Risk Assessment Policy

This policy has been written for…	All staff and students at West Heath School
Copies of this policy may be obtained from…	• The School **website -** http://www.westheathschool.com • It is available as a hard copy on request from the **school office** • Hard copies for reference are filed in the **staff room**
This policy links with the following policies	This policy should be read in conjunction with the other school policies in particular Health & Safety, Outings Trips & Visits, Safeguarding Children, Promoting Positive Behaviour, Fire Evacuation Procedure, Residential Provision Statement of Purpose.
Participants and consultees in the formulation of this policy were…	The Principal, Senior Management Team, Student Services Committee, Trustees, Health & Safety Officer.
Edition, Review frequency and dates	This is edition 6, renewed March 2023 This policy will be reviewed annually and will be reviewed in March 2024
Relevant statutory guidance, circulars, legislation & other sources of information are…	Health & Safety at Work Act 1974 Management of Health & Safety at Work Regulations 1999 Workplace Health, Safety & Welfare Regulations 1992
The Lead Member of staff is	Health & Safety Officer
Definitions and key terms used in this policy…	The words '**hazard'** and '**risk'** are used throughout this policy. • **Hazard** means anything that has the potential to cause harm including ill-health or injury, damage to property and the environment. • **Risk** is the likelihood of a hazardous event occurring combined with the severity of the harm from a hazard being realised.
The Rationale and Purpose of this policy	To ensure that the school is safe by reducing the risk of hazards.
Appendices	This policy has 3 appendices
Copying	No school policy is ever written in isolation. Acknowledgement of sources of advice and significant influence in the development and recording of policies at the West Heath School are noted on the front page. We request that any schools or organisations incorporating large sections of this policy without alteration should make similar appropriate acknowledgement.

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1. Introduction	1. This is a statement of organisation and arrangements for West Heath School in respect of all Risk Assessment matters. It is aimed at providing the School, its students and staff with living and working conditions in which the highest standards of health and safety are maintained, promoted and advanced.
	2. The welfare of students and staff in the school is of paramount importance and therefore all of the arrangements we make need to maintain the highest standards of health and safety in accommodation, arrangements, operations, procedures and activities.
	3. Our aim is to provide and maintain safe and healthy working conditions, equipment and systems of work for all of our staff, and to provide such information, training and supervision as they need for this purpose. We accept our responsibility for the health and safety of other people who may be affected by our activities.
	4. The allocation of duties for health and safety matters and the particular arrangements that we make to implement our policy are set out in Appendix 2. It describes how the Principal discharges her responsibilities in respect of students, staff, visitors, contractors and other people who are present on the school premises in the internal organisation, management and discipline of the School.
	5. The management of health & safety in the School will be organised by the Principal in the following way:
	• Designated members of staff will be given specific health & safety responsibilities usually linked to their work areas.
	• Risk assessments will be carried out regularly for all areas, & annually for activities and students.
	• All members of staff and students will be given instructions on when and how and to whom to report hazards as part of their induction programme.
	• Staff members must raise any health & safety issues via staff meetings where 'Health & Safety Issues' is a fixed agenda item.
	• Staff members must raise any urgent matters requiring immediate attention with the Health & Safety Officer or the Head of Estates & Facilities or in their absence the Caretaker. At times out of school hours, health & safety issues will be reported to the Duty Caretaker.
	• Health & safety issues will be included on every staff training day.
	• Health & safety will be monitored by a trustee appointed for this purpose and they will report their findings to the Principal on behalf of the trustees.
2. Responsibilities	1. The ultimate responsibility for all the school's health and safety organisation and activity rests with the Principal. Their responsibilities and authority are delegated to the Health & Safety Officer.
	2. The wellbeing of the students and staff is a core value West Heath School. The Principal and all members of staff employed at West Heath School are committed to establishing and implementing arrangements which will ensure that the staff and students will be safeguarded during at all times whether or not on the school's property. They will also ensure that the premises for which they are responsible are safe for all other persons using or visiting the site.

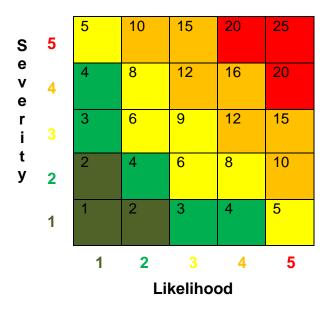|	
	3. The Trustees are responsible for agreeing policy objectives. Management is responsible for identifying the strategies and provisions that need to be implemented to achieve the policy objectives and for all operational issues. 4. The Health & Safety Committee will perform its duties by meeting regularly to review policy and procedure arrangements and make recommendations where necessary. Trustee members of the committee will meet at the school to monitor the implementation of the policy objectives and meetings will be minuted.
3. Definitions	1. A **Risk Assessment** is a careful examination of what in the workplace could cause injury or damage. Once assessed It can be decided whether or not enough precautions are in place to prevent or minimise the injury or damage. 2. A **Hazard** is anything that has the potential to cause injury or damage. This could include such things as fire, electricity, heights, manual handling, slips & trips, biological, chemical, vehicles, machinery etc. 3. **Risk** is the likelihood that harm could be caused by the hazards identified, together with an indication of how serious the harm could potentially be. 4. **Control Measures** are systems put in place to reduce the risk from identified hazards. 5. **Residual Risk** is the new risk rating applied to identified hazards once control measures have been put in place.
4. Identifying Hazards	1. All Heads of Department are responsible for identifying all reasonably foreseeable hazards within their designated area. The hazards are to be recorded on Risk Assessment and kept in accessible files. Wherever possible Heads of Departments should involve colleagues who have practical experience of the activity or area being assessed. They are likely to be aware of all hazardous activities. 2. To assist in identification of hazards: • Observe tasks & environment to identify what actually happens. • Involve all staff who undertake tasks. • Review incident/accident records. • Refer to relevant legislation & guidance. 3. Once hazards have been identified the people at risk will now need to be listed. Consideration should be given to all users of the areas assessed including students, staff, contractors, public, expectant mothers, vulnerable people, disabled people, those with medical conditions. Within the school settings special consideration needs to be given to students, especially those with special or complex needs.

5. Evaluating Risks	Once hazards have been identified they then need to be evaluated to assess whether existing controls are adequate or if further control measures need to be put in place to eliminate or reduce the risk of injury. The most common method for establishing the extent of risks is to calculate using a matrix.

The first stage is to calculate the likelihood of a hazardous event occurring. This is usually calculated on a scale from 1-5 with 1 being very unlikely and 5 being very likely. The second stage is to calculate the severity of the hazardous event, again with 1 being insignificant and 5 being catastrophic (see table below).

Likelihood	Severity
5 – Very Likely	5 - Catastrophic
4 - Likely	4 - Major
3 - Fairly Likely	3 - Moderate
2 - Unlikely	2 - Minor
1 - Very Unlikely	1 - Insignificant

This risk estimation process helps to determine the significance of risks associated with the hazards identified. The number of people who may be affected by a hazard is a relevant consideration during risk estimation.

The table below illustrates how risks can be evaluated using this method.

Severity					
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5

Likelihood

Once calculations are complete use the table above to determine risk rating.

The table below details appropriate actions to be taken. If any control measures are used the amended risk rating must be lower than the initial risk rating.

Risk Rating	Descriptor	Acceptable?	Actions
16-25	Prohibited	Unacceptable	Work should not be started or continued until the risk has been reduced. Additional risk control measures are required.
12-15	High	Likely to be unacceptable	Risk should be reduced by additional control measures. High risks may be acceptable in situations where consequences are potentially high but likelihood of incidence has been significantly reduced.
6-10	Medium	Could be acceptable	Likely to be acceptable provided suitable control measures are in place.
1-5	Low	Likely to be acceptable	Low risks are acceptable unless there are low cost solutions which remove the risk & improve the working environment.

6. Controlling Risks	

Once risks have been identified proportionate control measures must be put in place to reduce the risk (severity, likelihood or both). Control measures must take into account relevant legislation which establish minimum levels of risk control. Where control measures are introduced they should be considered according to the order in the table showing the hierarchy of risk control, which lists the effectiveness of control of the risk as well as placing in order the minimum amount of managerial effort required to maintain the risk control at that level.

Hierarchy of Risk Control

Eliminate the Risk	Avoid the risk altogether by removing the hazard or no longer undertaking the activity.
Substitute the Risk	Reduce the risk by replacing the hazard or activity with one which has a lower risk rating.
Control the Risk (Physical)	Control the risk by isolation or separation of people from the hazard.
Control the Risk (Procedural)	Control the risk by procedural methods which are understood & effectively implemented such as safe systems of work, information, training, instruction etc
Protect the Individual	Protect the individual with personal protective equipment (PPE)

Control measures once implemented should not introduce new hazards.

7. Record Keeping	All risk assessments must be recorded & kept. They should be kept for a minimum of 4 years after the date that they were superseded in case they are required for litigation. In the case of some substances they may be required to be kept for up to 40 years.
	Risk assessments are to be completed by a "Competent Person". This is defined as someone who is deemed competent as a result of their knowledge, training & experience. All assessments have to be suitable and sufficient. Control measures have to be proportionate to the risk.

8. Monitoring & Reviewing	Throughout the school year there will be changes to the site, layout, equipment & activities. Any of these changes could introduce new hazards, therefore the risk assessments should be immediately reviewed to take into account the new hazards. All risk assessments should be reviewed regularly as this is deemed good practice. It is the responsibility of staff to inform management of any changes in activities which may affect the risk assessment.
	All reviews of risk assessments must be documented.

9. Appendices

Appendix 1

Risk assessment forms below:

Risk assessment template

Company name: West Heath School   **Assessment carried out by:**

Date of next review: **Date assessment was carried out:**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done

Room Risk Assessment

		Yes	Further action needed. Identify hazard & list on page 2	N/A
Movement around the classroom (slips & trips)	Is the internal flooring in good condition?			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are gangways between desks kept clear & unobstructed?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access & exit?			
	Are procedures in place to deal with spillages, eg water, blood from cuts?			
	For Stand-alone classrooms:			
	• Are access steps or ramps properly maintained			
	• Are access stairs or ramps provided with handrails			
Work at heights (falls)	Do you have an 'elephant-foot' stepstool or stepladder available for use where necessary?			
	Is window -opener provided for opening high-level windows?			
Furniture & fixtures	Are permanent fixtures in good condition & securely fastened, eg cupboards, display boards, shelving?			
	Is furniture in good repair & suitable for the size of the user, whether adult or child?			
	Is portable equipment stable, eg TV on suitable stand/trolley?			
	Where window restrictors are fitted to upper floor windows, are they in good working order?			
	Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?			
Manual handling	Have trolleys been provided for moving heavy objects?			
Computers & similar equipment	If you use computers as part of your job, has a workstation assessment been completed?			
	Have pupils been advised about good practice when using computers?			
Electrical equipment & services	Are fixed electrical switches & plug sockets in good repair?			
	Are all plugs & cables in good repair?			
	Has portable electrical equipment eg laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it is safe to use? (There may be a sticker to show that it has been tested)			
	Has any damaged electrical equipment been taken out of service or replaced?			
Asbestos	If the school contains asbestos, have the details of the location & it's condition in the classroom been provided & explained to you?		☐	
	Have you been provided with guidance on securing pieces of work to walls/ceilings that may contain asbestos?			
Fire	If there are fire exit doors in the classroom are they:			
	• unobstructed?			
	• kept unlocked?			
	• easy to open from the inside?			
	Is fire-fighting equipment in place in the classroom or available nearby?			
	Are fire evacuation procedures clearly displayed?			

			Yes	Further action needed	N/A
	Are you aware of the evacuation drill including arrangements for any vulnerable adults or children?				

			Yes	Further action needed	N/A
Workplace (ventilation & heating)	Does the room have natural ventilation?				
	Can a reasonable room temperature be maintained during use of the classroom?				
	Are measures in place, for example blinds, to protect from glare & heat from the sun?				
Chemicals & dangerous substances	Are chemicals used/stored in the classrooms including bleach, detergents etc?				
	Are they locked away when not in use in a suitable container away from sunlight & heat sources?				
	Is there a COSHH data sheet kept with the chemical/substance?				
	Is Personal Protective Equipment available?				
	Is there a Risk Assessment for each group of chemical substances?				

Additional issues		Yes	**Further action needed**	N/A

Further action needed

Hazards noted:		**Action taken & when:**

Name (and position):	**Signature:**	**Date:**

Designated Responsibilities

Responsibility	Name
Management of Health & Safety	Health & Safety Officer
Outdoor / Off-site Activities	Trip/Activity Organiser
Sports Activities Risk Assessment	Head of PE
Science Laboratories and Activities	Head of Science
Design Technology Classroom	Head of Technologies
Art & Design Studio	Art & Design Teacher
Residential Outdoor Activities	Head of Residential Care
Healthcare, Accidents & Medication	School Nurse
Security	Head of Estates & Facilities - School hours Duty Caretaker – Evenings and weekends
Property, Buildings & Services	Head of Estates & Facilities
Individual Student Risk Assessments	Heads of School
Catering	Holroyd Howe
Contractors	Head of Estates & Facilities
Intruder Alarms	IT Manager
CCTV	IT Manager
Pest Control	Head of Estates & Facilities
Drinking Water	Caretaking Team
Water quality	Head of Estates & Facilities
Visitors	School Receptionist
Cleaning	Holroyd Howe

Individual Student Risk Assessment

Student Details

Surname:	*A photo is also required in this area*
First Name:	
Gender:	
DOB:	
Year:	
Statement/EHCP:	
Occupational Therapy:	
Speech & Language:	
Authority:	
Last School Attended:	
Funded By:	
Diagnoses:	
Allergies:	
Care Status:	

Summary

Summary of Areas of Risk from this Assessment and Relevant Historical Information

Other Relevant Information or Areas of Concern:

Risks

Likelihood x Severity = Risk Factor (see the chart at the bottom of this form)

Consider who or what may be harmed/damaged and how.

Hazard	L	S	RF	Potential Risks / Specific Details
Anxiety				
Measures/interventions to reduce risk				
Anger Management				
Measures/interventions to reduce risk				
Physical / Verbal Aggression				
Measures/interventions to reduce risk				
Harmful/Inappropriate Sexual Behaviour				
Measures/interventions to reduce risk				
Suicidal Thoughts				
Measures/interventions to reduce risk				
Suicidal Actions				
Measures/interventions to reduce risk				
Racist & Homophobic Behaviour				
Measures/interventions to reduce risk				
Damage To Property				
Measures/interventions to reduce risk				
Missing / Absent Without Authority				
Measures/interventions to reduce risk				
Substance Misuse Drugs/Alcohol				
Measures/interventions				

to reduce risk				
Self-Harm				
Measures/interventions to reduce risk				
Criminal Conduct				
Measures/interventions to reduce risk				
Gang Related Activity				
Measures/interventions to reduce risk				
Radicalisation				
Measures/interventions to reduce risk				
Personal Handling Plan				
Measures/interventions to reduce risk				
Internet Safety Awareness				
Measures/interventions to reduce risk				
Health Needs				
Measures/interventions to reduce risk				
Social Interaction				
Measures/interventions to reduce risk				
Communication Issues				*Use information from the speech and language reports saved on the shared drive*
Measures/interventions to reduce risk				
Off-Site Concerns				
Measures/interventions to reduce risk				
Self-Safety Awareness				
Measures/interventions				

to reduce risk				
My Education				
Measures/interventions to reduce risk				
Barriers to Learning				
Measures/interventions to reduce risk				

Signed (Induction/HEART/Lower/Middle/Upper School Manager)	Date:
Signed (Key Worker)	**Date:**

Transitional Review of Risk Assessment

What is Going Well:

Date Reviewed:

Any New Areas of Concern:

Signed (Induction/HEART/Lower/Middle/Upper School Manager)	Date:
Signed (Key Worker)	**Date:**