

# St Anthony of Padua Catholic Primary School



## RISK ASSESSMENT POLICY

## Risk Assessment Policy

### Introduction

This policy is designed to assist the school in fulfilling their legal duties in assessing risks. Risk management is the consideration of the tasks that arise in the workplace and then putting in place sensible health and safety measures to control them.

In accordance with our duties under the Management of Health and Safety at Work Regulations 1999, the school is required to carry out 'suitable and sufficient' assessment of the risk to health and safety of their employees to which they are exposed while at work. It also requires risk assessments to be carried out in relation to health and safety of people they do not employ but who may be affected by their undertaking.

The Head Teacher is responsible for making sure that risk assessments are completed, logged, and effectively monitored. Reviews are conducted when there are any changes to equipment or resources, any change to the school premises, or when particular needs of a child or other visitor necessitate this.

The Head Teacher is further responsible for conducting any necessary reviews or making changes to the school's policies or procedures in the light of any potential risks that they or other members of staff discover.

The school have appointed COMPLIANCE EDUCATION as their source for Health and Safety assistance and competent advice.

A visual inspection of both the equipment and the entire premises both indoors and outdoors will be carried out daily. This is carried out by the SLT on arrival at the school and will be completed before any students arrive.

During the school day, staff will be vigilant and continuously aware of any potential risks to health and safety arising from

- The school's environment, both indoors and outdoors
- All surfaces, both indoors and outdoors
- All equipment used by students and staff.

On discovering a hazard, staff will take all steps necessary to making themselves and other people potentially affected safe. They will then notify the Head teacher and ensure that a record is made in the council incident record log.

The Head Teacher is then responsible for ensuring that all necessary actions are taken.

### **The Process of carrying out a Risk Assessment**

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

The Health and Safety Executive (HSE) defines a risk assessment as 'a careful examination of what in your school could cause harm to people so that you

#### **What can be risk assessed?**

A risk assessment can be undertaken on an object or substance, a process, a location, an activity, or a person. It is a five-step process:

- Step 1: Identify the hazard
- Step 2: Decide who might be harmed and how.
- Step 3: Evaluate the risk and decide on precautions.
- Step 4: Record your findings and implement them.
- Step 5: Review your assessment and update if necessary.

## **What is a hazard?**

A hazard is anything which can cause harm Example: electricity, chemicals etc.

The person completing the risk assessment will identify all the hazards associated with the school or their area of responsibility that could reasonably be expected to cause harm.

Hazards can be identified by:

- Observing the task or area.
- Referring to available guidance and information about best practice.
- Looking at accident and ill-health records.
- Checking manufacturers' instructions or data sheets.
- Asking staff for their views

## **What is risk?**

Risk is the chance (likelihood) that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

For each hazard the groups of people who might be harmed and how, must be identified.

The groups of people to be considered include:

- Students/Pupils (age of the students and the size of the group)
- Staff with particular requirements e.g., new, and young workers, people with disabilities, new or expectant mothers,
- Cleaners, visitors, contractors, maintenance workers who may not be in the workplace all the time,
- Members of the public, service users,
- Shared workplaces – how the work affects others and the risks to staff from those who share the workplace.

## **Evaluating the risk**

With the assistance of Compliance Education/CLEAPSS/HSE all identified hazards are evaluated by Head Teacher and a set of controls are put in place to protect people from harm as far as 'reasonably practicable'.

For each hazard identified the level of risk must be evaluated High, Medium, and Low. This evaluation may include the level of harm presented by the hazard, the number of people involved, and the likelihood of the harm occurring.

Once the level of risk is established the person completing the risk assessment will consider what control measures are already in place and what actions are already being taken to reduce the risk, consider whether these are suitable and sufficient and whether further control measures are required.

When controlling risks, the following principles should be applied, where possible in the following order:

- Eliminate the hazard altogether
- Substitution by something less hazardous or risky
- Prevent access to the hazard e.g., by guarding
- Organise work to reduce exposure to the hazard e.g., putting barriers between pedestrians and traffic
- Create safe methods of work and safe systems of work designed to reduce the risk
- Issue personal protective equipment e.g., clothing, footwear, goggles etc
- Provide welfare facilities e.g., first aid and washing facilities for removal of contamination
- Provide suitable information, instruction, and training
- Ensure appropriate supervision.

## Review

Once a risk assessment is created it is imperative that it is reviewed, finalised, and read by all relevant school staff.

Thereafter, the Head Teacher, Head of Departments and other nominated school specialist are responsible for ensuring the risk assessments 'Live Documents' are:

- Regularly reviewed,
- The effectiveness of the control measures is monitored,
- Physical control measures are used and followed by staff and students.
- Kept up to date by informing the relevant people of any changes so, amendments and risk re-assessments can be carried out.

Examples that would activate a risk assessment review:

- At regular intervals throughout the year.
- Following a significant change and/or if there is reason to suspect it is no longer valid e.g., after an accident, ill-health incident, violent incidence or malfunction has occurred.
- Reviewed Yearly.

## Types of risk assessment

There are three different types of risk assessments. These are generic, specific, and dynamic.

Generic activities are those which although they are carried out at different times and locations, the hazards and risks are largely the same and do not change. For this type of activity generic risk assessments can be produced as a model for guidance only:

Generic Category	Examples
Premises Risk Assessment	Classrooms Officers Corridors
Premises Risk Assessment (High Risk)	Science Departments/Classrooms Design Technology Departments/Classrooms Physical Educational Sports Halls
Activity Risk Assessment (Job specific)	Teachers and Teaching Assistance Office Workers Site Managers
Activity Risk Assessment (Events)	Summer Fayre Christmas Concert
General Risk Assessment	Taking students to the local swimming pool. Animals in school (dogs, snails, fish etc)

A specific risk assessment may be applicable where the hazards and risks are only applicable to a certain activity and also where there is a requirement in legislation to undertake a specific assessment for example COSHH, new and expectant mothers.

- Fire Risk Assessment
- COSHH Risk Assessment
- Educational Visits Risk Assessment
- Expectant Mothers Risk Assessment
- Individual Personal Risk Assessment due to injury or medical condition
- Display Screen Equipment Risk Assessment (DSE)
- Stress Risk Assessments
- Work Equipment or Machinery

Educational visit assessments are individually planned for every visit and specific considerations will include the needs of the pupils, staff ratios, environmental factors, and choice of activity in relation to the individual or group.

All assessments are recorded on the School EVOLVE system and where necessary all risk assessments are reviewed by Compliance Education before being signed off by the Head Teacher.

Educational Health Care Risk Assessment involves a number of internal and external organisations (Parents, Social Workers, SEND Leads, Local Authorities etc) to bring about a plan and risk assessment which is tailored to a young person's educational, health and social care needs.

Dynamic Risk Assessments are constant, on the spot assessments of the situation/task that are not written down.

Dynamic risk assessments alone will not be accepted by the HSE in any accident investigation. However, they have been adopted by the school and are used as an on-going assessment of identifying the hazards that occur in for example an emergency situation, assessing the risks and taking immediate action to eliminate or reduce these to an acceptable level.

## **Communication**

Heads of Department and Head Teachers are to ensure that the persons at risk are provided with comprehensive and relevant information on the identified risks and the preventive and protective control measures.

Everyone should understand what they must do and why.

Where necessary, job safety instructions, standard operating procedures, should be issued to employees and appropriate training provided.

All staff on trips should be aware of the trip risk assessment.