

## **Risk Assessment Policy**

**This policy applies to the Whole School and is published to parents, pupils and employees.**

**This policy has regard for The Management of Health and Safety at Work Regulations (2006) and the Health and Safety Executive (HSE) guidance to control risks in the workplace (2014).**

### **1. Introduction**

A fundamental part of managing health and safety successfully is to assess risks. Risk assessment will help to reduce workplace injuries, diseases and damage to property by identifying potential causes and enabling something to be done to prevent harm or damage occurring.

Risk assessment is concerned with identifying any activity, process or situation that can cause harm and evaluating what degree of harm could be caused and whether or not it is likely to happen. Health and Safety practitioners refer to evaluating the likelihood of a hazard causing harm and the severity of the consequences.

When determining the severity of the consequences, regard has to be given to the scale of injury/disease/damage that could occur, for example fatality, but also the number of people that are likely to be affected and the type of people that are likely to be affected. For example, pupils, pregnant employees, and people with disabilities should be given greater protection than able bodied or more competent people.

### **2. Types of assessment**

There are a number of different types of risk assessments that have to be undertaken. The type of assessment will depend upon which health and safety regulations are in place for a particular activity.

The main type of assessment is a General Risk Assessment that is required under the Management of Health and Safety at Work Regulations. A basic guide to undertaking such an assessment is included below.

The General Risk Assessment will enable other types of assessment to be identified; these assessments may include:

- Hazardous Substances assessment
- Manual Handling assessment
- Display Screen Equipment assessment
- Fire Risk assessment

- Noise assessment
- Personal Protective Equipment assessment
- Work Equipment assessment
- Lifting equipment assessment
- Individual Risk Assessment
- Risk assessment for new and expectant mothers

### 3. General Risk Assessment

A risk assessment is a careful examination of what, in the activity under consideration, could cause harm to people and/or property. Important considerations are whether a hazard is significant and whether it is covered by satisfactory precautions so that any remaining risk or consequences are small.

There are 5 steps to risk assessment.

The Health and Safety Executive (HSE) has published a document entitled *Five Steps to Risk Assessment*, which outlines in simple terms the key stages that need to be followed when producing a risk assessment.

- 1 Identify the hazards
- 2 Decide who may be harmed and how
- 3 Evaluate the risks and decide whether the existing precautions are adequate
- 4 Implement the safety procedures required to reduce the risk
- 5 Review your assessment and revise it if necessary.

#### 1. Identify the hazards

Think about every aspect of the activity and decide what could reasonably be expected to cause harm. Concentrate, in the first instance, on significant hazards which could result in serious harm or affect several people. Do not, however, dismiss other hazards without submitting them to a basic test of asking whether they could cause injury or ill health and, if so, to what extent?

Employees who are involved in the activity will have knowledge of hazards that may not be immediately obvious, and it is therefore advisable to consult with them when creating the risk assessment. Near miss and accident records will also help to identify hazards.

#### 2. Decide who may be harmed and how

In most instances this will be pupils and employees, although you may also need to consider volunteers, visitors, contractors, and members of the public. When identifying hazards, question whether the hazard could cause harm or injury. If it could then it is advisable to evaluate the level of risk. If it is not believed that the hazard will cause harm or injury, it is advisable to record this.

### 3. Evaluate the risks and decide whether the existing precautions are adequate

Consider how likely it is that each hazard could cause harm – being as realistic as possible. It is right to say that it is possible that every hazard will cause injury, but the art of risk assessment is determining to what degree ‘possible’ becomes ‘likely’ or ‘unlikely’.

When evaluating the likelihood, consideration must be given to what controls are in place, and how effective they are at controlling the risk at the time of the assessment. If the present controls are suitable and sufficient this should be recorded with no further action, other than regular monitoring and review, being required.

Having evaluated the likelihood, the most likely consequences will need to be determined. It is possible that every hazard will cause a fatality depending upon the conditions; however, in reality many hazards will not cause such serious consequences. That being said, there are some hazards that will always be likely to cause serious injury – for example contact with live electricity, falling from height, or contact with dangerous machinery.

Evaluating the realistic likelihood and consequences will determine whether or not more is required to reduce the risk, remembering that even after all reasonable precautions have been taken, some risk may remain.

What needs to be decided for each significant hazard is whether this remaining risk is Severe, Significant, Moderate, Minor, or Negligible. The aim is to reduce the risk as much as possible to an acceptable level.

In taking action, ask:

- can the hazard be removed altogether?
- if not, how can the risks be controlled so that harm is unlikely?

When looking to control risk, apply the following principles:

- try a less hazardous option
- organise activities to prevent or reduce exposure to the hazard
- prevent access to the hazard (e.g. placing furniture in front of glazing or hot pipes)
- issue personal protective equipment (e.g. rubber gloves, goggles, aprons)
- provide training
- provide welfare facilities such as first aid and washing facilities

Each hazard should be assessed as though it was being encountered under ‘normal’ conditions. Once a hazard has been assessed, re-evaluate the likelihood and consequences, imagining what might happen in the worst-case scenario.

### 4. Implement any safety procedures required and ensure they are used

Having identified the control measures, ensure that they are implemented, recorded, monitored, and reviewed. **Ensure that any identified control measures are implemented, and any actions are completed.** The control measures stipulated on the risk assessment must be realistic and reasonable otherwise it is less likely that they will be used.

If the control measures are not being used because they are unrealistic, unreasonable, and unworkable, the risk assessment must be reviewed to determine more suitable controls.

If there is no safe alternative option and the original control measures cannot or will not be used and the risk level is substantial or greater, the activity must cease.

#### 5. Regularly review the risk assessment

A risk assessment should be reviewed whenever there is any significant change to the conditions in which the hazard is present, or where there is any significant change to the hazard itself.

Assessments should be reviewed annually or after a significant change of circumstance (e.g. as identified by accident trends). The review may show that the original remains valid, or it may indicate that the controls previously used are no longer necessary. Assessments do not need to be amended for every trivial change; however, if a new activity introduces significant new hazards of its own, it should be considered in its own right. If in doubt, record the changes and amendments to any controls in place.

### 4. Recording the risk assessment

Risk assessments should be recorded on a general risk assessment form which can be found in appendix 1.

Risk assessments need to be suitable and sufficient. You need to be able to show:

- a proper check was made
- you considered who might be affected
- you dealt with all the obvious significant hazards, taking into account the number of people who could be involved
- the precautions are reasonable, and any remaining risk is suitably low.

Risk assessments should be kept for future reference or use. They can be used to provide evidence of the legal duty that exists, requiring a risk assessment to be produced wherever an activity undertaken may place anyone at significant risk.

### 5. Risk Calculator and Control Table

Brief descriptions for the consequence and likelihood headings are given below:

#### **Consequence:**

##### **Negligible**

There is virtually no perceived injury/negative outcome, and/or any outcome would be extremely minimal.

**Minor**

A minor injury or effect, such as a bruise/ cut. Something that will not cause pain for a long period of time, but which will cause some discomfort for a short while.

**Moderate**

A more serious injury or effect that may cause health problems, pain and discomfort for a longer period of time – types of injuries may include serious cuts, muscle strain, multiple bruising.

**Significant**

This category will include more serious injuries such as dislocations, broken bones or ill health/injuries potentially leading to time off work, such as stress for example. Where a risk is significant but unlikely, it must be monitored as any breakdown in controls will cause the likelihood to rise to an unacceptable level.

**Severe**

This category includes health conditions and/or injuries that would require immediate medical assistance and could lead to further severe complications, permanent disability, or death. For example, a severe crush injury, vehicle accident, or in terms of health conditions, a disease such as asbestosis.

**Likelihood:****Very Unlikely**

As stated, it is very unlikely that the hazard will cause any harm or ill effects at all.

**Unlikely**

As stated, it is unlikely that the hazard will cause harm although the possibility that it may do so cannot be ruled out completely. However, instances will be very few and far between.

**Possible**

Due to the conditions or the people involved, the hazard may cause harm. Whilst it is not definite that it will occur, there is a distinct possibility that it may. Most hazards may fall within this category unless there are strict precautions and controls in place. Where there is a debate as to the likelihood, it is usually better to evaluate the risk as being possible. The risk level will then depend upon the most likely outcome. Where a risk is moderate but is not extremely harmful, the controls and precautions to be implemented will need to be reasonably practicable to implement – that is the cost in terms of time, resources and effort should not be disproportionate to the risk involved

**Likely**

As stated, it is likely that the hazard will be realised and harm will be caused. These hazards will have few or no precautions or controls in place and will likely have caused previous injuries, or, if new, will be seen as being 'an accident waiting to happen'. For example, risk of falling when working at height without a harness or barriers, would be likely.

**Very Likely**

As stated, it is very likely that the hazard will be realised and harm will be caused. These

hazards will likely have no precautions or controls in place and will have caused previous injuries, or, if new, will be seen as inevitable. For example, risk of falling when working at height with no barriers **and** no harnesses, would be very likely.

It is usually easier to implement controls and precautions to reduce the likelihood that something will happen than to reduce the consequences.

## Risk Calculator

### RISK MATRIX

*If the perceived risk is '**high**' following control measures, the hazard should be removed altogether, e.g., lone working with high risk after control measures= worker not permitted to work alone at all.*

|               | Negligible | Minor   | Moderate | Significant | Severe   |
|---------------|------------|---------|----------|-------------|----------|
| Very Likely   | Low Med    | Medium  | Med High | High        | High     |
| Likely        | Low        | Low Med | Medium   | Med High    | High     |
| Possible      | Low        | Low Med | Medium   | Med High    | Med High |
| Unlikely      | Low        | Low Med | Low Med  | Medium      | Med High |
| Very Unlikely | Low        | Low     | Low Med  | Medium      | Medium   |

### Risk Control Table- based on initial risk level of hazard

| Risk Rating              | Control  |
|--------------------------|--|
| Low<br>and<br>Low Medium | No action required – keep a note that risk has been identified as low / low medium in case it is brought up in a civil claim   |
| Medium                   | <p>If it is reasonably practicable to undertake some action to reduce the level of risk, then this should be done.</p> <p>If the risk is medium because the consequences are harmful, it is unlikely that there can be any further reduction without significant effort.</p> <p>Ensure there is a suitable control measure system in place. Continue to monitor.</p> |

|  |   |
|--|---|
| <p><b>Medium High<br/>and High</b></p> | <p><b>Action must be taken to remove or significantly reduce the risk.</b></p> <p><b>If action cannot reduce or remove the level of risk, and so the risk level remains High, the activity should not be undertaken.</b></p> <p><b>If this level arises as the result of a Decision Making assessment, the activity should cease immediately.</b></p> |
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**Policy reviewed by:** Ashley Moss, Health & Safety Officer  
**Last policy review date:** December 2023  
**Next policy review date:** December 2024

## APPENDIX 1

### BRADFORD GRAMMAR SCHOOL GENERAL HEALTH AND SAFETY RISK ASSESSMENT

|                          |           |  |             |  |                            |  |          |  |                 |  |
|--------------------------|-----------|--|-------------|--|----------------------------|--|----------|--|-----------------|--|
| Assessment Reference No. |           |  |             |  | Area or activity assessed: |  |          |  |                 |  |
| Assessment date          |           |  |             |  |                            |  |          |  |                 |  |
| Persons at risk          | Employees |  | Contractors |  | Pupils                     |  | Visitors |  | Other (specify) |  |

**SECTION 1 : Identify Hazards** - Consider the activity or work area and identify if any of the hazards listed below are significant (tick the boxes that apply).

|    |                                      |  |     |  |  |     |                                      |  |     |                                  |  |     |                                    |  |
|----|--------------------------------------|--|-----|--|--|-----|--------------------------------------|--|-----|----------------------------------|--|-----|------------------------------------|--|
| 1. | Fall of person (from work at height) |  | 7.  | Lighting levels                        |  | 13. | Use of portable tools / equipment    |  | 19. | Vehicles / driving at work       |  | 25. | Confined space / asphyxiation risk |  |
| 2. | Fall of objects                      |  | 8.  | Heating & ventilation                  |  | 14. | Fixed machinery or lifting equipment |  | 20. | Outdoor work / extreme weather   |  | 26. | Hazardous biological agent         |  |
| 3. | Slips, Trips & Housekeeping          |  | 9.  | Layout, storage, space, obstructions   |  | 15. | Pressure vessels                     |  | 21. | Condition of Buildings & glazing |  | 27. | Other(s) - specify                 |  |
| 4. | Manual handling operations           |  | 10. | Welfare facilities                     |  | 16. | Noise or Vibration                   |  | 22. | Radiation sources                |  | 28. | Other(s) - specify                 |  |
| 5. | Display screen equipment             |  | 11. | Electrical Equipment                   |  | 17. | Fire hazards & flammable material    |  | 23. | Hazardous fumes, chemicals, dust |  | 29. | Other(s) - specify                 |  |
| 6. | Occupational stress                  |  | 12. | Violence to employees / verbal assault |  | 18. | Loss of containment                  |  | 24. | Lone working / out of hours      |  | 30. | Other(s) - specify                 |  |



**SECTION 2: Risk Controls** - *For each hazard identified in Section 1, complete Section 2.*

| Hazard Ref. | Potential consequences | Risk rating before controls | Control measures and further action | Risk rating after controls |
|-------------|------------------------|-----------------------------|-------------------------------------|----------------------------|
|             |                        |                             |                                     |                            |
|             |                        |                             |                                     |                            |
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|             |                        |                             |                                     |                            |
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|                     |  |        |  |
|---------------------|--|--------|--|
| Name of Assessor(s) |  | SIGNED |  |
| Review date         |  |        |  |