

Risk Assessment Policy

This policy applies to the Whole School.

Introduction

A fundamental part of managing health and safety successfully is to assess risks. Risk assessment will help to reduce workplace injuries, diseases and property damage by identifying potential causes and enabling something to be done to prevent harm or damage occurring.

Risk assessment is concerned with identifying any activity, process or situation that can cause harm and evaluating what degree of harm could be caused and whether or not it is likely to happen. Health and Safety practitioners refer to evaluating the likelihood of a hazard causing harm and the severity of the consequences.

When determining the severity of the consequences regard has to be given of the number of people that are likely to be affected and the type of people that are likely to be affected – children, pregnant workers, people with disabilities should be given greater protection than able bodied and skilled people.

Types of assessment

There are a number of different types of risk assessments that have to be undertaken. The type of assessment will depend upon which health and safety regulations are in place for the particular activity.

The main type of assessment is a General Risk Assessment that is required under the Management of Health and Safety at Work Regulations. A basic guide to undertaking such an assessment is included below.

The General Risk assessment will enable other types of assessment to be identified; these assessments may include:

- Hazardous Substances assessments
- Manual Handling assessments
- Display Screen Equipment assessment
- Fire Risk assessment
- Noise assessment
- Personal Protective Equipment assessment
- Work Equipment assessment
- Lifting equipment assessment
- Individual Risk Assessment
- Risk assessment for new and expectant mothers

General Risk Assessment

A risk assessment is a careful examination of what, in the activity under consideration, could cause harm to people. Important considerations are whether a hazard is significant and whether it is covered by satisfactory precautions so that any remaining risk is small.

5 Steps to Risk Assessment

The Health and Safety Executive has published a user friendly document entitled “five steps to risk assessment”, which outlines in simple terms the key stages that need to be followed when producing a risk assessment.

- 1 Identify the hazards
- 2 Decide who may be harmed and how
- 3 Evaluate the risks and decide whether the existing precautions are adequate
- 4 Implement the safety procedures required to reduce the risk
- 5 Review your assessment and revise it if necessary.

1. Identify the hazards

Think about every aspect of the activity and decide what could reasonably be expected to cause harm. Concentrate, in the first instance, on significant hazards which could result in serious harm or affect several people. Do not, however, dismiss other hazards without submitting them to a basic test of asking whether they could cause injury and, if so, to what extent?

Staff who are involved in the activity will have knowledge of hazards that may not be immediately obvious and should be consulted. Near miss and accident records will also help to identify hazards.

2. Decide who may be harmed and how

In most instances this will be pupils and staff, although you may also need to consider volunteers and contractors. Remember to consider non-teaching staff and those working out of hours.

When identifying hazards, question whether the hazard could cause harm or injury. If it could then it is advisable to evaluate the level of risk. If it is not believed the hazard will cause harm or injury it is advisable to record this.

3. Evaluate the risk and decide whether the existing precautions are adequate

Consider how likely it is that each hazard could cause harm – being as realistic as possible. It is right to say that it is possible that every hazard will cause injury, the art of risk assessment is determining to what degree that ‘possible’ becomes ‘likely’ or ‘unlikely’

When evaluating the likelihood consideration must be given to what controls are in place, and how effective they are at controlling the risk at the time of the assessment. If the

present controls are suitable and sufficient this should be recorded with no further action, other than regular monitoring and review, being required.

Having evaluated the likelihood the most likely consequences will need to be determined. It is possible that every hazard will cause a fatality depending upon the conditions; however, in reality many hazards will not cause such serious consequences. That being said there are some hazards that will always be likely to cause serious injury – for example contact with live electricity, falling from height or contact with dangerous machinery.

Evaluating the realistic likelihood and consequences will determine whether or not more is required to reduce the risk, remembering that even after all reasonable precautions have been taken, some risk may remain.

What needs to be decided for each significant hazard is whether this remaining risk is Unacceptable, Substantial, Moderate or Acceptable/Trivial. The aim is to reduce risks as much as possible.

In taking action ask:

- Can the hazard be removed altogether?
- If not, how can the risks be controlled so that harm is unlikely?

When looking to control risk apply the following principles:

- try a less risky option
- organise activities to prevent or reduce exposure to the hazard
- prevent access to the hazard (e.g. placing furniture in front of glazing or hot pipes)
- issue personal protective equipment (e.g. rubber gloves, goggles, aprons)
- provide training

Each hazard should be assessed as though it was being encountered under 'normal' conditions. Once a hazard has been assessed re-evaluate the likelihood and consequences imagining what might happen in the worst conditions.

4. Implement any safety procedures required and ensure they are used

Having identified the control measures, ensure that they are implemented, recorded, monitored and reviewed. **Ensure that any identified control measures are implemented and any actions are completed.** The control measures stipulated on the risk assessment must be realistic and reasonable otherwise it is less likely that they will be used.

If staff, pupils, etc. are not using the control measures because they are unrealistic, unreasonable and unworkable, the risk assessment must be reviewed to determine more suitable controls.

If there is no safe alternative option and the original control measures cannot or will not be used and the risk level is substantial or greater, the activity must cease.

5. Review the assessment and revise it if necessary

An assessment should be reviewed whenever there is any significant change to the conditions in which the hazard is present, or where there is any significant change to the hazard itself.

Assessments should be reviewed annually or after a significant change of circumstance (e.g. as identified by accident trends). The review may show that the original remains valid, or it may indicate that the controls previously used are no longer necessary. Assessments do not need to be amended for every trivial change, however if a new activity introduces significant new hazards of its own, it should be considered in its own right. If in doubt record the changes and amendments to any controls in place.

Recording the assessment

Risk assessments should be recorded on a general risk assessment form which can be found in appendix 1.

Risk assessments need to be suitable and sufficient – not perfect. You need to be able to show:

- a proper check was made
- you asked who might be affected
- you dealt with all the obvious significant hazards, taking into account the number of people who could be involved
- the precautions are reasonable and any remaining risk is low.

Risk assessments should be kept for future reference or use. They can be used to provide evidence of the legal duty that exists, requiring a risk assessment to be produced wherever an activity undertaken may place anyone at significant risk.

Risk Calculator and Control Table

Brief descriptions for the consequence and likelihood headings are given below:

Slightly Harmful

A minor injury, such as a small bruise or scratch. Something that will not cause pain for a long period of time but which will cause some discomfort for a short while.

Harmful

A more serious injury that may cause pain and discomfort for a longer period of time – types of injuries may include cuts, muscle strain, multiple bruising.

Extremely Harmful

This category will include serious injuries such as broken bones and amputations – injuries that would require medical assistance and could lead to further complications, permanent disability or death. Where a risk is extremely harmful but unlikely it must be monitored as any breakdown in controls will cause the likelihood to rise to an unacceptable level

Unlikely

As it states it is not likely that the hazard will cause harm although the possibility that it may on an odd occasion cannot be ruled out completely, however instances will be very few and far between – e.g. once per couple of years.

Possible

Due to the conditions or the people involved the hazard may cause harm. Whilst it is not definite that it will occur there is a possibility that it may. Most hazards may fall within this category unless there are strict precautions and controls in place. Where there is a debate as to the likelihood it is usually better to evaluate the risk as being possible. The risk level will then depend upon the most likely outcome. Where a risk is moderate but is not extremely harmful the controls and precautions to be implemented will need to be reasonably practicable to implement – that is the cost in terms of time, resources and effort should not be disproportionate to the risk involved

Likely

As stated it is likely that the hazard will be realised and harm will be caused. These hazards will have few or no precautions or controls in place and will have caused previous injuries, or, if new, will be seen as being ‘an accident waiting to happen’.

It is usually easier to implement controls and precautions to reduce the likelihood that something will happen than to reduce the consequences.

Risk Calculator

Likelihood 	<i>Unlikely</i>	<i>Possible</i>	<i>Likely</i>
Consequence 			
<i>Slightly harmful</i>	Trivial	Acceptable	Moderate
<i>Harmful</i>	Acceptable	Moderate	Substantial
<i>Extremely harmful</i>	Moderate	Substantial	Unacceptable

Risk Control Table

Risk Level	Control
------------	---------

<p>Trivial</p> <p>and</p> <p>Acceptable</p>	<p>No action required – keep note that risk has been identified as trivial in case it is brought up in a civil claim</p>
<p>Moderate</p>	<p>If it is reasonably practicable to undertake some action to reduce the level of risk this should be done.</p> <p>If the risk is moderate because the consequences are extremely harmful it is unlikely that there can be any further reduction without significant effort.</p> <p>Ensure there is a suitable system in place.</p> <p>Continue to monitor.</p>
<p>Substantial</p> <p>and</p> <p>Unacceptable</p>	<p>Action must be taken to remove or reduce the risk.</p> <p>If action cannot reduce or remove the level of risk the activity should not be undertaken.</p> <p>If this level arises as the result of a Decision Making assessment the activity should cease immediately.</p>

**BRADFORD GRAMMAR SCHOOL
HEALTH AND SAFETY RISK ASSESSMENT**

Assessment Reference No.					Area or activity assessed:			
Assessment date								
Persons at risk	Employees		Contractors		Pupils		Visitors	Other (specify)

SECTION 1 : Identify Hazards - Consider the activity or work area and identify if any of the hazards listed below are significant (tick the boxes that apply).

1.	Fall of person (from work at height)		7	Lighting levels		1	Use of portable tools / equipment		1	Vehicles / driving at work		2	Confined space / asphyxiation on risk
2.	Fall of objects		8	Heating & ventilation		1	Fixed machinery or lifting equipment		2	Outdoor work / extreme weather		2	Hazardous biological agent
3.	Slips, Trips & Housekeeping		9	Layout, storage, space, obstructions		1	Pressure vessels		2	Condition of Buildings & glazing		2	Other(s) - specify
4.	Manual handling operations		1	Welfare facilities		1	Noise or Vibration		2	Radiation sources		2	Other(s) - specify
5. 5 5	Display screen equipment		1	Electrical Equipment		1	Fire hazards & flammable material		2	Hazardous fumes, chemicals, dust		2	Other(s) - specify
6.	Occupational stress		1	Violence to staff / verbal assault		1	Loss of containment		2	Lone working / out of hours		3	Other(s) - specify

SECTION 2: Risk Controls - For each hazard identified in Section 1, complete Section 2.

Hazard Ref.	Potential Effect	Risk rating before controls	Control Measures and further action	Risk rating after controls

Name of Assessor(s)		SIGNED	
Review date			

Policy reviewed by: Mr B Thorn, Health and Safety Officer
Last policy review date: 10 September 2018
Next policy review date: Autumn 2019