



# Risk Assessment Policy

## Rationale:

Risk assessment is a legal requirement under the 'Management of Health and Safety at Work Regulations 1992'. In the context of education it requires a careful examination of what could happen to pupils, colleagues or others in the teaching and learning situation. It also requires the identification and implementation of precautions to minimise or prevent harm. In many instances, straightforward measures can be effective in controlling risks.

## Aim:

To ensure that staff understand the process of risk assessment and how it can be integrated into effective management procedures.

## Arrangements for applying the policy:

The Health and Safety Officer will undertake site specific assessments every two years unless the conditions change. Fresh assessments are required when the risks change as conditions alter or new situations are encountered for the first time.

Staff will ensure that suitable and sufficient risk assessments are carried out, recorded and reviewed for all tasks, activities, locations and activities that present a significant hazard in the course of discharging their duties as a member of staff at Gateways.

Referral to the Health and Safety Committee will take place where risks cannot be managed locally.

## Procedure:

### 1 Stages of Risk Assessment

#### a. Identify the hazards

Staff will identify all the hazards associated with their area of responsibility that could reasonably be expected to cause harm. Hazards can be identified by:

- Observing the task or area;
- Referring to available guidance and information about best practice;
- Looking at accident and ill-health records;
- Checking manufacturers' instructions or data sheets;
- Asking staff for their views.

#### b. Decide who might be harmed and how

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For each hazard the groups of people who might be harmed and how must be identified. The groups of people to be considered include:

- Staff with particular requirements e.g. new and young workers, people with disabilities, new or expectant mothers;
- Cleaners, visitors, contractors, maintenance workers who may not be in the local environment all the time;
- Members of the public, service users, pupils; and
- Shared workplaces – how the work affects others and the risks to staff from those who share the environment.

**c. Evaluate/assess the risks and decide on the precautions to control the risks**  
**Evaluating/Assessing the risk**

- For each hazard identified the level of risk must be evaluated and recorded (High/Medium/Low). This evaluation may include the level of harm presented by the hazard, the number of people involved, and the likelihood of the harm occurring.
- Once the level of risk is established staff must consider what control measures are already in place and what actions are already being taken to reduce the risk, consider whether these are suitable and sufficient and whether further control measures are required. The control measures must also be recorded.

**Controlling the Risk**

When controlling risks the following principles should be applied, where possible in the following order:

- Eliminate the hazard altogether;
- Substitution by something less hazardous or risk;
- Prevent access to the hazard e.g. by guarding
- Organise work to reduce exposure to the hazard e.g. putting barriers between pedestrians and traffic
- Create safe methods of work and safe systems of work designed to reduce the risk
- Issue personal protective equipment e.g. clothing, footwear, goggles etc
- Provide welfare facilities e.g. first aid and washing facilities for removal of contamination
- Provide suitable information, instruction and training
- Ensure appropriate supervision.

**Dynamic Risk Assessment**

On rare occasions there may be a need for staff to undertake a Dynamic Risk Assessment. In these circumstances staff must work within the context of their own competencies and in consultation with others where possible. The need for a dynamic risk assessment may arise when an unforeseen event occurs and a previously unidentified risk becomes apparent. Once the dynamic risk assessment has been taken place, a formal written risk assessment record must be made of this as soon as is reasonably practicable

after the event.

**d. Review**

Staff should review assessments;

- At regular intervals not exceeding two years
- Following a significant change and/or
- If there is reason to suspect it is no longer valid e.g. after an accident, ill-health incident, violent incidence or malfunction has occurred.

**2 Generic Risk Assessments**

In some cases, generic risk assessments are available to assist staff in the risk assessment process. If used, these assessments must be-

- Amended to suit the specific needs of Gateways School;
- Monitored and reviewed at appropriate intervals not exceeding two years

**3 Communication**

Staff shall ensure that anyone at risk is provided with relevant information on the identified risks and the preventive and protective control measures.

**4 Training**

Staff involved in the creation of risk assessments (e.g. as part of a risk assessment team) will receive training in the risk assessment process.

**5 Monitoring**

Staff shall monitor the effectiveness of control measures and ensure that physical control measures are used, installed correctly and suitably maintained. Staff shall report any defects in control measures, personal protective equipment, etc. immediately to their manager.

**6 Specialist Advice**

It is important when completing risk assessments to be aware of individual limitations in terms of knowledge and competence. If further support is required staff should contact the Operations Manager for advice.

**Legislative Framework:**

- The Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1992

## **Glossary of terms:**

### **Risk Assessment**

A careful examination of what, in the environment, could cause harm to people so that a decision can be made as to whether there are enough precautions in place or more should be done to prevent harm.

### **Hazard**

Anything that has the potential to cause harm, such as chemicals, electricity, working from ladders, an open drawer etc.

### **Risk**

Is the chance, high, medium or low that somebody could be harmed by the hazard, together with an indication of how serious the harm could be.

### **Harm**

Is the actual injury or ill-health suffered by those exposed to the hazard.

### **Dynamic Risk Assessments**

A risk assessment that takes place during an activity in progress as a need arises (“on the spot”). In these circumstances a previously prepared risk assessment may not be in place as the situation has not been previously foreseeable. Once the dynamic risk assessment has been taken place, a formal written risk assessment must be made of this as soon as is reasonably practicable after the event.