the General Risk Assessment Form (HSF19).

#### **Other Risk Assessments**

This General Risk Assessment Form may not be suitable for use for recording risks to individuals, complex risk assessments or where there is agreed standard documentation for inter-agency working. Where this is the case, specific forms have been created, and are referenced in the Standard Documents section below.

The most appropriate form should be used to record the risk assessment; Directorate Health and Safety Teams will be able to advise on suitable formats.

#### **Risk assessments in other Health and Safety Policy areas**

A number of risk assessment forms have been developed relating to specific policy areas e.g.

- Hazardous Substances
- Manual Handling
- Display Screen Equipment
- Fire
- Work Equipment or Machinery
- Stress
- Educational Visits

Details of these risk assessment forms can be found in their corresponding Corporate Policy or advice may be sought from the Directorate Health and Safety Teams.

### **e) Review**

Managers should review assessments;

- At regular intervals not exceeding one year
- Following a significant change and/or
- If there is reason to suspect it is no longer valid e.g. after an accident, ill-health incident, violent incidence or malfunction has occurred.
- The risk assessment must remain up to date and valid and available at 'point of use'.

- Once a risk assessment is obsolete it must be archived for a minimum of 5 years.

## **2. Generic Risk Assessments**

In some Directorates or Divisions generic risk assessments are available to assist managers in the risk assessment process. These assessments must be:-

- Amended to reflect the workplace arrangements and any additional identified risks;
- Signed by the local manager;
- Effectively communicated to all relevant parties;
- Monitored and reviewed at appropriate intervals.

## **3. Communication**

Managers shall ensure that the persons at risk are provided with comprehensive and relevant information on the identified risks and the preventive and protective control measures. Everyone should understand what they must do and why. Where necessary, job safety instructions should be issued to individual employees and appropriate training provided.

## **4. Training**

Managers responsible for the planning, co-ordination and monitoring of risk assessments must receive appropriate risk assessment training. Staff involved in the creation of risk assessments (e.g. as part of a risk assessment team) must receive training in the risk assessment process.

Each Directorate Health and Safety Team provides suitable Risk assessment Training.

## **5. Monitoring**

Managers shall monitor the effectiveness of control measures and ensure that physical control measures are used, installed correctly and suitably maintained.

Employees shall report any defects in control measures, personal protective equipment, etc immediately to their manager.

## **6. Specialist Advice**

It is important when completing risk assessments to be aware of individual limitations in terms of knowledge and competence. If further support is required managers should contact the Directorate Health and Safety Team for advice.

## **5. LEGISLATIVE FRAMEWORK**

- The Health and Safety at Work Act
- Management of Health and Safety at Work Regulations

## **6. FURTHER ADVICE AND INFORMATION**

Health and Safety Executive (HSE): [www.hse.gov.uk/](http://www.hse.gov.uk/)

## **7. GLOSSARY OF TERMS**

**Risk Assessment**

A careful examination of what, in the workplace, could cause harm to people so that a decision can be made as to whether there are enough precautions in place or more should be done to prevent harm.

### Hazard

Anything that has the potential to cause harm, such as chemicals, electricity, working from ladders, an open drawer etc.

### Risk

Is the chance, high, medium or low that somebody could be harmed by the hazard, together with an indication of how serious the harm could be.

### Harm

Is the actual injury or ill-health suffered by those exposed to the hazard?

### Dynamic Risk Assessments

A risk assessment which takes place during work in progress as a need arises (“on the spot”). In these circumstances a previously prepared risk assessment may not be in place as the situation has not been previously foreseeable. Once the dynamic risk assessment has been taken place, a formal written risk assessment must be made of this as soon as is reasonably practicable after the event.

## 8. STANDARD DOCUMENTS

Type of Risk Assessment	Risk Assessment FORMS		Risk Assessment GUIDANCE	
General Risk Assessment	General Risk Assessment	HSF19	General Risk Assessment Guidance	G19
Service User	Service User RA Form	HSF18	Service User Individual Risk Assessment Guidance	G18
Employee Individual	Employee Individual Risk Assessment Form	HSF17	Employee Individual Risk Assessment Guidance	G17
Residential Children’s Unit – Individual Indoor /Outdoor	Residential Children’s Unit Indoor/Outdoor Individual Risk Assessment Forms	HSF22	None published – seek Directorate H&S Team Support	-
Homecare and Community Living	Homecare and Community Living Service Hazard Risk and Assessment Form	HSF21	None published – seek Directorate H&S Team Support	-
Children’s Residential - Individual and Behaviour	Children’s Residential Services Individual Risk Assessment and Behaviour Management Plan	HSF20	None published – seek Directorate H&S Team Support	-
New and Expectant	No form (use Employee Individual Risk	-	New and Expectant Mothers	G16

Mothers	Assessment Form)			
Young Person	No form (use Employee Individual Risk Assessment Form)	-	Young Person Work Experience Information and Checklist	G15
Other assessment forms exist to comply with other County Policies e.g. Outdoor Education.				