

The Auriga Academy Trust

Risk Assessment Policy

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Please note that all Trust policies are reviewed annually. Should you have any queries regards this policy, note an omission or wish to propose an amendment, please email sconnor@strathmore.richmond.sch.uk.

Background

What is a Risk Assessment?

A risk assessment is an examination of an activity that could cause injury, ill health or harm. It identifies the likelihood of hazardous events happening along with the consequent level of harm. This examination also confirms what controls are needed to reduce the risk to a reasonably practicable level and it is the implementation & monitoring of these controls that is key to keeping the risk level reduced. Not every activity needs a risk assessment as they are only required where there is a 'significant hazard' e.g. staff making themselves a coffee would not need to write a risk assessment first, but someone managing a kitchen or carrying out the manual handling of heavy items would.

Not all hazards can be eliminated so there will always be some risk, however, if effectively managed, the impact of things going wrong can be minimised. This guidance aims to improve risk awareness rather than encourage risk avoidance.

Useful Terms:

Hazard - something with the potential to cause harm e.g. chemicals, electricity, working from ladders, etc.

Risk - the chance, high medium or low, that somebody will be harmed by the hazard. This also takes into consideration the potential severity/ consequences of harm.

Legal Requirements:

The Management of Health & Safety at Work Regulations 1999 specify: *Regulation 3(1) Every employer shall make a suitable and sufficient assessment of (a) the risks to the health & safety of their employees to which they are exposed whilst they are at work; and (b) the risks to the health & safety of persons not in their employment from the work being carried out.*

Risk assessments must be reviewed regularly or when any of the circumstances change and extra consideration is required for young people and anyone pregnant

Trust Statement

Statement

It is the policy of The Auriga Academy Trust to ensure that the hazards associated with the work taking place at the site are identified, risk assessed and suitable & sufficient control measures are put in place. Where there are significant hazards the findings of these risk assessments will be recorded. Every effort is made to eliminate the hazards and where this is not possible to reduce both the hazard(s) and the risk.

To enable this the Head Teacher of each school within the Trust has nominated a suitable member of staff to manage & undertake the tasks and ensure they have received sufficient information, instruction & training in order to be able to carry out the role.

The Trust recognises that there are a wide range of activities taking place on it's campuses that could potentially lead to injury/ harm. For a number of these hazards, such as manual handling, work at height and use of chemicals each school has specific risk assessments in place. Further details can be found in the relevant sections below.

Documentation

The Trust makes use of the Action HR Risk Assessment form and when available uses the Action HR risk assessment templates. The Trust has also invested in the Safesmart Smartlog Health & Safety system which also has a range of Risk Assessment templates.

Guidance as to how to complete the Action>HR Risk Assessment Form can be found in Appendix 2.

Training

It is the Trust policy that any member of staff carrying out risk assessments will have received the suitable instruction and training. The School Business Manager should be contacted if training is required. This can be arranged with Action>HR or online training is available through Safesmart Smartlog.

Monitoring and Review

Where the school undertakes risk assessments, these are reviewed at least annually or at such time as the described circumstance changes change to the location/activity or if there has been a related incident/accident. Risk assessment reviews are carried out by the member of staff managing the described activity. A full listing of the general campus specific risk assessments is maintained by each school and is held by the Head Teacher / School Business Manager.

Risk Assessments

There are numerous activities carried out at schools within the Trust, each of which requires its own separate risk assessment. Areas in which risk assessments are of particular importance include Health and Safety, Fire Safety, Asbestos Control, Water Safety, Educational Visits and Trips. Please note the following:

Health & Safety: Manual Handling & Working at Heights

Where the assessment covers an area such as manual handling or work at height, only staff also trained in those activities will undertake the assessment. Further advice regarding training can be found in the Action>HR Manual Handling Guidance & Policy Template and Work at Height Guidance & Policy Template etc.

Health & Safety: COSHH Risk Assessments

COSHH assessments are a type of risk assessment; details regarding the type of training required to undertake & review COSHH assessments can be found in, Control of Substances Hazardous to Health Guidance & Policy Template

Specialist Risk Assessments: Fire safety / Water Safety

Where specialist risk assessments are required, such as for the management of fire safety and legionella / water management, the school either makes use of specialist contractors or the Action HR Health & Safety Team.

The school has dedicated policies in place for the management of specialist areas, Fire Safety, Legionella/ Water Management and Asbestos Management etc. These policies describe the arrangements for carrying out and review the assessments.

Health & safety: Management of Contractors

The Trust maintains high standards of health & safety and requires contractors & their staff to undertake their work in a way that does not put themselves or others at risk. As such the Trust has a Managing & Monitoring Contractors Policy in place. The policy details the requirement for contractors to provide full risk assessments and method statements prior to any work commencing.

Educational Visits

For educational visit risk assessments the Trust recommends that schools use the Action HR Educational Visits Guidance and follows an Educational Visits Coordinator format.

The trained Educational Visits Coordinator is responsible for working with the members of staff organising & participating in the visit and coordinating the completion & review of suitable risk assessments. The school makes use of the independent Educational Visits Assessor as required.

Other Risk Areas

Other risk areas include:

School Operations: Playtime Risk assessment

The majority of school sites within the Trust have specialist play equipment. A Playtime Risk Assessment is required for each school site (template Action>HR). This should be reviewed annually at the start of each term or in the light of any accidents reported.

School Operations: Vehicles on School Grounds

The transport of pupils to and from school may involve vehicles being on school grounds. A Vehicles on School Grounds Risk Assessment (template Action>HR) should be completed for each school site where this is relevant.

School Operations: Management of Medicines

The Trust has written procedures for the management of medicines.

Accident Reporting

The Trust uses the Accident Reporting System managed by Action>HR. School wide training is undertaken and reports generated for each schools Senior Leadership Team which should help in identifying areas of risk. It is the responsibility of Action>HR to ascertain whether an accident should be RIDDOR reported. Action>HR will liaise with the school to ensure they are aware that an accident has been referred.

Display Screen Equipment

All administrative staff are required to undertake display screen equipment training and complete a DSE Risk Assessment using SafeSmart.

APPENDIX 1: Carrying out a Risk Assessment

Carrying out a Risk Assessment:

Before beginning a risk assessment, you need to decide what are the key relevant areas, such as equipment, people, activities and location.

❖ Identify the significant hazards

- The risk assessment should ensure all relevant significant hazards are identified. Hazard - something with the potential to cause harm. The aim is to identify the significant hazards in the workplace and make clear on the risk assessment form how these hazards can cause harm/damage/loss;
- This should be a team based exercise to help ensure the risk assessment will be suitable and sufficient with all significant hazards identified. Use team meetings to involve everyone to increase engagement and help ensure familiarity with the controls:

❖ Reasonably foreseeable risks?

- Do the significant hazards identified have reasonably foreseeable risks e.g. a meteor is a significant hazard but is it reasonable to say it will cause harm to your team?
- There is no need to include obscure hazards that are unlikely to affect your staff.

❖ Identify the people at risk,

- Are those at risk from the significant hazard just staff only, or staff and members of the public, contractors, or pupils, etc. All those at risk should be noted on the form.
- It is important the vulnerabilities and behaviour of the people affected is taken into consideration when completing a risk assessment. For example, staff working in a location are likely to know what to do in the event of an evacuation, but the public are less likely to know what to do.
- If a new/expectant mother or a young person (16-17) is at risk, then an additional risk assessment form must be completed;

❖ Assess the risk from the significant hazard

- Assess the likely frequency of a hazardous event occurring along with the consequence from the identified hazards without any controls in place. This tells you what the risk is if your controls fail or if you had none. Risk - likelihood of harmful event and the consequences.
- If you are assessing an ongoing activity consider what control measures you already have in place. Reevaluate the likelihood of an occurrence and the severity of harm that could be caused; consider the risk levels with current control measures in place. These risk rating levels can be expressed as 'high', 'medium' or 'low'.

Risk Ratings Explained:		
Rating:	Consequences:	Actions:
High	If the hazard caused harm there would be serious consequences: death(s), serious injury, long-term ill health, or there is a very high likelihood of the hazard causing any harm.	Current controls (or no controls) totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring.

		Immediate action required, may require task to be suspended until issue resolved
Medium	If the hazard caused harm the consequences would be less serious: minor injury, short-term ill health with no lasting effects and there is not a high likelihood of the hazard causing harm	Controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects. Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue is
Low	If the hazard caused harm the consequences would be less serious or very unlikely that harm would be caused	Controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

Where a hazard is assessed to have either a high or medium risk, (either with no control measures in place or with the current control measures in place for ongoing activities) further action is required and further control measures must be identified and put in place.

When identifying control measures the school recognises the importance of using the most effective measures first and not relying on controls such as personal protective equipment and staff awareness.

Risk Assessment and Hierarchy of Controls:

When identifying the management actions, known as control measures the assessor should follow the hierarchy of controls.

Hierarchy of Controls - ERIC PD	
Eliminate	<ul style="list-style-type: none"> ❖ Do you need to undertake the task at all? ❖ Can it be done in a way that removes the hazard?
Reduce	<ul style="list-style-type: none"> ❖ Can the task be changed in order that the risks are reduced?
Isolate	<ul style="list-style-type: none"> ❖ Isolate the hazard/ hazardous part of the task ❖ Only specific people undertake the task
Contain	<ul style="list-style-type: none"> ❖ Manage the risk further ❖ Provision of suitable equipment, i.e. EN 131 ladders for work at height or trolleys for manual handling tasks
Protective equipment	<ul style="list-style-type: none"> ❖ Provision of equipment toe cap boots, gloves or overalls etc.
Discipline	<ul style="list-style-type: none"> ❖ Instruction in what to do

The purpose of the hierarchy is to ensure that the most effective controls are prioritised and measures such as protective equipment and relying on staff knowledge are not depended on.

Control measures must be prioritised and assigned a date for implementation as well as well as a lead member of staff to ensure the measures are put in place and monitored.

Implementing & Maintaining Control Measures:

- Practical implementation is aided by good design. The full implementation of adequate control measures will take time, and at each stage where full controls cannot be achieved, adequate steps should be taken in the interim to minimise the risks. The higher risks should take priority for action;
- Control measures must be recorded as a means of ensuring their consistent implementation.
- Performance standards for risk control should be documented to a level of detail which reflects the degree of risk.
- Maintaining risk control measures requires adequate inspection, maintenance and monitoring procedures to secure continued operation.

APPENDIX 2: Completing a Risk Assessment (Action>HR Guidance)

Risk Assessment Form:

In order to assist schools with the completion, recording, monitoring and review of risk assessments there are a number of risk assessment templates available on SLA online. Where a school is undertaking a new risk assessment or assessing an activity for which there is no template there is a blank risk assessment format for use, (also available on SLA online).

The form is in three sections:

❖ **Part 1 The cover sheet**

This is to show what has been assessed and by whom. It shows managerial control over the assessment; if corrective action is required and has been taken. A review date is required to ensure the risk assessment is still valid or if it needs modification in light of new information and technology.

❖ **Part 2 Risk Assessment – Significant Hazards and Current Controls**

This is a 'snapshot' of how things are at this moment. It is the initial form for:

- identifying hazards
- who is affected by them
- the risk rating without any controls i.e. High, Medium or Low
- current controls in place
- further risk rating with the current controls in place to see how effective they are in reducing the level of risk
- where further action is required e.g. if there is still a high or medium risk with the current controls in place, the assessor(s) go onto Part 3 The Action Plan. The Risk Rating is subjective and is there to help prioritise where action needs to be taken.

❖ **Part 3 Action Plan**

Where further action is required because there is still a High or Medium risk, this form is used to detail these additional control measures that need to be put in place and whose responsibility it is to have them put in place. An estimation of the residual risk is made as a result of that action being taken. Target dates, with named individuals, are also set to ensure action is taken. The final two columns are to show when the corrective measures have been taken and by whom.

Risk Assessment Form

Description of Activity / Person / Area / Equipment being assessed	
Section(s) / Team(s) covered	
Location(s) covered	
Date of Original Assessment	

When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?		
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	No

Has action been taken	YES / NO / ONGOING / NONE REQUIRED (Please circle)
Confirmed by Line Manager?	YES / NO
Lead Assessors name (print)	
Lead Assessor's signature	
Date:	

Has action been taken	YES / NO / ONGOING / NONE REQUIRED (Please circle)
Manager's name (print)	
Manager's signature	
Date:	

Review Dates

Future Date (depends on Action findings)	Review Plan	Review Date - Actual	Were Changes Made?	Name of Lead Reviewer	Date updated about change	Staff

Significant Hazards and Current Controls

No	Hazard and what can go wrong	People at risk	Risk Rating – High/Medium/Low	What is currently being done to control the hazard	Risk Rating after controls -H/M/L

Risk Rating : if left with High or Medium after the controls, use Action Plan on page 3

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

Action Plan for Improvement

No.	Hazard and what can go wrong	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By

Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the “Significant hazards and current controls” page to reflect the improvements made.

APPENDIX 4: REGISTER of RISK ASSESSMENTS Template

<i>(Insert Name: School) Risk Assessment *</i>	Campus		
Vehicles on School Grounds			
Slips and Trips Risk Assessment			
Fire Risk Assessment			
Manual Handling Risk Assessment			
Playtime Risk Assessment			

** The above list is not intended to be exhaustive, please delete / add as appropriate.*