

RISK ASSESSMENT POLICY AND PROCEDURES

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1.0 Introduction

Under the Management of Health and Safety at Work Regulations 1999 (MHSWR), the employer must make an assessment of risks to the health and safety of employees and others.

The purpose of the assessment is to identify action necessary to comply with legal requirements, making suitable and sufficient assessments of risks, arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.

The assessment is a careful examination of what is likely, in the workplace, or across the Academy as a whole, to cause harm to students, staff, visitors or anyone else who could be affected by the Academy's activities.

The objectives of this policy are:

- To ensure that staff, students, contractors and visitors on Academy premises are safeguarded from injury or death in the line of their activities.
- To have adequate controls, systems and procedures in place for all hazards in order to minimise risk.
- To reduce the potential for accidents and injury to disrupt Academy business, damage premises or harm the environment.
- To ensure the Academy complies with relevant legislation and standards, including:
 - The Management of Health and Safety at Work Regulations 1999
 - The Regulatory Reform (Fire Safety) Order 2005

2.0 Policy Statement

The Schools Partnership Trust Academies (SPTA) acknowledges its responsibilities under the Management of Health and Safety at Work Regulations 1999, and will ensure that risk assessments are carried out on all its activities and premises to determine adequate control measures needed to comply with the requirements imposed under the Regulations.

To ensure compliance with relevant legislation, in particular with the requirements of the Management of Health and Safety at Work Regulations (1999), and to operate in line with HSE Guidance.

To undertake a suitable and sufficient assessment of all workplace risks including identifying hazards and judging the level of risk.

To eliminate or reduce, as far as reasonably practicable, all unacceptable risks by the implementation of appropriate alternatives or control measures.

To record and review assessments at an appropriate frequency.

To provide suitable information, supervision and training to enable effective risk assessments to be carried out.

All risk assessments will meet the requirements of the Management of Health and Safety at Work Regulations 1999. Any identified risks will be dealt with in line with the Principles of Prevention as detailed in Schedule 1 of the Management of Health and Safety at Work Regulations 1999.

3.0 Legislation

Management of Health and Safety at Work Regulations 1999
Health and Safety at Work etc Act 1974
Provision and Use of Work Equipment Regulations 1998
Control of Substances Hazardous to Health 2002 as amended
Manual Handling Operations Regulations 1992
Health and Safety (Display Screen Equipment) Regulations 1992 as amended
The Regulatory Reform (Fire Safety) Order 2005

4.0 Procedures

4.1 Risk Assessment

- A suitable and sufficient Risk Assessment will be in place for each of the activities, plant, equipment, machinery and premises that are likely to pose a significant risk.
NB: If there is doubt about the need for an assessment then contact Philip Marsden at SMSE, 40 Commercial Street, Tadcaster, North Yorkshire, LS24 8AA. Tel: 01937 836111 Email: philip@smseurope.co.uk or office@smseurope.co.uk
- The risk assessment will follow the requirements of the Management of Health and Safety at Work Regulations 1999 and supporting guidance and will be carried out by persons responsible for the risk assessment of the building/department/activity.
- The Risk Assessment will be reviewed annually by the Health and Safety Coordinator and a copy will be made available to the relevant staff, managers, and where required, Health and Safety Representative and Education Advisory Body Members.
- An action plan will be developed from the Risk Assessments, as required.
- All Risk Assessments carried out will follow the SPTA agreed standard process and a standard form will be used – **these are available from SPTA.**
- Risk assessments will be carried out by suitably competent persons with adequate training in risk assessment and knowledge of the situation they are assessing. In most cases this will be done by a member of staff with risk assessment training with support from the Health and Safety Coordinator. For more complex risks, the risk assessment will be carried out by the Health and Safety Coordinator with, where appropriate advice from the Health and Safety Consultant.
- Persons carrying out risk assessments will be competent, appropriately trained and qualified to the required standard. All risk assessments will meet the requirements of the Management of Health and Safety at Work Regulations 1999. Any identified risks will be dealt with in line with the Principles of Prevention as detailed in Schedule 1 of the Management of Health and Safety at Work Regulations 1999:

Principles of Prevention

- 1) Avoiding risks;
 - 2) Evaluating the risks which cannot be avoided;
 - 3) Combating the risks at source;
 - 4) Adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health;
 - 5) Adapting to technical progress;
 - 6) Replacing the dangerous by the non-dangerous or the less dangerous;
 - 7) Developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment; giving collective protective measures priority over individual protective measures;
 - 9) Giving appropriate instructions to employees.
- Risks are primarily identified through the risk assessment process, however they can be identified through a number of other avenues such as a hazard report form, accident reports, internal incident reports and reports issued by external bodies into areas of risk.
 - Local ownership of the assessment is essential in identifying potential or actual risks for which measures can be put in place to remove or reduce the likelihood of occurrence.

4.2 Safe Systems of Work

- A safe system of work will normally follow a risk assessment to show those persons affected by the risk assessment what actions should be taken to do the work safely.
- The safe system of work section of the risk assessment form should be completed once the risks and controls have been identified.

4.3 Health and Safety Inspections

- In order to monitor the risks on an on-going basis, Health and Safety Inspections will be carried out by a Health and Safety coordinator or Health and Safety member of staff on a regular basis to ensure that the controls identified in the risk assessment are in use in practice.

4.4 Review

- **All risk assessments should be reviewed on an annual basis.**
- Following any accident the relevant risk assessment will be reviewed. If a risk assessment is not in place for the area or activity, the review will determine whether a risk assessment is required. If a risk assessment is required then it should be carried out as soon as practicable after the investigation.
- When reviewing risk assessments, the latest HSE and industry guidance should be considered. Those persons affected by the risk assessment, should, where possible be consulted.

5.0 Responsibilities and Compliance

5.1 Principal

- Has overall responsibility for ensuring compliance with Health and safety legislation.

- Shall ensure that this policy is reviewed regularly and in the light of any changes in working practice and/or changes in statutory legislation and/or an incident occurs that requires improvement and/or the risk assessments identify significant risks that are not already addressed.
- Shall ensure that adequate resources are made available to implement the policy and carry out any remedial action or amendments to this policy.

5.2 Academy Leadership Team

- Shall ensure the effective implementation of the Risk Assessment policy in their area of responsibility and act as a role model for best practice.
- Shall ensure that all activities and sites within their responsibility are assessed for significant risks on a regular basis.
- Shall ensure that appropriate members of staff in their directorate attend risk assessment training as required.
- Shall ensure that every member of staff in their directorate attends risk assessment awareness training as required.
- Shall ensure that all employees and flexible workers receive appropriate risk assessment awareness training both at induction and through regular update sessions.

5.3 Curriculum Leaders/Departmental Heads

- Will ensure that risk assessments are carried out and reviewed at least annually.
- That they are aware of the results of those risk assessments and that they take follow-up action to eliminate / reduce the risks identified.
- Ensure all copies of all assessments carried out are supplied to the Health and Safety Coordinator.
- Managers must also ensure that risk assessment documentation is retained for 7 years.
- Shall ensure that they and their staff are adequately trained in risk assessment and are familiar with the contents of this policy and the risk assessment procedure.

5.4 Health and Safety Coordinators

- Will ensure completed risk assessment documentation is inputted on to the Risk Assessment Database and reviewed on a minimum of a monthly basis.
- Will carry out risk assessments for high risk activities or complicated risks in conjunction with the risk assessor.
- Will review and quality check all risk assessments carried out.
- Will provide advice and feedback on risk assessments to staff involved in the risk assessment process.
- Shall monitor to ensure that risk assessment controls are being used in practice.
- Shall provide information on the legal requirements of particular risk assessments.

5.5 Risk Assessors

- Shall carry out risk assessments within their sphere of activities.
- Shall seek assistance with risk assessments from the Health and Safety Coordinator at their Academy where required.
- All designated Risk Assessors will attend training to ensure they can carry out their duties.
- All Risk Assessors will provide an electronic copy of every risk assessment completed to the Health and Safety Coordinator at their academy.
- For new assessments, all risk assessors will use a format agreed by The Schools Partnership Trust Academies.

- When updating old assessments the new risk assessment form as detailed above should be used.

5.6 Employees

- All employees shall be responsible for becoming familiar with the relevant contents of this Risk Assessment Policy and the day to day observation of health and safety.
- Will ensure that they participate as requested in the risk assessment process and use/maintain any control measures identified as being necessary to minimise risks.
- All employees shall be responsible for becoming familiar with the contents of their local risk assessments.
- All employees shall be responsible for ensuring that they attend risk assessment awareness training.
- All employees shall be responsible for reporting any risks that they believe have not been risk assessed to the local risk assessor or Health and Safety Coordinator.
- Failure to cooperate and comply with the risk assessment and procedures may be a disciplinary issue.

5.7 Trade Union Representatives

- May make representations to the Academy/SPTA on behalf of members on any health, safety and welfare matter.
- May represent members in consultation with HSE inspectors or any other enforcing authorities.
- Shall investigate any potential hazards, complaints by members and causes of accidents, dangerous occurrences and diseases.

5.8 Students

- All Students shall be responsible for becoming familiar with the relevant contents of this Risk Assessment Policy and the day to day observation of health and safety issues.
- All students should be familiar with the risk assessments or the relevant controls in their area of learning/department.
- All students should be responsible for ensuring that they observe health and safety practice.
- All students have a responsibility to use the controls and procedures as identified in the risk assessments as demonstrated by their teacher.
- Failure to cooperate and comply with the risk assessment controls and procedures is a disciplinary issue.

5.9 Contractors

- All contractors are required to provide risk assessments and method statements to the Academy Health and Safety Coordinator before being permitted on site.
- Once the risk assessment and method statement has been accepted by the Health and Safety Coordinator the contractor will be permitted on site, subject to any other health and safety information being provided.
- Any member of staff engaging external contractors must make the relevant Health and Safety Coordinator/Consultant aware of their arrangements so that the relevant documentation can be requested.
- All contractors are expected to work in accordance with their risk assessment and method statement.

6.0 Training

The SPTA recognises that training is required for staff to acquire competence in risk assessment.

6.1 Risk Assessment Training

- All relevant SPTA ('Risk Assessors') staff will attend Risk Assessment Training as requested by Academy management.
- This will be organised by the Principal.
- Records will be kept of attendance.

6.2 Risk Assessment Awareness Training

- All staff will receive some form of risk assessment training to inform them of the risk assessments relevant to their area.
- All students will be made aware of the risk assessments in their area of learning/department.

6.3 Dissemination and display of risk assessments

- Once completed the risk assessments and relevant Safe System of Work should be displayed on the machinery, or in the area to which it applies.
- All risk assessments will also be displayed on the Academy VLE.
- All teachers/tutors will make their students aware of the risk assessments relevant to the student/learners course/training.

7.0 Reference/Guidance

- The Management of Health and Safety at Work Regulations 1999. www.opsi.gov.uk/si/si1999/19993242.htm
- HSE publication INDG163 Risk assessment - A brief guide to controlling risks in the workplace
- HSE website <http://www.hse.gov.uk/risk/index.htm>