

# Risk Assessment Policy

## (including EYFS)

January 2015

Approved by the Directors: January 2015

Review annually.

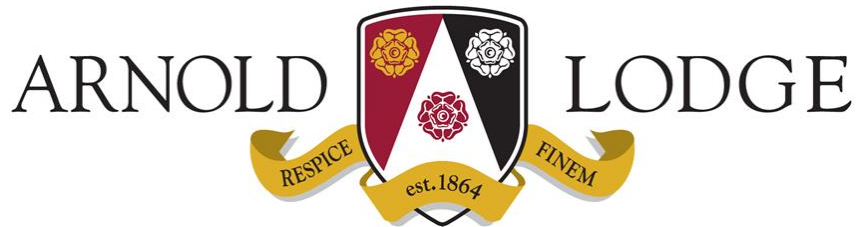
Next review date December 2015

This policy is part of a portfolio of policies associated with 'Health and Safety' and must therefore, be read in conjunction with the other policies. All policies are available on the website or in school.

### About this Policy

This policy is created to enable every individual; regardless of ability, to achieve their full potential within a safe and happy environment.

The Directors of Arnold Lodge School recognise their responsibility under the Health and Safety at Work Act (1974). The School is required by the Management of Health & Safety at Work Regulations to carry out risk assessments for all activities. Risk assessments are also required by other legislation, i.e. COSHH, Manual Handling, Visual Display Screen Equipment etc. and where this has been carried out, for the activity in question, this obviates the need for a separate assessment. If there is perceived to be a 'medium' or 'high' risk to staff, students or visitors, then a written assessment is required. The results of the assessment and subsequent control measures must be made known to the staff, students and visitors concerned.



**RISK ASSESSMENT POLICY 2014-15**

(To be read in conjunction with the OFF-SITE HEALTH and SAFETY POLICY, FIRST AID POLICY, COSHH POLICY and SAFEGUARDING POLICY.)

**Document Control**

All other copies of this document are considered ‘uncontrolled’ and users should ensure that any printed copies reflect the current status.

<b>Document Created</b>	January 2015	Version 1.1
<b>Last Updated</b>		
<b>Last Reviewed (Head Teacher)</b>		
<b>Next Review</b>	December 2015	

**Revision History**

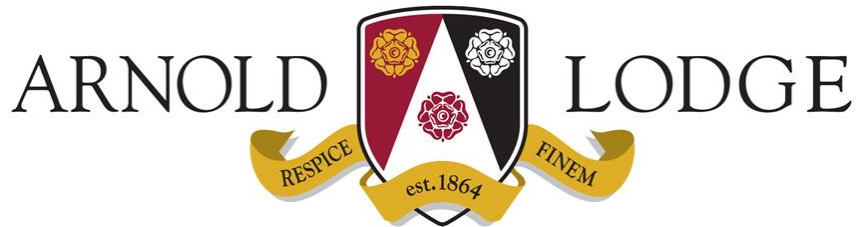
<b>Reference</b>	<b>Description</b>	<b>Date</b>
All	Document created	January 2015

**RISK ASSESSMENT POLICY**

The values that underpin this vision can be set out under the following headings.

**Statement of Intent**

The School will continue to assess all activities and establish written risk assessments for those areas which indicate the presence of risk as raised by the health and safety representatives, staff and parents.



## Assessments

Assessments will continue to be carried out using the School's Risk Assessment form (copy appended) by those persons having control and immediate responsibility for the activity. The assessor 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.

## Training

All staff who will continue to be required to carry out written risk assessments will be trained for this purpose. This training will be carried out by either an external Health and Safety provider or in-house advisor.

## RISK ASSESSMENT PROCEDURE

### 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 businesses employing 5 or more people to conduct risk assessments and to record their main findings.

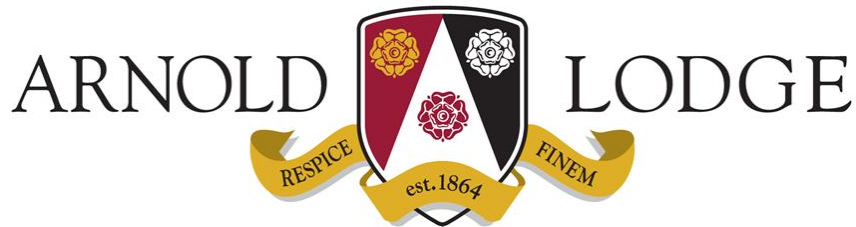
### Definitions

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

### 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.

### **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.

### **Undertaking Risk Assessments**

The severity of consequences and likelihood of accident should first be assessed – suggested model as follows:

#### **SEVERITY OF CONSEQUENCES**

**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.

Next a judgement of the probability or likelihood of accident occurring must be made and categorised as Very Low, Low, Medium or High using the following criteria:

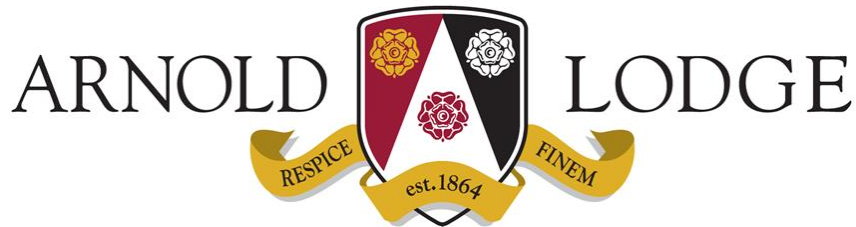
#### **LIKELIHOOD OF ACCIDENT**

**Very Low** – So unlikely that probability is close to zero;

**Low** – Unlikely though conceivable;

**Medium** – Could occur several times;

**High** – Occurs repeatedly and could be expected.



		<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>
<b>LIKELIHOOD OF ACCIDENT</b>	<b>HIGH</b>	<b>ACTION REQUIRED IMMEDIATELY</b>		
	<b>MEDIUM</b>		<b>ACTION REQUIRED WHEN PRACTICABLE</b>	
	<b>LOW /VERY LOW</b>			<b>ACTION NOT REQUIRED</b>

### Recording Risk Assessments

Having undertaken a risk assessment, unless the risk is low or very low, it should be recorded in one of the following ways:

- On a School Risk Assessment Form;
- On a specific health & safety risk assessment record form e.g. COSHH, Manual Handling, Visual Display Screen Equipment, Personal Protective Equipment
- Using a Permit to Work;
- On an instruction or procedure document;
- Any other appropriate and approved record.

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.

### 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.

A copy of the completed reviewed/updated risk assessment should be forwarded to the Head Teacher.

### **Review**

This policy will be reviewed according to our Policy Review Programme and any suggested amendments presented to the Governors for discussion and approval at their first meeting in the following term.



**RISK ASSESSMENT FOR: (Area / Department)**

**Signature:** .....

**Date:** .....

**Assessor:** .....

Activity/ Process/ Operation	What are the hazards to Health and Safety	What Risks do they pose and to whom?	What precautions or control Measures have been taken to reduce the risk?	Risk Potential (L, M, H, (After control measures applied)	What further action is needed to reduce risk?

Date of assessment \_\_\_\_\_ Carried out by \_\_\_\_\_

(signature) \_\_\_\_\_ (Name and Position) \_\_\_\_\_

Date for review \_\_\_\_\_  
(unless change of circumstances indicate earlier re-assessment).



**Key to “Reasons”:**

**Likelihood**

- 1 = Improbable (probability close to zero)
- 2 = Possible (remote chance)
- 3 = Foreseeable (has been known)
- 4 = Likely (at least annual)
- 5 = Regular Occurrence

**Possible Outcome** (Degree of harm)

- 1 = Trivial
- 2 = Minor (cuts, bruises, sprains)
- 3 = Major injury – 1 person (fractures / hospital)
- 4 = Major injury – several persons

**Risk Potential = Likelihood x Possible Outcome**

1 – 6 = **Low** **Acceptable**

7 – 12 = **Medium** **Action needed**

13 – 25 = **High** **Unacceptable**

**Signature:** ..... **Date:** 15/01/2015

**Director:** ..... **Date:** 15/01/2015