



Risk Assessment POLICY

Policy Written: June 2019
Date of Next Review: June 2020

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1. WHAT IS A RISK ASSESSMENT?

A risk assessment is nothing more than a careful examination of what, in our work, could cause harm to people and the environment, so that you can weigh up whether you have taken enough precautions or should be doing more to prevent harm.

A risk assessment is an important step in protecting staff, pupils, visitors, contractors and Trinity School as a whole.

It helps staff to focus on the risks within the school and the activities that they undertake. In many instances, straightforward measures can readily control risks; for example, ensuring staff have sufficient information when they are off site, using chemicals, cleaning up spillages promptly to ensure that others do not slip and that good housekeeping is maintained to ensure that people do not trip.

A printable risk assessment form can be found on the Staff Drive.

2. THE RISK ASSESSMENT PROCESS

When should a risk assessment be completed?

The Management of Health and Safety at Work Regulations 1999 require an assessment to be made of the risks arising out of the activities that Trinity School undertakes.

Who is responsible for drawing up and checking risk assessments?

All staff have a responsibility for ensuring risk assessments are completed for their area of work and the Deputy Pastoral Manager should check and monitor assessments with the Head Teacher conducting regular audits.

The Pastoral Manager, in their role as a company Health and Safety Champion liaises closely with the Health, Safety and Well-being Officer at Horizon Care and Education.

This may be by one assessment, by a number of assessments linked together, or by individual assessments for different tasks/activities, offsite visits, experiments, machinery or processes within classes.

At Trinity we also write individual risk assessments for each of our pupils. These are reviewed regularly or updated as necessary.

Storing Assessments

Once the completed assessments have been shared with the appropriate staff and pupils they should be uploaded to the Staff Drive.

Staff are asked not to overwrite assessments. Do not 'Save' please use the 'Save As' function and provide a new file name. It is suggested that the date is added as a suffix as this will allow staff quick access to the latest assessment.

Sharing assessments and best practice will ensure that the assessments are improved and that staff have good reliable information.

3. CARRYING OUT A RISK ASSESSMENT

Definitions

A **hazard** is anything that may cause harm, such as chemicals, electricity, working at height, an open drawer etc.

The **risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

How to carry out a risk assessment

Advice and guidance on carrying out risk assessments from the Health and Safety Executive can be found [here](#).

The 5 steps to Risks Assessment are as follows:

Step 1 – what are the hazards?

Consider how somebody may be harmed; this will help to identify the hazards. Disregard the inconsequential or trivial.

Walk around the classroom/office/outdoor area; think through your task or activity; ask the staff doing the task/activity with you; consider the location, duration, purpose of your visit; are there long-term health hazards associated with the task? Consult the manufacturer's instructions, safety data sheets etc.

Step 2 – who may be harmed and how?

Consider each hazard and who may be harmed and how they may be harmed.

Who might be harmed? Pupils, teaching, office, cleaning and maintenance staff, visitors, contracted workers etc. Identify groups that may be more vulnerable e.g. children, the disabled, lone working staff, contractors, members of the public.

How might they be harmed? Tripping on bags left on the floor, accessing a box from a high shelf, putting up displays from a step ladder, sports activity, noise, offsite trip etc.

Step 3 – what are you already doing?

Having spotted the hazards, consider what is already in place to control them. Compare your list to good practice, is there more that could be done?

When controlling risks, apply the following principles, if possible in the following order:

1. Can I remove the hazard altogether?

2. If not, how can I control the risks so that harm is unlikely?
3. Try a less risky option e.g. switch to using a less hazardous chemical
4. Prevent access to the hazard e.g. by guarding
5. Organize work to reduce exposure to the hazard e.g. put barriers between pupils/staff and the hazard.
6. Issue personal protective equipment e.g. lab coats and safety goggles in the science room
7. Provide welfare facilities e.g. first aid

Step 3a – what further action is needed?

Have the risks been reduced as far as possible or is there a need for more? For example, you may feel that the staff require refresher training on the task/activity. You may feel that before the trip goes ahead there needs to be a higher staff:pupil ratio. Without the increase in staff the trip should not go ahead.

There may have been a change in legislation or best practice and therefore new or additional equipment is required.

Step 4 – How will you put the assessment into action?

The completed risk assessment must be shared with the appropriate staff and, where necessary, pupils.

You may have outstanding issues. If so, prioritise: say what needs to be done, by when and by whom.

Remember the assessment demonstrates how the event, task, activity etc. is to be managed. For example staff should carry out an inspection before use, information provided to staff and pupils via a briefing.

Step 5 – Monitor and Review

Monitor – there are a number of occasions, such as offsite activities, an event, a project etc. where it is recommended that a 'debrief' be carried out. Once the debrief has occurred, use this section to make comments/action points for when the situation is carried out again. This will assist staff to improve the situation in the future.

Review - Few activities, classrooms etc. stay the same. Sooner or later, a new piece of equipment, substance, procedure etc. is brought in and this can lead to new hazards and therefore the assessment will need to be reviewed.

Should no changes occur that you are aware of, there will still be a need to review the assessment and it is suggested that this happens on an annual basis except with regards to the individual pupil risk assessments which should be revised at least once per term.

Signature and Sharing with staff

Once a risk assessment has been approved by the Pastoral Manager and/or Head Teacher it will be shared with staff via their Horizon Care and Education email.

The Pastoral Manager will ensure that the following has been completed annually:

- A register of all risk assessments (Appendix 1)
- All risk assessments should be signed by staff to ensure that they have read and understood them (Appendix 2).

APPENDIX 1

Risk Assessment Number	Title
RA 001	
RA 002	
RA 003	
RA 004	
RA 005	
RA 006	
RA 007	
RA 008	
RA 009	
RA 010	
RA 011	
RA 012	
RA 013	
RA 014	
RA 015	
RA 016	
RA 017	
RA 018	
RA 019	

