

**Risk Assessment**

**Policy**

**Park Hall Academy**

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| **Park Hall Academy**  |
| **Position** | **Signed** | **Print** | **Date** |
| **Chair of Governors** |  |  |  |
| **Principal** |  |  |  |
| **Health & Safety Governor** |  |  |  |

**Risk Assessment Policy**

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# 1. Introduction

**1.1 Statement of Intent**

St. Bart’s Multi Academy Trust (SBMAT) along with Park Hall Academy, acknowledges that a failure to take reasonable safety precautions in relation to hazards would present a serious risk to all employees, pupils, visitors and contractors.

Accidents and injuries can ruin lives, cost money and damage the Trust/Academy reputation. Apart from being a legal requirement, risk assessments focus on prevention, rather than reacting when things go wrong. In many risk assessment findings, simple measures are effective and not costly.

Risks are present in everyday life, our duty is to identify those risks and adopt systems for minimising them.

This document should be read in conjunction with SBMAT Health and Safety Policy.

**1.2 The Law**

There are clear duties for risk assessment under acts such as the Health & Safety at Work Act 1974 and The Management of Health & Safety at Work Regulations 1999. The following requirements are laid down in those regulations and can be applied to other areas of risk assessment;

* *The risk assessment shall be ‘suitable and sufficient’ and cover both employees and non-employees affected by the employers undertaking (e.g. contractors, members of the public, pupils, etc.)*

The term ‘suitable and sufficient’ is important as it defines the limits to the risk assessment process. A suitable and sufficient risk assessment should:

* Identify the significant risks and ignore the trivial ones.
* Identify and prioritise the measures required to comply with any relevant statutory provisions.
* Remain appropriate to the nature of the work and valid over a reasonable period of time.
* Identify the risk arising from or in connection with the work. The detail should be proportionate to the risk.

The significant findings that should be recorded include a detailed statement of the hazards and risks, the preventative, protective or control measures in place and any further measures to reduce the risks presented.

The Health and Safety (Consultation with Employees) Regulations 1996 requires employers to inform, and consult with, employees in good time on matters relating to their Health and Safety.

# 2. What is a Risk Assessment?

Efficient, suitable and sufficient risk assessment with regard to health and safety is essential in order to achieve successful health and safety performance. Any work activities or activities carried out in the name of the Trust/Academy and involving pupils, staff and/or other stakeholders must be risk assessed. With regards to risk assessment, the following definitions apply:

* Hazard - Something with the potential to cause harm.
* Risk Rating - The overall judgement of the level of risk which may arise from the hazard, based upon the likelihood of the event occurring and the potential severity of the consequence.
* Control Measures - Method used to reduce or control risks arising from identified hazards.
* Residual Risk - The level of risk remaining once control measures have been applied to reduce risks so far as is reasonably practicable.

Risk assessment identifies the hazard and makes a balanced judgment of the degree of risk. A risk assessment is the overall process of estimating the magnitude of risk and deciding whether or not the risk is tolerable or acceptable.

Risk assessment enables a prioritised action plan to be complied, responsible persons identified and time scales determined for the completion of actions.

Risk assessment is a logical process that can be broken down into 5 steps:

1. Identify the hazard.
2. Decide who or what might be harmed and how.
3. Evaluate the risks and decide on precautions.
4. Record significant findings and implement them.
5. Review the assessment and update if necessary.

The 3 recognised methods of conducting risk assessments are:

1. Formal **–** A written method of evaluating the risk of harm.
2. Generic **–** An evaluation of risk that can be applied to common tasks

In unusual circumstances, when an unforeseen risk presents itself (a previous Formal or Generic risk assessment not having been compiled and / or in use) an employee may be required to use a dynamic risk assessment.

1. Dynamic **–** A mental assessment of risk for use when any delay would increase the risk of harm.

Information on risk assessment can be found on the HSE website.

<http://www.hse.gov.uk/risk/controlling-risks.htm>

# 3. Responsibilities

**3.1 The Principal will:**

* Be responsible for producing and maintaining risk assessments for people and property under their line of responsibility, including non-employees’ exposure to risks relating to work activities carried out in the name of the Trust/Academy and by their employees.
* Where responsibility for completing risk assessments is delegated, the Principal must ensure that they are carried out by a suitably trained and competent person.
* Will ensure that when specialised assessments are needed, they are completed by an accredited provider (Water Hygiene, Fire, Asbestos etc.).
* Allocating resources in response to risk assessments completed within departments and determining a course of action should it be identified that a risk cannot be suitably controlled so far as is reasonably practicable.
* Communicate the findings of risk assessments to all staff.

**3.2 Employees will:**

* Participate and assist in the process of risk assessment where required.
* Follow the control measures identified from risk assessment in relation to their

 work.

# 4. Communication

Relevant information identified in the risk assessment regarding the hazards, their associated risks to the Trust and the appropriate control measures must be effectively communicated, and be readily accessible to employees and others as appropriate.

# 5. Monitoring

Managers or appropriate persons shall monitor the effectiveness of control measures and ensure that physical control measures are used, installed correctly and suitably maintained where applicable. Likewise checks should be made to ensure that agreed control measures and safe systems of work are being followed correctly.

#  6. Record Keeping

Risk assessments and any supporting documentation should be kept for as long as the task in question is still being performed. When they are superseded, these should be stored for a minimum of three years as they may be required in the event of any litigation claims for compensation. Risk assessments which relate to any substances hazardous to health (e.g. asbestos) should be kept for 40 years.

Examination of past assessments allows changes/improvements to be identified and implemented in future assessments.

# 7. Risk Assessment Process Map

Identify activities undertaken.

Undertake the risk assessment.

Identify the hazards, who may be harmed and how.

Monitor and review.

Retain records.

Assess the risk

##

Record the findings and communicate information.

**RISK**

**ADEQUATLEY**

**CONTROLLED?**

Identify existing control measures.

**YES**

**NO**

Develop and implement action plan.

Identify additional control measures.

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| --- | --- | --- |
| **Directorate & Team:**  | **Completed By:**  | **Date:** **Review Date:** |
| **Activity Workplace:**  | **Manager:**  |
| **Hazard** | **Initial risk** |  | **Action plan** | **Residual risk** |
| **Details of hazard** | **Who is affected and how?** | Likelihood | Consequence | **Risk****L/M/H** | **What controls are already in place** | **Further action required** | **By whom** | **By when** | Likelihood | Consequence | **Risk****L/M/H** |
|  |  |  |  |  |  |  |  |  |  |  |  |

# 8. Risk Assessment Template

|  |  |  |  |
| --- | --- | --- | --- |
| ***The level of risk is calculated by:***  | ***The likelihood*** | **x** | ***The Consequence*** |
|  | 1. *Very unlikely*
2. *Unlikely*
3. *Fairly likely*
4. *Likely*
5. *Very likely*
 |  | 1. *Insignificant (no injury)*
2. *Minor (minor injury needing first aid)*
3. *Moderate (up to 3 days absence)*
4. *Major (more than 3 days absence)*
5. *Catastrophic (death)*
 |

***Risk rating:***

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



