

Wheatfield Primary School

'High Achievement through Growing and Learning Together'

Risk Management Policy

(Non-Statutory)

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Wheatfield Primary School

Wheatfield Drive
Bradley Stoke
Bristol BS32 9DB

Tel: 01454 868610

Email: office@wheatfieldprimary.com

Website: www.wheatfieldprimary.com

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CHANGE RECORDS SHEET

Issue No.	Date	Summary of Change	Amended by
1	December 2015	Original policy document.	Denise Hickson
2	January 2017	Policy document updated to reflect recommended model policy of the local authority. All changes are highlighted in the left hand margin.	Denise Hickson

SUMMARY

This policy should be read in conjunction with all other school guidelines and policies. If you require further details of this policy then please refer to the Headteacher or Deputy Headteacher.

This policy will be reviewed during the Health and Safety audit process and updated as and when changes occur within that process or as part of a legislative change to policy. This is to be reported in the annual H&S report to governors.

ABBREVIATIONS

The following abbreviations are used in the policy:

H&S Health and Safety

SLT Senior Leadership Team

Risk Management Policy

MAIN DOCUMENT

1 RISK ASSESSMENT POLICY REGULATIONS

These Regulations identify what employers must do in order to manage the general duties contained in the Health and Safety at Work etc. Act 1974.

1.1 key requirements Key Requirements

Regulation 3 requires that the employer undertake risk assessments of work activities to assess the risks to both employees and other persons who might be affected by their work. The employer must, where he employs five or more employees, record the significant findings of the assessment and any group of his employees who are identified as being especially at risk. A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation:

A hazard is something with the potential to cause harm.

Regulation 3 (4) (5) requires that the employer not employ a young person unless a suitable and sufficient risk assessment has been made.

Regulation 4 indicates that an employer implement preventive and protective measures in line with general principles of prevention. These being:

- (a) Avoid risks.
 - (b) Evaluate risks that cannot be avoided.
 - (c) Combat the risks at source.
 - (d) Adapt the work to the individual.
 - (e) Adapt to technical progress.
 - (f) Replace the dangerous by the non-dangerous or less dangerous.
 - (g) Develop a coherent overall policy.
 - (h) Give collective protective measures priority over individual protective measures.
 - (i) Give appropriate instructions to employees.
- Regulation 5 requires the employer give effect to arrangements for the effective planning, organisation, control, monitoring and review of preventive and protective measures and, where there are five or more employees, record these arrangements.

Regulation 6 requires that the employer provide their employees with such health surveillance as is identified as necessary from the risk assessment carried out.

Regulation 7 requires that the employer appoint competent persons to assist them in complying with health and safety legislation. It also states that where there is a competent person in an employer's employment that person shall be appointed in preference to a competent person not in his employment. A competent person in this respect being defined as someone who has sufficient training and experience or knowledge and other qualities to properly assist in complying with health and safety legislation.

Regulation 8 requires that the employer have procedures in place to be followed in the event of an emergency and appoint competent persons to implement them.

Regulation 9 requires that every employer ensure that any necessary contacts with external services are arranged, particularly with regards first aid, emergency medical care and rescue work.

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Regulation 10 requires that every employer provide his employees with information on any risks to their health and safety and the control measures and emergency procedures in place. The employer is also required, before employing a child, to provide similar information to the parent of the child.

Regulation 11 requires that where two or more employers share a workplace they cooperate in complying with the relevant statutory provisions.

Regulation 12 requires that every employer shall ensure that persons not in his employ who work in his undertaking are provided with comprehensible information on risks and control measures.

Regulation 13 requires that employers take into account the capabilities of their employees, with regards to health and safety, when allocating tasks and ensure that adequate health and safety training is provided.

Regulation 14 requires that employees use any article, substance etc. that is provided, in accordance with the information, instruction or training given.

Regulation 16 requires that where persons working in an undertaking include women of child bearing age and the work is of a kind which could involve a risk to the health and safety of new or expectant mothers this must be taken into account as part of the risk assessment.

1.2 Comment

There are two main requirements that need to be complied with and these are Risk Assessment and the Appointment of Competent persons.

2 RISK ASSESSMENT

The Regulations require that all work activities be risk assessed and indicates that this is a requirement on the employer. A risk assessment being a systematic review of what, in a workplace, could cause harm to people so that a decision can be made as to whether enough precautions have been taken or whether more need to be implemented. Risk assessments should in fact have already been undertaken, as these would be necessary in order to identify the "safe systems of work" required under Section 2 of the Health and Safety at Work etc. Act 1974. In simplified terms therefore a risk assessment is the process followed to identify the safe system of work.

In schools risk assessments should not prove difficult or time consuming because:

- a. The Regulations indicate that the risk assessment does not need to be in writing where it can easily be reproduced or would take longer to write the assessment down than to actually carry it out. For example to assess whether you can lift a box will take less time than to fill in a form, however, it is advised that where work is undertaken frequently, i.e. the box is moved on a daily basis, then a basic written risk assessment covering the operation should be completed, i.e. there is a record that it happens.
- b. Risk assessments have actually been completed but have been described differently. The following are examples of how the significant findings of risk assessment may have been recorded.

2.1 Written Schemes of Work

These are prepared for a variety of teaching activities undertaken whether in classrooms, workshops or laboratories. The scheme of work prepared will normally describe the activity to be undertaken and include any precautions required in order to carry out the activity safely, i.e. the need to wear eye protection or carry out experiment in a fume cupboard.

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2.2 Use of Standards

In certain areas, i.e. CLEAPSS for Science and Design and Technology, there are nationally accepted standards which, in effect, have been identified through risk assessment. If such a standard exists, and you follow the procedures contained therein, this will count as your risk assessment, but it will probably need to be made site specific.

2.3 Use of Checklists and Risk Assessment Booklets

These have been provided from a number of sources and the questions asked are designed to be answered in such a way as to confirm compliance with relevant legislation or standards.

3 APPOINTMENT OF COMPETENT PERSONS

The appointment of competent persons is indicated as necessary in respect of assisting the employer to meet the requirements of the regulations. All schools must therefore have access to competent safety advice and this must be assessed. A competent person is defined in the regulations as someone having sufficient training and experience or knowledge and other qualities to properly assist in complying with health and safety legislation.

The expectation is that schools will assess the person or company appointed to provide expert advice on complying with health and safety legislation. School management should as a minimum be looking for membership of a recognised safety organisation, e.g. Institute of Safety and Health (IOSH), and sector specific experience, i.e. have knowledge of health and safety application in school, when making their assessment. For day-to-day health and safety requirements, e.g. completing risk assessments, the best people to do the assessment will usually be a member of staff who actually undertakes the activity, the regulations stating that an employee be appointed in preference to a non-employee.

For teaching staff in particular, competence is the key requirement of these regulations and it is acknowledged that it is their competence that makes schools the relatively safe environments that they are. This competence may be through obtaining qualified teacher status, specific coaching or competency awards or experience.

3.1 Action to be taken In School

3.1.1 The Headteacher or H&S Coordinator are to, in consultation with the school governors, decide initially where to obtain competent Health and Safety advice. This could be someone in-house, and if so they should hold a recognised safety qualification or be studying for one, or could be from an external organisation. The person or organisation appointed however must be assessed as competent.

3.1.2 For normal day-to-day activities the Headteacher or H&S Coordinator must then identify which duties they will perform and which will be delegated to others. This information informing the arrangements section of the School Health and Safety Policy and the following must be included as someone's duties. To, in consultation with SLT, Governors or School Health & Safety Committee as appropriate:

- a) Identify action required to comply with Health and Safety legislation and set timescales to do so.
- b) Receive and communicate health and safety information to relevant personnel.
- c) Provide an annual report to governors on health and safety.
- d) Ensure regular health and safety inspections are undertaken.

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- e) Ensure health and safety practice, procedures and risk assessments are reviewed regularly and where no longer felt to be accurate.