

Heath Hayes Academy



Health & Safety Risk Assessment Policy

April 2021

Audience: All stakeholders	
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Contents

Introduction	2
Roles and responsibilities	3
Governors.....	3
Head teacher.....	3
Health and safety lead	3
Premises manager.....	3
Heads of Department.....	3
Educational visit leaders	3
Areas requiring risk assessments.....	4
Premises and grounds.....	4
Specialist / technical risks	4
Staff.....	4
Curriculum.....	4
Completing risk assessments	5
Monitoring and review	5
Standard risk assessment template	6
Risk matrix.....	Error! Bookmark not defined.
Guidance on completing assessments.....	Error! Bookmark not defined.

Introduction

The school and Governors are committed to promoting the health, safety, and welfare of all members of the school community. It is recognised that risks are inherent in everyday life and that the need is to identify them and adopt systems for minimising them. It is important for our students to be educated to cope safely with risk.

It is a statutory requirement for every employer to carry out a “suitable and sufficient” risk assessment. However, it is important to ensure that this is carried out in a proportionate manner. In its most basic form, a risk assessment is nothing more than a careful examination of what could cause harm to people, and then considering what can be done to stop that harm occurring.

A documented risk assessment is not required for every activity; neither does the law require that we eliminate all risk but to protect people “so far as is reasonably practicable”.

School risk assessments should be proportionate to the level of risk involved with more consideration being given to significant risks (those with the potential to cause real harm) which need to be formally documented, rather than undertake excessive paper-based risk assessments of very low risk activities.

Roles and responsibilities

Governors

- Monitoring overall completion of risk assessments
- Sampling risk assessments for review and monitoring of implementation of control measures

Head teacher

- Ensuring that risk assessments are made and recorded for all the school's significant risk to the health and safety of employees or other persons.
- Reviewing and approving key risk assessments
- Monitoring overall completion of risk assessments
- Ensuring that staff have received appropriate instruction in completing risk assessments
- Sampling risk assessments for review and monitoring of implementation of control measures

Health and safety lead

- To regularly review risk assessment completion
- Maintain the list / register of risk assessments
- To regularly review the effectiveness of risk control measures identified in risk assessments through monitoring and inspection
- Providing support to staff completing risk assessments
- Reviewing risk assessments supplied by external contractors for impact on the school and school users

Premises manager / Caretaker

- To complete risk assessments covering the premises and maintenance
- To complete risk assessments for work of the premises team e.g. use of tools and equipment, working at height, manual handling
- To ensure that risk control measures are implemented and maintained

Heads of Department

- To ensure that risks within their own department are assessed including any specialist equipment
- To ensure that risk control measures are implemented and maintained

Educational visit leaders

- Trip leaders must complete risk assessments for all trips and external activities
- The risk assessment must then be submitted for approval by the EVC

Areas requiring risk assessments

Premises and grounds

Risk assessments will be completed for the general condition of the premises and grounds. Significant risks to be assessed will include slips and trips, falls from height, maintenance, hazardous substances, use of work equipment including noise and vibration exposure, vehicle and pedestrian movement, supervision of outside spaces, playgrounds, lettings and hires, contractors, electricity, and gas.

Specialist / technical risks

There are some areas where specialist or technical risk assessments are required. The school will procure via REAch2 Estates competent advisers to complete these risk assessments including for asbestos, legionella, and fire. These risk assessments will be regularly reviewed and updated as required.

Staff

Risk assessments will be completed for issues affecting staff including stress, lone working, personal safety, display screen equipment, first aid, young persons, new and expectant mothers, and school minibus use.

Curriculum

- **Science** will follow risk control guidance supplied by CLEAPSS including haz cards. Risk assessments will cover, practical sessions, equipment, as well as the work of staff in the department including technicians.
- **Design and Technology, and Art** will follow risk control guidance supplied by CLEAPSS and DATA. Risk assessments will cover, practical sessions, equipment, as well as the work of staff in the department including technicians.
- **PE and Sport** will follow risk control guidance supplied by AfPE. Risk assessments will cover indoor and outdoor activities as well as offsite fixtures.
- **Drama and Music** will follow risk control guidance supplied by appropriate national bodies, including for lessons and performances or events.
- **Classrooms** checklists will be completed for all classrooms based on the HSE checklist on an annual basis. Class teachers who have their own rooms will be required to complete a checklist annually. Any common or shared classrooms will be assessed centrally.

Where template or model risk assessments are used these must be contextualised to the school. Generic and unaltered risk assessments are not suitable and sufficient and do not take account of the school's circumstances.

Risk control measures should be incorporated into lesson plans and schemes of work as appropriate.

Completing risk assessments

No specific training is required for staff to complete risk assessments, although training and support is available if required. It is more important to understand the area / activity that will be risk assessed. General guidance on completing risk assessments is included within this policy.

A standard risk assessment format and risk matrix should be used for all risk assessments. There are some exceptions that are allowed e.g. where national body templates are being followed. A standard approach will assist with greater consistency and improved monitoring of risks across the whole school.

The standard five steps to risk assessment model is followed:

- **Step 1** – Identify the hazards
- **Step 2** – Identify who might be harmed and how
- **Step 3** – Evaluate the risks and decide on precautions
- **Step 4** – Record your significant findings and implement them
- **Step 5** – Regularly review your assessment and update if necessary

A standard risk matrix is used to evaluate risks and is included within this policy. Rating risks is a tool and process to identify the most significant risks which require the most attention.

When deciding on implementing measures the recommended approach is to first look at the control measures you already have in place. Then consider if any further measures are needed. The first question to ask is can I get rid of the hazard altogether? Then if not, how can I control the risks so that harm is unlikely?

Some practical steps could include:

- Trying a less risky option
- Preventing access to the hazards
- Organising your work to reduce exposure to the hazard
- Issuing protective equipment
- Providing welfare facilities such as first aid and washing facilities
- Involving and consulting with others

Monitoring and review

A list or register of health and safety risk assessments will be created identifying all school risk assessments. This will enable monitoring of what risk assessments there are, who owns them, when they were completed and when they are due for review.

All risk assessments will be approved by a Head of Department or member of SLT. The health and safety lead will monitor that measures identified in risk assessments are being carried out and any actions identified are completed within timescales.

Monitoring and random sampling of risk assessments will be carried out by governors, including checking that measures identified in risk assessments are being appropriately implemented.

Standard risk assessment template

RISK ASSESSMENT

Children (year, class, Number)

Number of children

Adults attending-



ISSUE List significant hazards which may result in serious harm or affect several people	Likelihood	Consequence	Risk L/M/H	HOW TO MANAGE IT			Likelihood	Consequence	Risk L/M/H
				What procedures will we have? (Action to be taken)					

Signed byTeacher

Signed by
Page 6 of 7

Head teacher

The level of risk is calculated by:

<p>The likelihood</p> <p>1 - Very unlikely</p> <p>2 - Unlikely</p> <p>3 - Fairly Likely</p> <p>4 - Likely</p> <p>5 - Very likely</p>	<p>The consequence</p> <p>1 - Insignificant (no injury)</p> <p>2 - Minor (minor injury needing first aid)</p> <p>3 - Moderate (up to 3 days absence)</p> <p>4 - Major (death)</p>
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Risk rating:

1 - 4	Low (acceptable)	<i>No further action required</i>
5 - 9	Medium (adequate)	<i>If risk cannot be lowered any further, consider risk against benefit. Monitor and look to improve at next review</i>
10 - 16	High (tolerable)	<i>Identify further control measures to reduce risk rating. Seek further advice e.g. line manager, H&S team, etc.</i>
17 - 25	Very High (unacceptable)	<i>Do not undertake the activity. Implement immediate improvements</i>