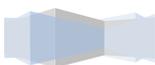


Holme Grange School  
Whole School Policy including EYFS  
(EYFS - Little Grange and Reception Classes)



# Risk Assessment Policy

| Date:                           | Amendment: | Reviewed by:                        | Authorised by: |
|---------------------------------|------------|-------------------------------------|----------------|
| 19 <sup>th</sup> December 2016  | Review     | RC Plumpton Health & Safety Officer |                |
| 29 <sup>th</sup> September 2017 | Review     | D Hayes Bursar                      |                |
| 04 <sup>th</sup> December 2018  | Review     | RC Plumpton Health & Safety Officer |                |
|                                 |            |                                     |                |
|                                 |            |                                     |                |
|                                 |            |                                     |                |
|                                 |            |                                     |                |
|                                 |            |                                     |                |



## 1. Introduction

Documented Risk Assessments are a requirement under the Management of Health and Safety at Work Regulations 1999. The School is required to assess the risks to the health and safety of workers and any others who may be affected by the work carried out for the purpose of identifying measures needing be taken to comply with other legislation. Carrying out these written assessments will help to identify all the protective and preventive measures that must be taken to comply with the Regulations.

It is the responsibility of Heads of Department and Departmental Line Managers to ensure that risk assessments are in place for their area/department. They can complete the assessments themselves, or instruct other staff to undertake them.

The School will follow the Health and Safety Executive's 5 stage approach to Risk Assessments:

- Step 1** – Identify the hazards.
- Step 2** – Identify who might be harmed and degree of severity.
- Step 3** – Evaluate the risks and decide on precautions.
- Step 4** – Record and implement findings.
- Step 5** – Review assessment and update if necessary.

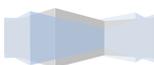
Copies of risk assessments should be in date and signed by the Assessor and the responsible person undertaking the tasks. These should be held in the area of work, with copies held by the Health, Safety Officer ensuring they are available for inspection by the HSE, Governing Body and the outside Inspectorates as required. They will also be internally audited by the School Health, Safety Officer during departmental audits.

Risk assessments should be reviewed and revised: -

- Annually.
- When there is reason to suspect the assessment is no longer valid. This may become apparent through accidents and near misses, safety complaints, ill-health trends, or the employer may become aware that a relevant piece of legislation has fallen out of date.
- When there has been a significant change in the matters to which the assessment relates, such as the introduction of new work equipment, changes in management personnel, new markets or applications for the School's products, cutbacks in training etc.

All significant findings should be recorded and brought to the attention of relevant personnel, with signatures provided as evidence that the information has been read and received by those undertaking the tasks. The School's Risk Assessment template at Appendix A gives further guidance.

Specific Risk Assessments, which the School must have in place under current regulations are:



- Fire Risk
- Young workers employed by the School/work experience
- New and expectant mothers
- Control Of Substances Hazardous to Health
- Lone working
- Workplace equipment
- Confined space

All the above have specific templates that will assist in the completion of the task; these are available from, and should be completed with, the Health, Safety Officer.

## 2. Other Types of Risk Assessment

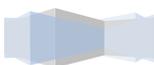
**Generic Risk Assessments** are acceptable where activities/processes/operations are consistent across the workplace. However, these must be adapted, as appropriate, to consider particular individuals and specific Risk Assessment Policy April 2011. Issues relating to the environment at Holme Grange School or the areas where the activities are taking place. They should also be signed and dated to confirm that all staff have been made aware of the contents.

**Specific Assessments** may be produced using a generic template, but are in place for one dedicated task or event. Other assessments may be referenced in the specific assessment and will have very prescriptive controls for the individual or task, for example a one off trip, and return to work assessment or functions such as a wedding, or external letting.

**Dynamic Risk Assessments** are constant, on the spot assessments of the situation/task that are not written down. These should not be relied on completely for a task, as there is no written evidence of the control measures in place. Dynamic risk assessments alone will not be accepted by the HSE in any accident investigation. However, they can be noted in a full Risk Assessment as an ongoing assessment of the risk.

As part of the measures for the control of contractors on site risk assessments and where applicable method statements must be obtained and in place before the contracted task is undertaken. It is the responsibility of the Head of Department instigating and overseeing the contracted works to obtain these and share them with the Health, Safety Officer.

External clubs and users of the School facilities will also be asked to submit their own risk assessments. It is the responsibility of Holme Grange School to obtain these as part of the contract process. In turn and on request any risk assessments relating to the environment they are using which have been produced by the School will be shared.



### 3. Guidelines for Written Risk Assessment

#### DEFINITIONS:

|               |   |  |
|---------------|---|--|
| <b>HAZARD</b> | – | Something with the potential to cause harm             |
| <b>RISK</b>   | – | The likelihood of harm being realised and its severity |

1. Identify and record an activity, process or operation using Annex A, where there is potential for injury or damage.
2. Consider whether it is essential for the activity to continue, given that without the hazard there is no risk.
3. Identify the hazards within the activity, e.g. using machinery, confined spaces, working at height, electricity, manual handling, lone working etc.
4. Determine the risks involved and what type of incident is anticipated, e.g. contact with moving/sharp equipment, asphyxiation, falls, electrocution, back injury, violence/abuse. Consider who and how many people will be affected, e.g. employees, visitors, customers, contractors.
5. Estimate the risk level without the benefit of any control measures using the matrix at Annex B.
6. High and medium risk levels will require control measures to reduce the risk level to as low as is reasonably practicable. This could be achieved by guarding, safety procedures/working practices, training, mechanical assistance, contracting out etc. Personal Protective Equipment (PPE) should only be considered as the last resort if alternative control measures cannot achieve a lower risk level.
7. Reassess (quantify) the risk level with existing control measures in place to ensure that the risk is reduced – if it is not then further controls will be needed, see below.
8. Some additional control measures may be required to reduce the risk level further.

Share and discuss with all persons involved in the activity/process/operation and obtain signatures to confirm their understanding and involvement.

**The completed assessments should be signed and dated by the Assessor.**

All assessments should be reviewed annually or when there is any significant change, whichever is sooner; this is indicated on the top of the assessment document.



## AN INTRODUCTION TO RISK ASSESSMENT

### **Why Risk Assess?**

Risk assessments are a legal requirement under the Management of Health and Safety at Work Regulations 1999.

Regulation 3 stipulates that:

Every employer shall make a suitable and sufficient risk assessment of -

- (a) the risks to the health and safety of his employees to which they are exposed whilst they are at work; and
- (b) the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking.

### **What is Risk Assessment?**

Risk assessment is nothing more than a careful examination of what could cause harm to people so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

### **What is Risk?**

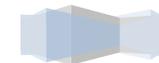
Risk is the chance or possibility of danger, loss or injury. Buildings, property and people are exposed to a range of risks. The chance can be minimised or the effect limited by Risk Assessment and Management.

### **What is Hazard?**

Hazard is something with a potential to cause harm.

### **What is Harm?**

Harm includes death, bodily injury and damage to physical or mental health.



## What is Duty of Care?

A teacher/supervisor has a Common Law Duty of Care. This means that:

- A teacher/supervisor has a duty of care for young people under their supervision.
- A higher duty is expected of teachers/supervisors as a result of their specialised knowledge.
- The age of the young person and the nature and location of the activity help to determine the degree of supervision required.

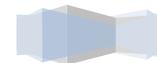
The duty of care expected is that of a reasonable, prudent and careful parent applying his or her mind to the School situation. The duty is continuous and cannot be delegated to anyone else.

With reference to any civil claims of negligence made against a teacher/supervisor, an injury or damage that may not be reasonably foreseeable is deemed to be an accident. Foreseeable is defined as something that has happened in the past of which the teacher/supervisor has knowledge or something that one can visualise happening. Negligence may arise from the lack of due care. The questions likely to be asked in a court of law are:

- Was there a duty of care?
- Was there a breach of that duty?
- Did harm result directly from the failure to exercise reasonable care?

Should the answer to all three questions be “Yes”, then most probably negligence did occur.

**Risk Assessment MUST be an on-going process. The risk assessments shown below are not definitive and should be reviewed and amended as necessary.**





**HOLME GRANGE SCHOOL**  
**SCHOOL CURRICULUM AREA/DEPARTMENT**  
**RISK ASSESSMENT**

**FORMAT FOR IN-HOUSE ACTIVITIES (i.e. students, staff and visitors)**

|  |  |                             |  |
|--|--|-----------------------------|--|
| <b>Name of Curriculum Area/Department:</b> |  | <b>Date(s) of Activity:</b> |  |
| <b>Head of Curriculum Area/Department:</b> |  |                             |  |
| <b>Place(s) of Activity:</b>               |  |                             |  |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|----------|--------|-----|----------|------------|---------|
|          |        |     |          |            |         |
|          |        |     |          |            |         |
|          |        |     |          |            |         |
|          |        |     |          |            |         |
|          |        |     |          |            |         |

| Activity | Hazard | Who | Severity | Likelihood | Control |
|----------|--------|-----|----------|------------|---------|
|          |        |     |          |            |         |
|          |        |     |          |            |         |
|          |        |     |          |            |         |
|          |        |     |          |            |         |
|          |        |     |          |            |         |



|          |   | LIKELIHOOD   |  |   |  |   |
|----------|---|--|--|---|--|---|
|          |   | 1.<br>VERY UNLIKELY<br>(freak event - no<br>known history) | 2.<br>UNLIKELY (unlikely<br>sequence of<br>events) | 3.<br>LIKELY<br>(foreseeable under<br>unusual<br>circumstances) | 4.<br>VERY LIKELY (easily<br>foreseeable - odd<br>incident may have<br>occurred) | 5.<br>ALMOST CERTAIN<br>(common occurrence -<br>aware of incidents) |
| SEVERITY | NEGLIGABLE (First Aid injury/illness - no real visible injury/pain)   | 1 LOW  | 2 LOW  | 3 LOW   | 4 LOW  | 5 LOW   |
|          | MINOR INJURY (minor cuts, bruises - no long term effects)             | 2 LOW  | 4 LOW  | 6 LOW   | 8 MEDIUM   | 10 MEDIUM   |
|          | MODERATE (heavy bruising, deep flesh wound, 3 day lost time accident) | 3 LOW  | 6 LOW  | 9 MEDIUM  | 12 HIGH  | 15 HIGH   |
|          | SEVERE (lost time accidents and major injuries)                       | 4 LOW  | 8 MEDIUM   | 12 HIGH   | 16 HIGH  | 20 HIGH   |
|          | VERY SEVERE (long term disability or death)                           | 5 LOW  | 10 MEDIUM  | 15 HIGH   | 20 HIGH  | 25 HIGH   |

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|

**ANNEX B**

