



The Mall School

Headmaster: D C Price BSc MA

Risk Assessment Policy

The Mall School has developed this policy and procedure document to help pupils, staff and members of the public to minimise any risk of harm to themselves. This policy applies to all areas of the school and to trips and visits outside the school. It also applies to all pupils including those in the EYFS.

Aims

Our school's aim is to monitor and evaluate risks and take a whole school approach to their assessment and management. We will prioritise risks and consult relevant parties e.g. staff, parents/carers, pupils, contractors. The effectiveness of each risk assessment will be reviewed and accordingly revised to reduce risk in future.

There are specific risk assessment procedures for certain activities such as school trips, manual handling, display screen equipment, COSHH, noise, lone working etc. Where a separate procedure exists, that procedure should be used.

Authorisation

All activities conducted within the School or during the outside trips must have the authorisation of management i.e. the Headmaster, Deputy Head, Heads of Departments, following suitable and sufficient risk assessment conducted and signed by the staff organising and supervising the activity.

Responsibility

Management Responsibility

Senior Leadership Team members are responsible for ensuring that risk assessments are conducted for all their areas of responsibility. Heads of Departments are responsible for ensuring that task risk assessments are conducted within areas under their control and that the content of risk assessments are communicated to staff and pupils as appropriate. They should also ensure that all the relevant people are included in the risk assessment process.

Employee Responsibility

Employees are required to participate in the risk assessment process when requested, to make themselves familiar with the contents of risk assessments and for co-operating with the

measures contained within the assessments for controlling and managing the risks to health and safety.

General risk assessment of the buildings and grounds are carried out by the Facilities Manager. Classroom risk assessments are completed by teachers.

School trips are not authorised until a risk assessment has been completed and signed off by the department head or Headmaster. Wherever possible the risk assessment will be completed by a member of staff who has knowledge of the trip, and associated risks. If this is unknown, staff will attend (where possible) to complete a recce of the site and if this is not possible, research and support will be sought from the organisation who own the site.

Communication, Co-operation and Co-ordination

Risk assessments must be clearly communicated as appropriate to management, employees and pupils. Management must ensure that assessments are brought to the attention of staff and pupils on a periodic basis particularly following any changes or significant review.

Procedure for Risk Assessment

The main elements of Risk Assessment are:

- Identification of the operation or activity
- Identification of the hazards
- Assessment of the risk
- Identification of the persons at risk
- Determination of the necessary control or preventative measures
- Assessment of the residual risk
- Recording the assessment
- Communication of the assessment
- Reviewing the assessment

Identification of the operation or activity

The scope of the assessment must be clearly defined. It also should include the date of the activity (irregular activities like school trip for example).

Identification of the hazards

A hazard is something with the potential to cause harm (physical injury or ill health). Hazards arise from activities, from the use of equipment or the use or production of hazardous substances. A list of key words useful in identification of hazards is provided in Appendix 1.

Assessment of the Risk

Risk is comprised of two elements, the likelihood of harm occurring and the severity of that harm. In risk assessment, the likelihood of harm is the estimated frequency of the harm occurring and severity is the estimated seriousness of the potential to cause harm. A subjective

estimate of both must be made. Opinions will vary and it is good practice for assessments to be undertaken by a group so that a consensus of opinion and an average of the estimates obtained. Likelihood of harm occurring should be rated on a scale of 1 to 5

- 1 – Unlikely (Unlikely to occur but not impossible)
- 2 – Possible (Less likely to occur than not to occur)
- 3 – Probable (The same chance of occurring and not occurring)
- 4 – Likely (More likely to occur than not to occur)
- 5 – Highly (Very likely though not necessarily certain to occur)

Hazard severity should be rated on a scale of 1 to 5

- 1 – Very Minor (Trivial effect or very minor first aid attention required)
- 2 – Minor (Likely to require first aid or minor medical attention, short term effect)
- 3 – Medical attention (Significant injury or condition, may result in lost time)
- 4 – Hospitalisation (Serious injury or condition, may have long term effects)
- 5 – Fatality

The factors for severity and likelihood are multiplied together to give the risk rating. This value will help evaluate the risk as to whether the risk is controlled to the required level.

A general rating of the level of risk can be made depending on the score achieved:

Likelihood of risk scale	Severity of Injuries scale	Risk Rating (Severity x Likelihood)
1 – Unlikely	1 – Very minor	
2 – Possible	2 – Minor / First Aid	0-6 = Low risk
3 – Probable	3 – Medical attention	7-11 = Medium risk
4 – Likely	4 – Hospitalisation	12+ = High risk
5 – Highly	5 – Fatality	

The risk rating enables decisions to be taken on the amount of effort to be expended on the control of a risk, but any hazard that is certain or very likely to cause injury must be attended to and the risk reduced even if the severity is low.

All risks must be controlled so far as is reasonably practicable. The term reasonably practicable is interpreted as the balance between the risk, and the cost and difficulty or issues involved in controlling it. Generic copy of the pro-forma can be found in the Appendix 2.

Identification of the Persons at Risk

When undertaking a risk assessment, all persons who are at risk of being harmed should be identified. This may not only include those carrying out the task but other persons in the vicinity including other staff, pupils, visitors, contractors, members of the public and trespassers. The number of persons at risk should be taken into consideration. The risk assessment should also take into account, where necessary, other risk factors such as age, gender, health, young persons, and children, those with impairments or disabilities and new or expectant mothers.

Determination of the Necessary Control and Preventative Measures

Management must ensure that the most appropriate and effective method or methods of risk control are utilised in eliminating or managing risks. Where appropriate and as far as is reasonably practicable, the hierarchy of risk control measures listed below should each be considered and applied in the order given. In many cases a suitable combination of control methods may be necessary.

- Elimination of hazard
- Substitution with lower hazard or risk
- Enclosure
- Guarding/Segregation
- Safe Systems of Work
- Written Procedures
- Supervision (especially relevant for school trips)
- Training
- Information/Instruction
- Personal Protective Equipment

Assessment of the Residual Risk

The risk to health and safety of a task should be assessed with all the necessary control measures in place to establish the net or residual risk. The risk should be reduced to Low or to as Low as Reasonably Practicable (often referred to as ALARP). If the risk is not Low or as Low as Reasonably Practicable, consideration should be given to additional control measures to reduce the risk further. Once the risk has been reduced to as Low as Reasonably Practicable, any remaining risk should be highlighted in the assessment so that it can be communicated to those affected or responsible for implementing any of the control measures.

Recording the Assessment

The risk assessment must be recorded (electronic methods are acceptable). All significant details and findings must be included though reference may be made to other documents such as procedures rather than reproducing them in full. The hard copy of the risk assessment must be signed by the person performing the risk assessment and approved by the relevant manager.

Communication of the Assessment

The information contained within the assessment must be communicated with those staff and pupils who may be affected by the work/activity. For assurance purposes it is good practice to keep a record of when and how the assessments have been communicated. Information about the risks may also need to be communicated to other people e.g. to members of the public through signage and other staff or auditors who will require access to the information from time to time.

Reviewing the Assessment

Risk assessment should be seen as a continual process. Risk assessments must be reviewed and kept up to date to take account of changes in processes and work methods, new staff or changes to other activities or hazards. In addition, a general periodic review of all assessments must be undertaken. There is no set period for general review though 12 months is often advised. A general review date should be recorded as part of the assessment.

Training

Anyone undertaking a risk assessment must have received appropriate training and have sufficient knowledge and understanding of the assessment process. An e-learning package is in place for staff, with support from the Facilities Manager and Middle and Senior Leaders. Input is often required from others during the risk assessment process. Appendix 2 is used as a tool for creating the risk assessments for curriculum activities.

Record Keeping

Records of risk assessments are kept for a minimum of seven years.

Monitoring/Audit

School's management should monitor the compliance of this policy and take appropriate action where necessary. Records of risk assessment, instruction and training, maintenance events etc. are available for audit by internal/ external auditors.

Summer 2018

Summer 2019

Appendix 1

Hazard List

<p>1. Access Slips, trips and falls Falling or moving objects Obstructions or projections Confined spaces</p> <p>2. Handling & Lifting</p> <p>3. Fire & Explosion</p> <p>4. Electricity</p> <p>5. Workplace Factors Noise Vibration Light Humidity Ventilation Temperature Pressure/Vacuum</p> <p>6. Transport</p> <p>7. Mechanical Entanglement Friction/abrasion Cutting Shearing Stabbing/puncturing Impact Crushing/trapping Ejection</p>	<p>8. Chemical Toxic Irritant Sensitising Flammable Corrosive Explosive Carcinogenic</p> <p>9. Particles and Dust Inhalation Ingestion Abrasion of skin or eye</p> <p>10. Biological Bacterial Viral Fungal</p> <p>11. Radiation Ionising Non-ionising</p> <p>12. Organisational Poor maintenance Lack of supervision Lack of training Lack of information Unsafe systems Unsuitable equipment</p> <p>13. Individual Not suited to work High work rate Unsafe behavior</p>
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NAME	SIGNATURE	DATE				First Aiders (if appropriate)	Fire Marshals (if appropriate)

Approved by:

Date: