



Kimbolton School
Cambridgeshire

RISK ASSESSMENT POLICY

Policy owner: Amanda Janes – Health and Safety Manager
Governor Committee: Risk
Policy Summary Statement: The School has a legal duty to assess the risks to health and safety. This policy sets out the processes and procedures in place to comply with that duty. LINKED DOCUMENTS This policy should be read in conjunction with the: <ul style="list-style-type: none">• Health and Safety Policy – Statement of Intent

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Risk Assessment Policy

INTRODUCTION

The School wants to ensure that all operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with the law and also best practice. Risks are inherent in everyday life and we need to identify them and adopt systems to minimise them. Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention rather than reacting when things go wrong. In many cases simple measures are very effective and not costly.

Definition

- 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 anything that has the potential to cause harm.
- A **Risk** is the combination of the likelihood of the hazard occurring and the consequence.
- A **Risk Rating** is the resulting measurement of the risk.
- **Risk Control Measures** are the procedures that are put into place to minimise the consequences.

Legal Position

It is the School policy to comply with the law as set out in the *Management of Health and Safety at Work Regulations 1999* with respect to risk assessments.

ORGANISATION

Conducting Risk Assessments

Suitable and sufficient written risk assessments should be undertaken for activities where there is likely to be a significant risk. Assessments should identify control measures that are implemented to reduce them so far as reasonably practicable.

Heads of Department and Support Service Managers are responsible for:

- a) Providing and maintaining written risk assessment(s) for their department.
- b) Producing safe systems of work which should be drawn up based on the hazards highlighted in the risk assessments.
- c) Informing all relevant staff of the risks and the safe systems of work relevant to them.
- d) Monitoring, reviewing and updating all risk assessments on a regular basis.

A guide to risk assessment called "**OUCH!**", a generic risk assessment and a risk calculation chart are provided to assist with this. ~~All these documents are~~ This document is annexed to this policy.

All Staff should:

Act in accordance with all safety rules, regulations and training both statutory and School and conform to any safe system of work that may be developed.

Assessments Under Health and Safety Regulations

Details of risk assessments required to comply with areas of health and safety legislation will be set out in the arrangements for each specific policy. The Health and Safety Manager completes the following as required:

- Contractors
- DSE (Workstation Assessments)
- First Aid
- Pregnancy



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General Risk Assessments

The Health and Safety Manager also completes the following:

- Access to School Grounds and Buildings by the General Public
- Movement of Vehicles on Site
- General Areas on Site
- Risky Areas on Site

Generic Risk Assessments

The Health and Safety Manager also produces generic risk assessments to assist Heads of Department and Support Service Managers in completing specific assessments for:

- COSHH
- Lone Working
- Manual Handling
- Working at Height
- Young People
- School Events and Productions

Sciences, DTE, Food and Nutrition, Textiles and Art

The School subscribes to the CLEAPSS Advisory Service that provide model risk assessments for lessons as well as professional training for both teachers and technicians.

Educational Visits

As set out in the Educational Visits Policy risk assessments are required to be completed for all trips.

Safeguarding

An assessment of risks in relation to pupil supervision and welfare requirements is set out in the Safeguarding Policy.

Specialist Risk Assessments

The School arranges for specialists to carry out the following risk assessments:

- Asbestos
- Fire Safety
- Ionising Radiations
- Legionella
- Noise
- Tree Management

More details of these assessments can be found in the relevant Health and Safety Policy Arrangements section.

Dynamic Risk Assessment

The definition of **dynamic risk assessment** is “The continuous process of identifying hazards, assessing risk, taking action to eliminate or reduce risk, monitoring and reviewing, in the rapidly changing circumstances of an operational incident.”

The School recognises that many **assessments** are **dynamic**, forever changing to deal with the changing nature of the situation. It is not realistic to write all these down, but an **assessment** must take place, nevertheless. The process allows individuals to identify a hazard on the spot and make quick decisions regarding their and others safety.

However dynamic risk assessment should not replace written risk assessments for activities where there is likely to be a significant risk.



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Kimbolton School Board Risk Register

This register comprises Board level, School wide corporate risks. Operational risks are managed day-to-day by the SLT.

Accountability for the whole risk portfolio sits with the full Board. Sub-committees are allocated specific risks for which they have accountability, with each risk owned by specific members of the SLT.

Board Committees are accountable for specific risks and should include review of them as part of their standing agenda. Any changes / additions / removals should be fed through to the Risk Committee in order to inform discussion on the risk profile of the School as a whole.

PLANNING AND IMPLEMENTING

Information, Instruction and Training

Information and instruction should be given to those people affected by the risks highlighted in the risk assessment.

Emphasis is given to minimising risks by training. Induction and refresher training covers areas such as fire safety, accident reporting and first aid. Heads of Department and Support Staff Managers should ensure that adequate training is provided if a risk assessment highlights a need.

MONITORING

As well as on a regular basis (usually every year), all risk assessments should be reviewed and recorded if:

- The activity, risks or conditions change.
- Personnel or legislation changes.
- There are changes in good practice.
- An accident or near miss occurs.
- An audit or enforcement action has taken place.

REVIEW

The policy is reviewed and updated regularly (at least every two years), or each time that a new measure is introduced.

Further Information

HSE Books ISBN 978 0 7176 6456 6

Approved Code of Practice HSG65 (Third edition) *"Managing for Health and Safety"*

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OUCH! A GUIDE TO RISK ASSESSMENT

Observe



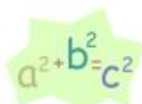
Identify anything that may cause harm

Understand



Consider who might be harmed

Calculate



Rate the likelihood and severity of that harm occurring

Halt



Put in place control measures

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OBSERVE



Identify all items, processes, structures, pieces of equipment, activities that may cause harm. Walk round the area and talk to staff that use the area. They may have noticed things that are not immediately obvious to you.

Some common hazards:

<u>PHYSICAL HAZARDS</u>	
• Slips, Trips, Falls	Spillage, debris on floor, litter, obstructions, damaged floor coverings, equipment power leads, raised floor area.
• Cuts	Knives, paper guillotines, scissors, sharp edges to equipment and tools, broken items.
• Repetitive Actions, Stressful Posture, Twisting.	Reaching awkward items, Lack of or incorrect equipment or furniture.
• Handling, Lifting, Carrying	Carrying heavy awkward loads, moving equipment and furniture.
• Struck by Moving / Falling Object	Doors, trolleys, falling objects from shelves, thrown objects, unstable furniture, moving vehicles.
• Fall from Height	Use of steps and ladders, standing on furniture, reaching window restraints, falls from windows.
• Display Screen Equipment	Eye strain, muscle aches, back problems.
• Confined Spaces	Low headroom or restricted space in cellars, stairs, and cupboards.
<u>MECHANICAL HAZARDS</u>	
• Moving Machinery	Cutting blades, drive mechanisms, drilling machines, saw blades. Entanglement or drawing in by moving parts.
• Moving Vehicles	Car parking, moving vehicles around site, deliveries etc.
<u>ELECTRICAL HAZARDS</u>	
• Portable Electrical Equipment	Damaged leads, plugs or extensions, incorrect use of extensions.
• Fixed Electrical Equipment	Indirect or direct contact with electrical supply
<u>CHEMICAL/HAZARDOUS SUBSTANCES</u>	
• Hazardous Substances	COSHH regulated items. Dust smoke or fumes.
• Hot Substances	Radiators and heaters, cooking equipment, water boilers and kettles, hot liquids.
• Chemical Accidents	Misuse of chemicals, chemicals in unmarked containers, chemical burns, and lack of PPE, poor storage facilities.
• Micro-Organisms	Disposal of contaminated/clinical waste, cross contamination, viral and bacterial infection, food hygiene.
<u>FIRE HAZARDS</u>	
• Fire	Heat sources, combustible materials,
• Fire Provision	Failure of fire provisions or equipment, obstructions to escape routes.
• Hot Work	Use of blow torches, bunsen burners etc.

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ACCIDENTS AND INCIDENTS	
First Aid Response	Suitable and sufficient first aid cover for the circumstances.
Specific Medical Needs	Identification and provision for anaphylaxis, diabetes, epilepsy, asthma etc.
ENVIRONMENTAL HAZARDS	
• Work Environment	Stress, lone working.
• Plants/Vegetation and Animals	Poisonous plants, plants interfering with equipment, pest control, keeping or visiting animals in School.
• Weather	Snow, ice, fog, wind, heat, flood and their relation to work activities e.g. driving in snow or fog, ice build up in entrances or on fire escapes, dehydration, sun exposure.
• Humans	Crowd control, security, staff facilities and toilet accommodation.
• Personal Violence	Members of the public, irate staff or parents, intruders etc.

List the **HAZARDS** on the Risk Assessment Form.

UNDERSTAND



QUESTIONS TO ASK:

- What is the physical layout?
- What activities are carried out?
- What equipment or substances are used?
- Who is exposed (pupils, teaching staff, non-teaching staff, visitors, contractors, others)?
- How are they exposed?
- How long or how many times are they exposed?

CALCULATE



Consider the likelihood of that harm happening and the severity of the harm. Calculate the risk rating by multiplying the two scores.

$$\text{RISK RATING} = \text{Likelihood} \times \text{Severity}$$

The **Risk Rating** is also then added to the **Risk Assessment Form**.

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SEVERITY						
		1. Insignificant	2. Minor Injury	3. Moderate	4. Major Injury	5. Severe
LIKELIHOOD	1. Very Unlikely	Low	Low	Low	Low	Medium
	2. Unlikely	Low	Low	Medium	Medium	High
	3. Fairly Likely	Low	Medium	High	High	Very High
	4. Likely	Medium	High	High	Very High	Very High
	5. Very Likely	Medium	High	Very High	Very High	Very High

LIKELIHOOD 1. Very Unlikely (e.g. <3% chance) 2. Unlikely (e.g. between 3% and 10% chance) 3. Fairly Likely (e.g. between 10% and 50%) 4. Likely (e.g. between 50% and 90% chance) 5. Very Likely (e.g. >90% chance)	Low No further action but ensure controls are maintained.
	Medium Look to improve.
	High Look to improve within a specified timescale
	Very High Stop activity and make immediate improvements
SEVERITY 1. Insignificant – No injury/near miss 2. Minor Injury – Requires first aid 3. Moderate – Requires further medical attention/up to 7 days absence 4. Major Injury – Hospital admission/over 7 days absence 5. Severe – Permanent impairment/disability/single or multiple deaths	

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HALT



Plan measures to prevent or reduce the risk and monitor to ensure they are working. If a hazard has a risk rating of more than 8 then a **CONTROL MEASURE** needs to be considered. Control measures are required to bring the rating down to a more acceptable level. Firstly list the controls that are already in place. If no controls are in place or the risk is still unacceptable then the table below suggests further control measures to consider.

REPLACE Avoid or remove the task or item. Find a less harmful option.	PLAN Use a Safe System of Work.
REPAIR Items that are damaged or defective.	PREPARE Information, instruction and training.
REDUCE Find a way to lessen the effect or load.	PERMIT Restrict the use to competent people.
RESTRICT Enclose the item or restrict its use or access to it.	PROTECT PPE (Personal Protective Equipment).

The **Control Measures** are also then added to the **Risk Assessment Form**.

FURTHER ACTION



Risk assessment is not an exact science. The law requires that assessments are 'suitable and sufficient'. It is expected that we have taken steps to ensure that precautions are reasonable and the remaining risk is low.

Once Risk Assessments are in place they should:

- Form the basis of the departments 'Safe System of Work'.
- Be communicated to all staff in the area
- Be reviewed annually, if something changes (to work procedures, layout, staff or equipment and substances used), a problem, accident or near miss has occurred, new information or technology has come to light.

CONTACT

HEALTH AND SAFETY CONTACT

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