



MOUNT

ST MARY'S | BARLBOROUGH HALL

RISK ASSESSMENT POLICY

ISI Regulatory Code – 16a

Policy written by: Karen Keeton

Responsibility: SLT

Policy Date: June 2018

This Policy is for Barlborough Hall School

Linked Policies: Health and Safety, Safeguarding, Safer Recruitment, Pupil supervision, Off Sites Visits, Educational visits

Review date: June 2019

Barlborough Hall School

Educating Men and Women for Others since 1842

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1. Introduction

- 1.1 The purpose of this policy is to state how our establishment deals with the requirements of the law regarding the safety of all activities and equipment and the arrangements by which this is brought about.

2. Responsible Person(s)

- 2.1 Head Teacher
Deputy Head Teacher
Facilities Manager
- 2.2 The primary function of the above named person(s) is to carry out General Risk Assessments as required under the current Management of Health and Safety at Work Regulations and to ensure that the requirements of this policy are carried out and that any problems or difficulties in meeting these requirements are reported. See Appendix for appropriate forms.
- 2.3 In addition, the above named person has a responsibility to carry out, or arrange to be carried out, by a competent person or organisation, any risk assessments as identified and required by any specific sets of regulations that may apply. It will also be the responsibility of the above named person to determine the level of competency required to carry out these specific risk assessments and to ensure that the requirements of both the specifically applicable regulations and those of the Management of Health and Safety at Work Regulations are met.
- 2.4 The above persons can delegate specific tasks to other staff members, where agreed and accepted and is responsible for ensuring that such delegation is appropriate and clearly indicated on the Health and Safety Organisational Chart.

3. What is Risk Assessment?

- 3.1 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
 - A risk is an evaluation of the probability (or likelihood) of the hazard occurring
 - A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property)
 - Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).
- 3.2 Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (child protection issues) and environmental (asbestos, legionella).

4. Why have Risk Assessments?

- 4.1 The obvious answer is that risk assessments are a legal requirement. ISI and Ofsted Inspectors will expect to see examples. But there is logic to this. By focussing on prevention – as opposed to reacting when things go wrong – it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Preventative measures can often be surprisingly simple and cost-effective, such as the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

5. The Policy

- 5.1 To ensure that there is a system by which hazards that have the potential to cause harm to any individuals are identified and that appropriate controls and precautions are put into place in order to reduce the risk of harm to as low a level as reasonably practicable.
- 5.2 To inform all those who may be exposed to such hazards the findings of the relevant risk assessment and to clearly instruct, inform or otherwise make aware of the controls and precautions required in order to prevent harm as far as reasonably practicable.
- 5.3 To use only competent persons to carry out risk assessments.
- 5.4 To call upon and utilise the knowledge and experience of all teaching staff and others when and where considered appropriate in assisting in identifying hazards and developing the corrective actions, controls and precautions necessary.
- 5.5 To promote the understanding of risk and 'risk taking' to all students and pupils under our control.

6. The Arrangements

The following arrangements and activities are in place in order to meet the above policy requirements:

- 6.1 A risk assessment system that enables the user to apply a consistent interpretation of the level of risk applicable.
- 6.2 Provision of specialised equipment and materials required to enable any internally appointed assessor to carry out a risk assessment in a suitable and sufficient manner.
- 6.3 An appropriately located master manual(s) that contains a copy of any current and applicable risk assessments carried out on behalf of the organisation. This manual is available for any member of staff to access and consult at any time.
- 6.4 A system by which any identified actions and controls required to be put into place as a result of risk assessment findings are implemented in a timely manner appropriate to the level of risk identified.

7. The Responsibilities

All staff have the following responsibilities:

- 7.1 To familiarise themselves with the contents and findings of any risk assessment that is applicable to them.
- 7.2 To follow the controls and precautions identified as a result of any risk assessment that is applicable to them and to ensure that those for whom they are responsible are also made aware of these controls and precautions.
- 7.3 To report back any changes or suggested changes deemed necessary for any risk assessment in order to update that assessment and ensure its accuracy and applicability.
- 7.4 To undertake Risk Assessments as required, verification of these assessments should be obtained from the Head teacher or the Facilities Manager.
- 7.5 To not carry out any tasks or operations that are not covered either by a generic risk assessment or a risk assessment specific to that task or operation. If in any doubt, the responsible person named at the head of this policy, or their delegated representative, should be contacted beforehand.
- 7.6 To retain, communicate and update as required.

8. Five Steps to Risk Assessment

- 8.1 Identify the hazards – RA2
- 8.2 Decide who might be harmed and how – RA2
- 8.3 Evaluate the risks and decide on precautions – RA2
- 8.4 Record your significant findings – RA2 and 3
- 8.5 Review you assessment and update if necessary

9. Training

The following training is undertaken by the organisation:

- 9.1 All staff receive training in the basics of risk assessment either through the organisation's own internal training system or by arrangement through an external competent organisation. Further advice on writing a risk assessment will be offered if needed by the Deputy Head Teacher for each school.
- 9.2 A record of training will be kept centrally and check on a termly basis by the designated Risk Assessment Officer
Head teacher – BHS

10. Monitor and review process

- 10.1 This policy is subject to continuous monitoring, refinement and audit by the Head Teacher to ensure the implementation of significant changes and arrangements or if legislation, regulatory requirements or best practise guidelines so require. Feedback from risk assessments will be added to the review process.

GENERAL RISK ASSESSMENT – FORM RA1

Task/Operation being assessed			
Risk Ref	RA1	Activity	
		Age of Pupils:	

Purpose/Method of Work

Specific Legislative Requirements

Level of Skill/Training Required

Relevant Work Procedures

Chemicals/Materials involved	HSC No	Assessment Date

Specific Work Equipment Provided

Appendix 1

Task/Operation being assessed			
Risk Ref	RA2	Activity	
		Age of Pupils	

People at Risk	Hazard	Existing Control Measures	Risk Potential			Further Action Required by Whom and When	Revised Risk		
			L	M	H		L	M	H

Assessed By	
Post/Title	

Assessed Date	
Dates Reviewed	

Appendix 2

Task/Operation being							
Risk Ref	RA3	Activity					
Manual Handling Risk			Personal Protective Equipment Required				
1. Has a MH risk been identified? 2. Is the risk considered to be? 3. Is a further detailed assessment required?							
If the answer to qu.1 above is yes, then a separate MH Assessment will be required to fulfil the requirements of the Manual Handling Operations Regulations 1992			1. Is training and instruction required? 2. Is there a need for special accommodation? 3. Is there a need for test/examination? 4. Is all PPE available?				
QUESTIONS TO CONSIDER: (If the answer to a question is 'YES' place a tick against it and then consider the level of risk)				Level of risk: (Tick as Appropriate)			
				YES	LOW	MED	HIGH
The tasks - do they involve? * holding loads away from trunk? * twisting? * stooping? * reaching upwards? * large vertical movement? * long carrying distances? * strenuous pushing or pulling? * unpredictable movement of loads? * repetitive handling? * insufficient rest or recovery? * a work rate imposed by a process? The loads - are they: * heavy * bulky/unwieldy? * difficult to grasp? * unstable/unpredictable? * intrinsically harmful (eg: sharp/hot?) The working environment - are there: * constraints on posture? * poor floors? * variations in levels? * hot/cold/humid conditions? * strong air conditions? * poor lighting conditions? Individual capability - does the job: * require unusual capability? * hazard those with a health problem? * hazard those who are pregnant? * call for special information/training? Other factors: Is movement or posture hindered by clothing or personal protective equipment?							

Assessed By	
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Assessment Date	
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Appendix 3

