

CRESSEY COLLEGE

RISK ASSESSMENT POLICY

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Amendment Record

This Risk Assessment policy is reviewed to ensure its continuing relevance to the direction and processes that it describes. A record of additions, admissions and amendments is given below:

Version	Amendments	Date
1	Initial issue of Policy, following recommendation from external inspection and removal from Safety, Health, Environmental Policy. Approved at Management meeting dated 21 Nov 17. Authorised by BU, approved by Head Teacher - AC.	21 Nov 17
2	Annual update to Policy. Approved at Management meeting dated 29 Aug 18. Authorised by BU, approved by Head Teacher – AC.	01 Sept 18

Introduction and Overview

1. The School will conform to all statutory legislation and recognises and accepts its responsibility as an employer for providing so far as is reasonably practicable, a safe and healthy work place and working environment, both physically and psychologically, for all its employees, volunteers, visitors and other workers. The school also recognises its paramount responsibility is for the safety and welfare of all the students at the school.
2. This policy should be read in conjunction with the Safety, Health, Environment and Fire Policy which also contains details which are more applicable to staff members and guidance on when and how to report accidents.

Aims of the Policy

3. This Policy is designed to:
 - a. Protect both the School and individuals from unnecessary risks, by ensuring that risks are properly identified and managed.
 - b. Ensure consistency of approach and management across the wide range of activities that the School is involved in.

Legislation

4. Risk assessments are a legal requirement under the following health and safety legislations:
 - a. Management of Health & Safety at Work Regulations.
 - b. Control of Substances Hazardous to Health Regulations.
 - c. Manual Handling Operations Regulations.
 - d. Personal Protective Equipment Regulations.
 - e. Health & Safety (Display Screen Equipment) Regulations.

Responsibilities

5. The table below lists current responsibilities:

Head Teacher	Accountable for ensuring Cressey College complies with all relevant legislation relating to risk assessment.
Head Teacher/Heads of Department/Senior Teachers	Monitor that suitable and sufficient risk assessment are carried out and any necessary control measures implemented. Carry out suitable and sufficient risk assessments necessary to control risks and implement measures to reduce the risk.
Operations & Contracts Manager	Monitor the completion of risk assessments carried out by school staff.
Employees	Co-operate with managers to enable them to provide a safe working environment and ensure legal compliance.
Contractors	Provide suitable and sufficient risk assessments to the person who has requested the work to be carried out

What is a risk assessment?

6. A risk assessment is nothing more than a careful examination of what, in our place of work, could cause harm to people so that we can weight up whether we have taken enough precautions or should do more to prevent harm. The aim is to make sure that no one gets hurt or becomes ill. We are legally required to assess the risks to employees, students in our care and others.

7. The important things we need to decide are whether a hazard is *significant* and whether we have it covered by satisfactory precautions so that the risk is reduced. We need to check this when we assess the risks. For instance, electricity can kill but the risk of it happening in an office environment is remote, provided that 'live' components are insulated and metal casing are properly earthed.

8. As we have more than five employees we are legally required to keep a written record of what we have done to reduce the risks. We must also tell our employees about the risk assessment; they should be informed through the induction process, team meetings, and supervision.

9. At Cressey we have one generic risk assessment form.

10. What is a hazard? A hazard means anything that has the potential to cause harm for example:

- a. Moving loads – manual handling.
- b. Working from steps or ladders.
- c. Working with students with challenging behaviour.

11. What is a risk? A risk is the chance that somebody will be harmed by the hazard for example:

- a. Risk of strain injury when lifting a load.
- b. Risk of physical injury if someone falls from a ladder.
- c. Risk of verbal/physical assault when working with students with challenging behaviour.

12. Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (eg. Staff training, procedures, warning signs and barriers).

13. Who should carry out the risk assessment? Each school staff team should work together in carrying out the risk assessment ensuring consultation with the team who carry out the work.

14. Risk assessments should be reviewed or updated annually. They should be available for all staff, who are involved in that particular area or activity, to see and to sign to say that they acknowledge the contents of the RA.

Which tasks should be assessed?

15. There are generic risk assessments that affect a number of tasks and activities. These should be reviewed annually to ensure they are relevant to the task as carried out by each school. Senior Teachers/Heads of Department/Head Teacher are responsible for ensuring

specific task/activity risk assessments and student specific risk assessments not covered in the generic pack are undertaken and reviewed regularly.

16. Generic risk assessment. You should check through these and review the existing safety control measures. You must ensure the precautions are in place, if not you will need to carry out further action to reduce the risk. Once the further action has been carried out the risk assessment can be reviewed again and signed off as being complete.

17. Specific risk assessment. For tasks not included in the generic risk assessment pack you must carry out a specific risk assessment using the Cressey risk assessment form; consider any tasks or activities that could be reasonably expected to cause harm. Ignore the trivial and concentrate on significant hazards. Ask the team to contribute to the risk assessment process. Don't forget to include tasks or student activities that are less frequent, this may include some lessons.

18. Prioritise the work tasks you consider to be the highest risk, in some cases you will need to action a 'quick fix' to temporarily reduce the risk until authorisation or funds are made available for a permanent solution, for example:

- a. Floor covering in a main walkway causing a major trip hazard, student group with limited mobility, a 'quick fix' solution would be to consider placing a hazard warning sign over the area and tape the damage until arrangements can be made for repair or replacement.

19. Who might be harmed? Decide who might be exposed to the hazard, pay particular attention to expectant mothers, people with a disability, young workers, trainees, new members of staff; you may need to consider individual health and safety arrangements to reduce the risk to them.

20. New and expectant mothers at work. Working in school with potentially volatile students poses a significant risk for a pregnant worker. Therefore, any member of staff who believes that they may be pregnant must inform their Manager as soon as possible so a risk assessment can be carried out.

21. Young persons. Where a young person may be working in the school e.g. school work experience the Manager must carry out a risk assessment which takes into account their inexperience, lack of awareness of existing or potential risks.

22. The risk assessment must consider whether the young person should be prohibited from certain work activities, except where they are over the minimum school leaving age and it is necessary for their training or the risks have been reduced so far as is reasonably practicable, or when proper supervision is provided by a competent person.

23. What safety controls should be considered? When deciding on appropriate measures to control risk, consider the following options.

- a. Avoid the task/activity.
- b. Try a less risky option.
- c. Avoid parts of the task.
- d. Prevent access to the hazard.
- e. Organise work to reduce exposure to the hazard.
- f. Provide training, information, supervision.

- g. Provide equipment.
- h. Provide personal protective equipment/clothing.

24. Evaluate the risk. Consider how likely it is that each hazard could cause harm. This will determine whether or not you need to do more to reduce the risk. Even after all precautions have been taken, some risk usually remains. What you have to decide for each significant hazard is whether this remaining risk is high – medium – low.

25. Firstly, ask yourself whether you have done all the things that the laws say you have got to do. For example, have you provided sufficient training and information to those exposed to the hazard so the risk of harm is reduced.

26. Use the Cressey risk rating tool to assist with the evaluation of risk.

27. What if the risk rating is medium or high? If the risk result is unacceptable then you should consider stopping the task or activity to avoid the risk of serious harm. Discuss with the Senior Teacher or Head Teacher immediately.

28. Where risks are not adequately controlled then you must consider any further action necessary to reduce the risk. Include a date and name of the person who is to carry out the action.

29. When should the risk assessment be reviewed? Sooner or later changes to the way you work will happen or new equipment is brought in which could lead to new hazards. If there is any significant change, this can be added to existing risk assessments, it is not necessary to amend the risk assessment for every trivial change.

30. It is good practice to review the assessments from time to time to make sure we are doing enough to keep the risks low. At Cressey we review most risk assessments annually.

The Cressey Risk Rating Tool:

Likelihood	5	Medium	High	High	Extreme	Extreme
	4	Medium	Medium	High	High	Extreme
	3	Low	Medium	Medium	High	High
	2	Low	Low	Medium	Medium	High
	1	Low	Low	Low	Medium	Medium
		1	2	3	4	5
	Consequence					

31. Further information can be gathered from the Operations and Contracts Manager.

Accidents

32. All accidents that occur on school premises must be reported to the Head Teacher and an accident report form completed and numbered. All witnesses should also contribute to the reports. The accident must be recorded together with any relevant outcomes. The accident report form must be sent to the main school office within 24 hours. Some accidents must conform to the RIDDOR regulations - more details can be found in the Safety, Health, Environment and Fire Policy or on the HSE website.

33. All records are to be kept for a **minimum of 3 years**. They will be analysed to look for trends and patterns and may:

- a. Be used for reference in future first-aid needs assessments.
- b. Be helpful for insurance and investigative purposes.

Health & Safety Risk Assessment Form

School Site	Activity	Generic educational visits – regular activities	People at Risk	Date:	Likelihood = E, H, M, L Consequence = E, H, M, L Risk unacceptable = High or Extreme
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HAZARD Potential to cause harm	RISK of harm or injury to self, staff, pupils and others	RISK RATING¹ Before control measures E H M L	EXISTING CONTROLS E.g. procedures, equipment, training	RISK RATING¹ Residual Risk E H M L	FURTHER ACTION REQUIRED Risks not adequately controlled	ACTION Who & when

Completed by:		Date	
School Senior Teacher		Date	
RA Review date			

¹ Refer to Cressey Risk Rating Tool in SHEF Policy (Likelihood x Consequence)