



Hampreston CE (VA) First School

To Love God and to Love one another.

Policy Agreed:

Review Date:

Risk Management Procedure Policy 2019

Date	Details of Revisions and Review	Signed
Oct 2018	Draft Risk Assessment Procedure Draft Issued	Owen Chappell
March 2019	Policy updated and reissued for use	Owen Chappell

Reviews of the Policy must be undertaken at a frequency of at least 24 months and in response to significant changes within the school. The Signatory is to ensure that all paper copies of this procedure are updated.

Contents

1.0 General Statement of Intent of this Health and Safety Policy	3
2.0 Obligations of Hampreston School as an Employer	3
3.0 Risk Assessment.....	4
4.0 Risk Assessment Method.....	5
5. Record the Risk Assessment	8
6.0 Pre - Populated Risk Assessments.....	9
7.0 Contractors.....	9
8.0 Selection of Contractors	10

1.0 General Statement of Intent of this Health and Safety Policy.

This Health and Safety Policy sets out the H&S legal obligations and the Risk Management process that is to be applied when conducting work activities at Hampreston School.

The Risk Management procedure is integrated and forms part of the Hampreston School Health and Safety Policy, providing an update of existing documentation with the aim to provide compliance with the requirements of the Health and Safety at Work Act 1974 and its connected regulations. The risk Management procedure is also formulated to meet the requirements of the Management of Health and Safety at Work Regulations 1999.

2.0 Obligations of Hampreston School as an Employer

Under Section 2 of the Health and Safety at Work Act 1974, every employer has an obligation to ensure as far as reasonably practicable the health, safety and welfare at work of all their employees. Hampreston School has full-time or part-time workers it is therefore likely that the school is classed an employer. The managing trustees (Governors)) of the school are subject to this regulatory obligation.

Under the Management of Health and Safety at Work Regulations 1999, employers must carry out risk assessments to identify risks to employees, pupils and members of the public who interact with the employer's "undertaking" (i.e. people who interact with the activities organised and provided by the school, such as pupils, teachers, office workers, cleaners, volunteers, visitors and contractors). As Hampreston School has five or more employees, the school has an obligation to provide a method and system for risk assessment. Risk assessment systems must provide records of any significant findings of any completed risk assessment, identifying the hazards and associated risks for specific tasks or activities, and detailing the control measures required to mitigate those risks.

*Please note that if any teaching staff are required to regularly work from home, a home workers risk assessment is required and should include an assessment of the risks to the worker that arise from working at home.

Section 4 of the Health and Safety at Work Act 1974 also places an obligation on the person or persons in control of non-domestic premises (which includes Hampreston School premises) to take steps to ensure the safety of visitors as far as reasonably practicable. This places an obligation on the managing trustees (Governors) of the School regardless of whether or not the school has employees or not.

3.0 Risk Assessment



Risk Assessments are carried out in consultation with staff, volunteers and contractors and prepared using the Hampreston School standard Risk Assessment method and format identified in this document. All necessary actions and control measures shall be communicated to those potentially at risk as part of their ongoing training or where contractors are involved before commencing work or agreed activities.

Risk Assessment (What does it mean?)

Risk Assessment is perhaps the most important part of Health and Safety management systems, as it provides detailed information on what can or could cause harm to people at Hampreston School. Risk Assessment is a positive fact-finding exercise, which can then be used to reduce the risks for identified activities carried out within the school buildings, the grounds and all surrounding external areas at Hampreston School.

As most of the work and activities at Hampreston School are relatively low risk we can apply the simplest form of Risk Assessment known as the "Five Steps" method, which is perfectly adequate for use for Schools.

Risk Assessment is a detailed evaluation of the task or activity to identify all hazards involved in completing the activity or task, taking into account any particular site hazards. The hazards are then assessed for probability and consequence to enable determining the risk level with the control measures in place.

The main principles of the Five Step risk assessment method are:

1. Look for the hazards associated within an area or, the activity, work or task.
2. Identify the risks associated with the hazards (what is the probability and consequence of people being hurt or harmed?)
3. Identify the control measures to reduce or mitigate the risks (actions taken to mitigate the hazard and risk)
4. Evaluate the level of Risk **Low**, **Medium** or **high** once the control measures are in place
5. Record on a Hampreston School Risk Assessment form. If the risk level is at medium or high level the team must look for additional control measures that will reduce the risk level to low level. If this cannot be achieved work will not start until approval from the Headteacher has been obtained.

* Note. Where pre-populated risk assessments are used the end user should always check that the risk assessment is valid for the location, activity, work or task and where necessary add any additional hazards and control measures to the form. Any updates to the pre-populated risk assessments are to be returned to School office for updating.

4.0 Risk Assessment Method

Step 1. Look for and identify the hazards

Hazards are those visible situations in and around the school and its grounds that could cause harm to staff, volunteers, visitors and other members of the public. These can be building structures, fitting and fixtures, chemicals, equipment and tools that are used for carrying out a task or activity on the premises.

Some hazard examples:

Hazard Examples
Items or objects that can cause slips trips
Working at height (Any work above 2 metres)
Electrical equipment and wiring
Cleaning Chemicals (COSHH register)
Use of Machinery (e.g. Lawnmower)
Use of hand tools

Hazards mostly occur when people carry out work or an activity that either creates a hazard or work that has a known hazard e.g.: Working at height, chemicals etc. or entering a specific area that has identified hazards.

It is easy to overlook many hazards as they sometimes become too familiar especially if they are encountered regularly. For instance using a familiar piece of equipment without thinking twice about the hazards involved, or, walking past a trailing cable without a second thought.

Risk Assessment enables everyone to take time out before starting an activity to consider the hazards and risks carefully and to make sure that all activities at Hampreston School can be carried out and completed safely.

When carrying out a Risk Assessment It is always useful to ask the people involved in the activity if they know of anything that they consider is a hazard (i.e. where they might get hurt).

Always consider the people that use the building or equipment and how the hazard could affect them, in particular, their fitness and capability to carry out the work/activity.

Consideration should also be given to lone working.

The Risk Assessments should also consider the special needs of people using the facilities at Hampreston School:

- Children
- Disabled people
- Young children or babies or new and expectant mothers.
- People like cleaners and Caretakers usually work by themselves, so consider these people for lone working.

Hazards can affect people in different ways depending on the people being subjected to the hazard, in particular those with special needs. Risk assessments must carefully consider these requirements and the associated hazards.

Once the hazards are identified document them on the Risk Assessment form provided.

Step 2. Identify the risks

Identify the risks associated with the hazards identified and how someone can be hurt. For example if a cleaner is using chemicals what are the hazards and risks identified on the chemical data sheet?

Step 3. Identify the Control Measures

Identify the control measures that will mitigate or control the identified risks. Priority should be given to those risks which affect large numbers of people and/or could result in serious harm. The principles of control measures are outlined below and should be applied, if possible, in the following order:-

- * Remove the risk completely
- * Try a lower risk option
- * Prevent access to the hazard (e.g. by guarding)
- * Organise work to reduce exposure to the hazard
- * Issue personal protective equipment
- * The provision of adequate levels of training, information and supervision

For example if working off a ladder, obtain assistance to foot the ladder or tie of the ladder to prevent movement.

Applying the Hierarchy of Controls table listed below, use the control measures that are the most reliable.

Hierarchy of Controls

Risk is the likelihood and consequence that someone could be harmed from the hazard. Risks are categorised at specific risk levels "Low", "Medium" or "High" in the Hampreston School Health and Safety Policy.

Consider the control measures that are already in place to reduce the risk such as fixed barriers, fixed stairs etc. Then consider other risks associated with the identified hazards.

The aim of risk assessment is to assess whether existing control measures are sufficient or whether more controls are needed. Risk reduction measures normally reduce the likelihood of the hazard occurring. The assessment needs to identify any additional control measures that may be needed, who is responsible for applying these and a time-scale for compliance.

Identifying the Risk Levels.

4a Low Risk:

As a guide, "Low" risks normally indicate there is little chance of an injury occurring with control measures in place. (but do not rule out introducing additional control measures to lower the risks even further). Avoid the temptation of making all risks "Low" as this can hide those things that need real attention as some routine tasks can contain a number of hazards.

4b Medium Risk:

Medium risk indicates there could be an injury and that improvements including additional control measures should be made to try and bring them to a "Low" level. Assessments indicating Medium risk level require approval from the school office before work commencing.

4c High Risk:

High risk indicates there is a high chance of an injury (which is likely to be serious) in this case the work should be stopped until the risk level is reduced to a lower level. **No high risk work is allowed at Hampreston School.**

The additional control measures that can be applied need not be complex. Most of the time it could be just a case of making some simple changes. Consider some of the suggestions below:

- Not using extension leads if possible, but if required always consider them as tripping hazards
- Using specialist contractors for specialist work
- No lone working off a ladder
- Reducing the number of chairs stacked one on top of another
- Reducing trip or slipping hazards
- Reducing the use of hazardous materials especially chemicals
- Using a portable "wet floor" sign during cleaning or maintenance work
- Moving cables away from a step
- Inspecting furniture and equipment routinely.
- Inspecting the car park for pot holes or tripping hazards
- Inspecting the children's play area and removing obstructions before opening
-

There are additional precautions needed for fire safety, including fire Extinguishers, exit signs and possibly fire alarms that have been identified for fire safety.

5. Record the Risk Assessment

The Management of Health & Safety at Work Regulations 1999 requires suitable and sufficient, documented risk assessments. There are also specific requirements under other UK regulations to carry out specialised assessments, for example, manual handling, the use of chemicals, electrical safety etc. It is a regulatory requirement that Risk Assessments are recorded, and this is particularly relevant as Hampreston School has five or more employees, including volunteers. In all cases, Risk Assessments are completed using the Hampreston School risk assessment form, ([Appendix 2](#)) and filed on completion.

The Risk Assessments should be dated and signed by the person completing the risk assessment and then filed in the School Office for future reference. The Risk Assessments should be listed and referred to in the Hampreston School Risk Register.

Risk Assessments should be reviewed occasionally to ensure that they are still valid. At Hampreston School a review every 24 months will be carried out.

Review and updating of risk assessments will be administered by the school office. The risk assessment form is included in **Appendix 2**.

Risk assessments will automatically be reviewed should a significant incident occur. Risk assessments will also be reviewed for significant changes that may lead to changes in risk. In particular, a review will always be made in response to an accident, occupational health effect or „near miss“ that occurs in relation to the assessed process. The approach should be proactive to minimise potential risks, rather than simply responding to past issues. Paper copies are kept in the main school office. It should be noted that the preparation of risk assessment documentation is not a one-off exercise to be completed, filed and forgotten. It is a dynamic process requiring regular review and where necessary revision. Consideration has to be given to include school meeting groups, contractors and visitors attending meeting rooms. Such persons will need to also be made aware of control measures in place to ensure their safety.

6.0 Pre - Populated Risk Assessments

Hampreston School will have on file a number of documented generic pre-populated completed Risk Assessments for routine/regular low risk tasks. These Risk Assessments are held on file in the school office.

These Risk Assessments are available for use for anyone carrying out an identified work or, activity. No further risk assessment is required if a pre-populated risk assessment has been completed. However, it is recognised that every activity may not be identical and it is therefore a requirement to review the risk assessment at the time and consider any specific additional hazards that may be present at the time of use.

Any staff or volunteers who identify additional areas of significant risk that they believe are not covered in a risk assessment, should advise the school Office.

7.0 Contractors

Anyone entering Hampreston School for the purposes of carrying out work, other than an employee or voluntary worker will be regarded as a contractor. All contractors, including the self-employed, must abide by the following:

- 1) Have their own health and safety policy (where required by law) and provide a copy of this in their contracts to the School office.
- 2) Produce a copy of their employers' liability and public liability insurance certificates to the School office.
- 3) Comply with all the requirements of Hampreston School Health and Safety policy and co-operate with the school officials in providing a safe place of work and a safe system of work.
- 4) Where contractors bring plant and machinery onto church premises, they must be able to show to the Head teacher or person responsible for the work that the equipment has been inspected and/or tested as appropriate.
- 5) Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the Head teacher or other school officials eg Governors. However, responsibility will remain with the contractors.

6) The contractor will provide evidence (to the Head teacher) that they have considered health and safety in the form of method statements, risk assessments, proof of competence etc. as appropriate to the nature and extent of the works.

7) Any Risk Assessment completed must be viewed and accepted by the Head teacher or person responsible.

8.0 Selection of Contractors

In selecting contractors to undertake work, Hampreston School governors will undertake an informal assessment of their suitability and ensure through the contract that they will undertake work with regard to the relevant statutory provisions.

Appendix 2

Hampreston School Risk Assessment form (template)

Risk Assessment Number

Date of Assessment

--	--

Person or Persons undertaking Assessment

Review Date

Name:	
--------------	--

Details of Area or Work/Activity Assessed (see note 1 below)

--

Note 1: Examples include: Kitchen, classroom, office, corridors, stairs, children's play areas, roof of building, external area etc.

Details of Hazards identified (See note 2 below)

--

Note 2: Examples include: Use of chemicals, electricity, working at height, hot substances, manual handling, moving machinery etc.

Details of Risks identified (see guidance note below)

Low Risk (low likelihood of the hazard occurring)	Medium Risk (some likelihood that the hazard may occur)	High Risk (Work at this level of risk is not allowed)

Examples include: falling, slips trips, burns, cut finger, inhalation etc.

Implementation of Risk Reduction Control Measures (see guidance below)

Control Measures	Person Responsible	Timescale for improvement

Examples include: Signs and barriers, scaffolding, training procedures, Personal protective clothing, inspection of hand tools and equipment etc.

Tick Risk level once control measures are in place		
Low Risk Level	Medium Risk Level (approval required)	High Risk Level (Not Allowed)

Approved of Risk Assessment by:
Date:

Hampreston School Risk Register

All completed risk assessments shall be recorded in the risk register.

[illegible]