



# MOUNT

ST MARY'S | BARLBOROUGH HALL

## Risk Assessment Policy

**Policy Owner: H&S**

**This Policy is for: Mount St Marys College**

**Review date: September 2023**

**Reviewed by: H&S**

**Next Review Due: September 2024**

### Mount St Mary's College

Educating Men and Women for Others since 1842

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## **Statement of Intent / Introduction**

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. This enables our Schools to meet their duty of care to pupils and staff (and others) by creating a culture of understanding the assessment of risks and reducing them where possible to ensure the safety of all, as far as is reasonably practical. Risk assessments should be suitable and sufficient, where risk is identified the School should ensure that an assessment is drawn up and the effective implementation of a written risk assessment policy ensures action is taken to reduce it.

There are clear duties for risk assessment under acts such as the Health & Safety at Work etc. Act 1974 and The Management of Health & Safety at Work Regulations 1999. The following requirements are laid down in those regulations and can be applied to other areas of risk assessment;

- The risk assessment shall be 'suitable and sufficient' and cover both employees and nonemployees affected by the employers undertaking (e.g. contractors, members of the public, pupils, etc.)

The term 'suitable and sufficient' is important as it defines the limits to the risk assessment process.

A suitable and sufficient risk assessment should:

- Identify the significant risks and ignore the trivial ones.
- Identify and prioritise the measures required to comply with any relevant statutory provisions.
- Remain appropriate to the nature of the work and valid over a reasonable period of time.
- Identify the risk arising from or in connection with the work. The detail should be proportionate to the risk.

The significant findings that should be recorded include a detailed statement of the hazards and risks, the preventative, protective or control measures in place and any further measures to reduce the risks presented. The Health and Safety (Consultation with Employees) Regulations 1996 requires employers to inform, and consult with, employees in good time on matters relating to their Health and Safety.

### **What is a risk assessment?**

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 and is to identify action needed to reduce the level of risk, to decide if it is tolerable or acceptable.

- 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).

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).

Risk assessment is a logical process that can be broken down into five steps:

1. Identify the hazard. In most cases these can simply be identified by observation of the

task/workplace and consulting those staff involved in the activity. The focus should be on identifying significant hazards and not the trivial.

2. Decide who or what might be harmed and how. For each hazard be clear about who might be harmed e.g. staff, pupils, contractors, visitors etc. this will help identify the best way of managing the risk.

3. Evaluate the risks and decide on precautions. Risk is usually evaluated by considering the likelihood of the harm occurring and the potential severity of the injury.

4. Record significant findings and implement them. The level of detail in an assessment should be proportional to the risk. The purpose is not to detail each trivial hazard but to ensure that significant hazards are adequately assessed with the aim of informing safe working practices.

5. Review the assessment and update if necessary. Risk assessments should be reviewed regularly i.e. annually or as soon as any significant changes have occurred and immediately after there has been an accident or incident in order to identify what went wrong and whether any additional controls are required.

The three recognised methods of conducting risk assessments are:

1. Formal – A written method of evaluating the risk of harm.

2. Generic – An evaluation of risk that can be applied to common tasks

3. Dynamic – A mental assessment of risk for use when any delay would increase the risk of harm. Information on risk assessment can be found on the HSE website.

<http://www.hse.gov.uk/risk/controlling-risks.htm>

### **Why have risk assessments?**

We operate in a culture and have a duty to pre-empt where there may be a risk and act accordingly, 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.

### **Responsibilities**

- To familiarise themselves with the contents and findings of any risk assessment that is applicable to them.
- 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.
- 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.
- To undertake Risk Assessments as required, verification of these assessments should be obtained from the Head teacher/Headmaster or the Facilities Manager.
- Risk assessments should be completed by the lead person for any activity, off site visits or any area around the school bot inside out and out where there are risks identified.
- 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.

- To retain, communicate and update as required.
- Ensure that where specialised assessments are needed, they are completed by an accredited provider (water, hygiene, fire, asbestos etc.)
- Employees should communicate, participate and assist in the process of identifying risk and assessments. They should also follow the control measures identified from risk assessments in relation to their work.

### **Communication**

Any associated risk will be communicated out to staff regarding hazards and their associated risks, and, the appropriate control measures will be effectively communicated and be readily accessible where required.

### **Monitoring / review / training**

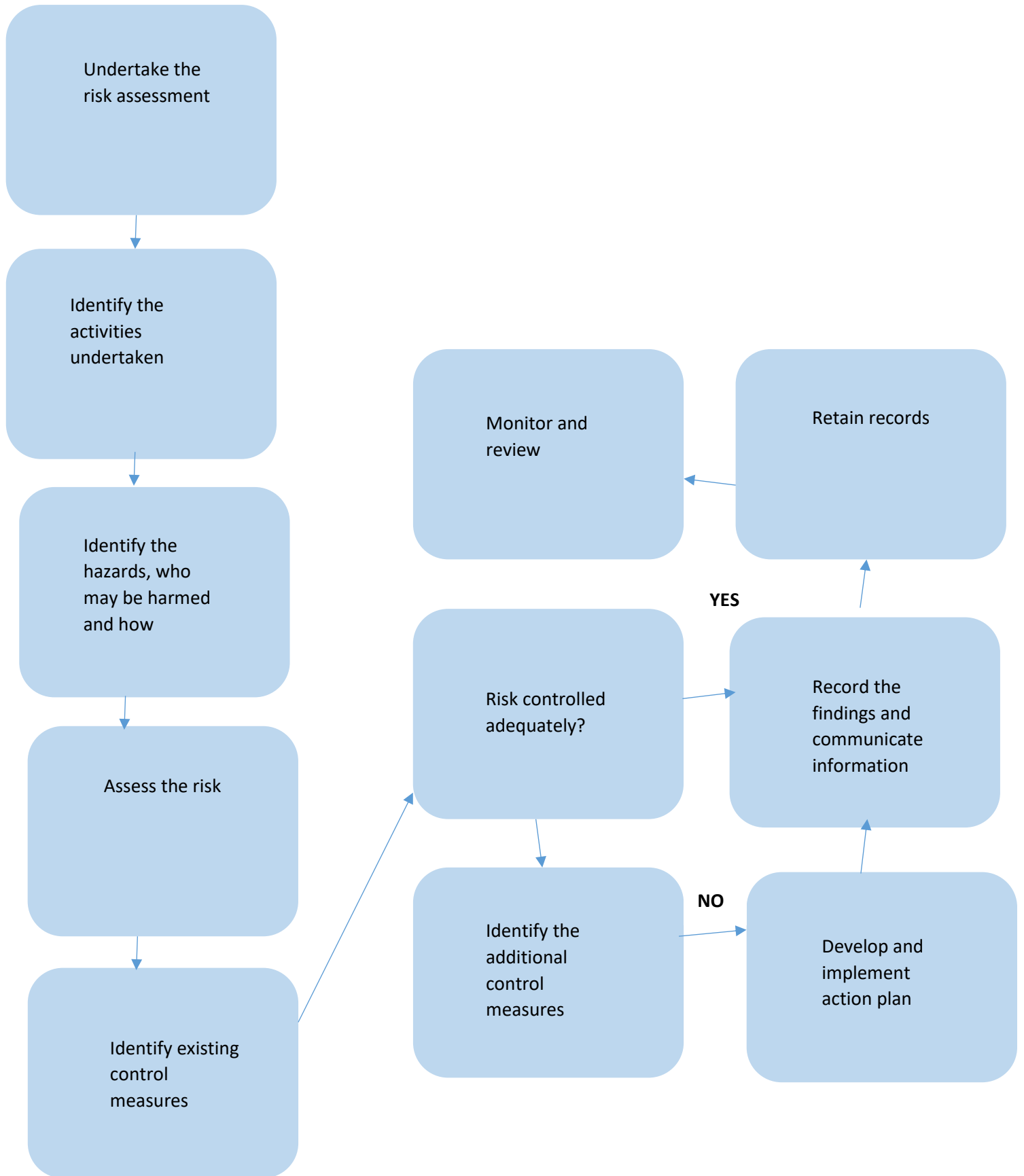
Managers and the appropriate persons should monitor the effectiveness of control measures. Training where identified should be sought. Risk assessments should be reviewed as required and to ensure that they remain valid.

### **Record Keeping**

Risk assessments and any supporting documentation should be kept for as long as the task in question is being performed. When they are superseded, they should be stored for a minimum of three years as they may then be required.

Any assessments relating to substance hazards i.e. Asbestos are required to be kept for 40 years.

**Risk assessment flow chart**







# Health & Safety Risk Assessment

## Action Plan

Action Number	Action Required	Action by whom	Action by When	Date Achieved



## Health & Safety Risk Assessment

**Additional Information** - Identify any additional info relevant such as emergency procedures, first aid provision, external sources of guidance etc.