

Risk Assessment Policy

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I. Introduction

To provide clear direction and policy for personnel involved in the risk assessment process within the organisation.

This policy is applicable at all academies, premises, sites or work areas under the control of the Trust.

Health & Safety Regulations require that hazards and risks to health, safety and welfare arising out of work activities be controlled as far as is reasonably practicable by designing and implementing safer working practices. If adequate control cannot be achieved by redesigning work processes or implementing procedural controls, then personal protection must be provided and used.

To fulfill this duty, for each workplace or work activity an employer must identify the hazards and assess the degree of risk that they pose to the people in question, be they employees, customers, service users, visitors, contractors or simply members of the public. They must then consider the safety controls currently in place or available, and decide if these remove the risk or reduce it to an acceptable level. If they consider this not to be the case, then they must identify additional measures to control risk or adopt different work practices. This (documented) process is known as **Risk Assessment**.

Hazard: This is the potential for an object, activity, environment or substance to cause harm

Risk: This is the likelihood of the harm / hazard actually occurring

Severity: The extent of the harm / damage that may result

2. Conducting Risk Assessments

Refer to **Annex I** for the assessment process. Risk assessment training is provided through Judicium's e-Learning module <https://judiciumtraining.elearning247.com/admin/login>

2.1 Principals

Principals have a responsibility to ensure suitable and sufficient risk assessments are conducted wherever significant risk exists within or from activities carried out within, or related to, the Academy.

- Ofsted 'safe guarding' require reasonable steps be taken to ensure students are safe and feel safe.

- Risk Assessment of lessons, the classroom environment and tasks carried out within, will help ensure a safe environment for students and staff.
- Each Head of Department will ensure such assessments are in place and reviewed annually (each September). Copies of risk assessments must be verified by the Academy Health and Safety Lead to confirm that they are suitable and sufficient.

Training is provided via Judicium’s e-learning module:
<https://judiciumtraining.elearning247.com/admin/login>

2.2 Teachers

When teachers’ complete lesson plans they will record the hazards, risks and control measures to ensure students and are not harmed during the activity.

2.3 Academy Health & Safety Leads

The Health & Safety Leads role is to provide advice and support to teachers and managers, supervisors, team leaders when they are completing any risk assessment.

The Trust retains the professional services of Judicium Consulting. Principals and their delegated staff, can access Judicium’s extensive online risk assessment and guidance documents to assist them in completing their Academy specific risk assessments.

Academies are further supported in the risk assessment and safety management process by the Regional Estates Manager and their Estates team.

3. Assessing the Level of Risk

In the Trusts risk assessments, the level of risk is expressed qualitatively as Low, Medium, High or Very High. Underlying these descriptors of risk is a probabilistic model which factors the likelihood of an accident or event against the severity of harm that may occur. The risk rating, calculated as likelihood x severity, maps into the qualitative terms used as follows:

		Severity			
		Minor Injury	*Reportable Injury	Serious Injury	Critical
Likelihood	Unlikely	Low	Low	Low	Medium
	Possible	Low	Medium	High	High
	Probable	Medium	High	High	Very High

*Reportable Injury is an important threshold and refers to UK legislation in this respect, often referred to as RIDDOR. A reportable injury or occurrence includes:

- major injuries as defined in RIDDOR,
- accidents that resulted in more than 7 days off work
- an injury to member of the public, a customer or visitor, or a school pupil or student, that required hospital treatment.

(See <http://www.riddor.gov.uk/eaview/info.html> for more information on RIDDOR).

4. Planning for Action

The following table matches **Action Guidelines** with **Risk Rating**:

Risk Rating	Action Guidelines
Very High	Work should not be started or continued until the risk level has been reduced. While the control measures should be cost-effective, the legal duty to reduce the risk is absolute. If it is not possible to reduce the risk, even with unlimited resources, then the work must not be started or must remain prohibited.
High	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves existing activity's the problem should be remedied within three months.
Medium	Efforts should be made to reduce the risk, but the costs of prevention may determine what is practical. Risk reduction measures should normally be implemented within three to six months, depending on the number of people exposed to the hazard.
Low	No further preventative action is necessary, but consideration should be given to cost-effective solutions, or improvements that impose minimal or no additional cost burden. Monitoring is required to ensure that the controls are maintained.

5. Recommended Control Measures

Having assessed risks in the context of the precautions and practices that you already have in place, and assigned a **risk rating**, we may propose additional **Control Measures** to eliminate or to improve control of the risk. This is the important output of the risk assessment process and this list of additional controls or revised work methods should be carefully considered and implemented.

It is appropriate to attach a **Priority Level** to each recommendation both from the point of view of the urgency of implementation and the degree to which other considerations, for example affordability, may be allowed to delay or prevent implementation. Each recommendation may be assigned a differing priority depending on ease of implementation, cost and effectiveness: For example, if an area of risk is assessed as Medium we may still give a high priority for implementation to a particular action that is sensible and practical, does not involve cost and can be put in place without delay.

6. Implementation Responsibility

Risk control measures have been specified and it is the responsibility of the employer to ensure that they have adequate systems in place to ensure that they are implemented and monitored in such a way that they remain as normal working practice.

Annex I

Risk Assessment Methodology

The risk assessor will complete the required training
<https://judiciumentraining.elearning247.com/admin/login>

The assessor should decide who needs to be involved in completing the risk assessment (staff, students, specialist support etc) and make arrangement accordingly and use some (or all) of the following methods of hazard identification, as appropriate:

- Physical inspection
- Workplace observation
- Review of relevant documentation e.g., manufacturers' instructions, data sheets, reference material, etc
- Accident / Incident reports (previous history)
- Consultation with relevant staff / personnel
- Inspections and audits

Using the **Trusts Risk Assessment form** the risk assessor should complete and record the required information. To further support Academies in completing the required risk assessments, templates are available on the Trusts Judicium website that they should use as the basis Academy specific assessments <https://www.judiciumentraining.co.uk/>

The following points will assist the assessor with this process:

- Identify the activity, process or operation where there is potential for injury or damage.
- Identify the hazards within the activity, for example unsafe conditions: *trailing cables, unguarded machines, confined spaces, working at height, live electricity, lone working, toxic substance, slippery floor, poor lighting, lifting heavy loads, repetitively stooping etc*; unsafe acts: *rushing, horseplay, taking shortcuts, failure to follow safe system of work, not wearing personnel protective equipment, etc*
- Determine the risks involved and what type of incident is anticipated, considering who and how people might be affected.
- Decide the nature of control measures already in place (e.g. cables tied up, wet floor signs used, machine power cut until guarding put in place, permit to work used, lone working procedure, ladder training, toolbox talk on needle stick injury, work supervised etc)

- Evaluate the level of risk based on existing control measures by assessing the likelihood of the risk occurring and deciding upon the potential resultant severity.
 - **LOW** - Consider if the risk can be reduced further. Monitoring is required to ensure that the controls are maintained
 - **MEDIUM** - Risk reduction measures should be implemented within a defined period
 - **HIGH** - Give priority to removing or reducing the risk urgent action should be taken

Work activity should NOT be started or continued until the risk has been removed or at least reduced.

Note: It is important to consider the severity of the resultant injury or outcome with the actual likelihood of the risk / hazard occurring.

- Consider the evaluated level of risk and whether further controls can be implemented to reduce this to as low a level as is reasonably practicable.
- Personnel Protective Equipment (PPE) should only be considered as the last resort (and then in conjunction with other measures), if the above controls cannot achieve a low risk level
- Some of the control measures may be suitable for immediate action to reduce the risk level, but in some cases further more permanent action may be required to achieve long term levels of low risk.
- All assessments should be recorded using the **Trust Generic Risk Assessment form** or developed from Judicium's online health and safety resources, risk assessment templates <https://www.judiciumeducation.co.uk/>
- All assessments must state name of the assessor(s) and be signed by them. They must be dated, recorded and given a review date.
- Review of risk assessment(s) should be carried out:
 - whenever new legislation is introduced
 - when the risk assessment is no longer valid, following an accident investigation
 - within agreed frequency periods; or annually; or when stipulated otherwise
- All relevant personnel should be consulted during and following the risk assessment process.
- Management and designated personnel responsible for undertaking risk assessment must receive suitable training, which can be achieved using Judicium's e-learning modules <https://judiciumtraining.elearning247.com/admin/login>

Specific Risk Assessments

A number of organisational tasks/activities/environments are required to have specific risk assessments carried out by suitably competent and experienced personnel. Such operational issues include:

Equipment Based Risk Assessment

Under the Provision and Use of Work Equipment Regulations, all work equipment must be assessed before being used. The assessment must consider use, maintenance, adjustment and cleaning, and provide appropriate control measures. This will apply to all work equipment used on site, for example, washing machines, heating equipment, ovens, workshop machinery, lawn mowers, lathes, drills etc.

Risk Assessment for New and Expectant Mothers

Under the Management of Health and Safety at Work Regulations it is a legal requirement for employers to conduct a risk assessment when notified of an employee pregnancy. This assessment must be carried out as soon as the employee informs her supervisor of her condition. The person's supervisor, or other nominated competent person, must carry out the assessment. This is not a one off assessment and must be monitored throughout the time the expectant mother attends work.

Risk Assessment for Returning to Work Following Employee Serious Illness

When an employee returns to work following serious illness or injury and their condition may affect the safety of themselves or others, the departmental manager will carry out a risk assessment. He/she must continue to do so at weekly or more frequent intervals to ensure that the work being done does not pose risks to the health and safety of the employee.

Note: This is only in medical cases that warrant monitoring such as back injury mobility problems, detached retinas or trauma, to ensure that the illness or injury does not re-occur or worsen due to work tasks. Additional risks will be present if the individual is an identified driver. In addition, there may be cases where the employee is at risk to themselves or others i.e. an employee with HIV or a degenerative condition such as arthritis. Employee assessments should be carried out – for further guidance contact the Health & Safety Coordinator or Human Resource Manager.

All employees who have had time off work due to ill health are required to have a Return to Work meeting. See Human Resource Policy in relation to return to work advice.

If an employee or students condition limits their mobility on return to work a Personal Emergency Evacuation Plan (PEEP) must be completed. This is to ensure their safe evacuation from the building

Display Screen Equipment Self Risk Assessment

The Health & Safety Display Screen Equipment (DSE) Regulations 1992 and miscellaneous amendments 2002 Regulations require companies to conduct risk assessments for office work and other environments where display screen equipment may be used.

All computer and laptop users need to complete the on-line self DSE risk assessment training and assessment via Judicium's online portal
<https://judiciumtraining.elearning247.com/admin/login>

First Aid Risk Assessment

The Health & Safety (First Aid) Regulations 1981 require the employers to assess the requirements and needs for providing adequate facilities, equipment and trained personnel in the workplace.

Manual Handling Risk Assessment

The Manual Handling Operations Regulations 1992 require the employer to assess the risk to employees for any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving of a load).

Off-site Academy Activities or Trips Risk Assessment

All off site trips, excursions, holidays etc must be risk assessed, approved and signed in line with the academy / trust Educational Visits and Trips Policy. There are a number of samples of off-site Trip risk assessments on . <https://www.judiciumeducation.co.uk/> which can be downloaded and amended for a particular excursion or visit.

Hazard Substances (COSHH Risk Assessment)

A risk assessment should be conducted before any hazardous substances are used.

Fire Risk Assessment

All sites must have a suitable fire risk assessment completed. This is undertaken by Judicium and reviewed by the Academy. The Principal is responsible for ensuring any actions are resolved, with the support of their Regional and Cluster Estates team

Other Specific Risk Assessments

The above information is related to specific operational activities and operations that require specific risk assessments to be completed.

However, wherever there is a significant risk to employees and students a generic risk assessment must be conducted. This assessment may identify certain hazards that may warrant further specific assessment e.g., security of building and grounds, transportation, asbestos, Legionella, cross infection risks, stress, violence/aggression, pressure systems, working at height etc.

The health and safety coordinator should be consulted to confirm if further assessment is required.

References

- Judicium Health & Safety Consultants, risk assessments, e-learning and support <https://www.judiciumeducation.co.uk/>
- Personnel Protective Equipment procedure
- HR New & Expectant Mothers Policy

- Fire Safety
- Display Screen Equipment
- First Aid Procedure
- Manual Handling Risk Assessment
- Off-site Academy Trips & Activities Procedure
- Control of Substances Hazardous to Health