



Risk Assessment Policy - Trust

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0. Document Control

The table below contains the changes made between the different final editions of this document set for approval. This is to help provide information to those reviewing and approving the document of the changes being made.

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1. Definitions

Canary Wharf College will arrange for risk assessments of work activities to be carried out in accordance with the Management of Health Safety at Work Regulations 1999 and will ensure that all tasks are identified and assessed for their potential to expose employees to risk.

2. Policy Aims and Ethos

The aims of our Risk Assessment policy are to:

- Ensure the health and safety of all staff, pupils, visitors and sub-contractors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for assessing potential risk and taking appropriate mitigating actions to minimise that risk.

The risk assessments will be suitable and sufficient for the nature of the work and the School's activities, to allow them to be carried out safely.

The members of the assessment group will, where necessary, be given training to improve their appreciation of the details of the assessment procedure, and the information needed to assist in understanding the work environment.

3. Links to Legislation and Guidance Documents

- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- Paragraph 16 of part 3 of The Education (Independent School Standards) Regulations 2014 which requires proprietors to have a written risk assessment policy
- Regulations 3 and 16 of The Management of Health and Safety at Work Regulations 1999 require employers to assess risks to the health and safety of their employees, including new and expectant mothers
- Regulation 4 of The Control of Asbestos Regulations 2012 requires that employers carry out an asbestos risk assessment
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of The Control of Substances Hazardous to Health Regulations 2002
- Under regulation 2 of The Health and Safety (Display Screen Equipment) Regulations 1992, employers must assess the health and safety risks that display screen equipment pose to staff
- Regulation 9 of The Regulatory Reform (Fire Safety) Order 2005 says that fire risks must be assessed
- Regulation 4 of The Manual Handling Operations Regulations 1992 requires employers to conduct a risk assessment for manual handling operations
- The Work at Height Regulations 2005 say that employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely
- DfE guidance on first aid in schools says schools must carry out a risk assessment to determine what first aid provision is needed
- DfE guidance on the prevent duty states that schools are expected to assess the risk of pupils being drawn into terrorism



The Risk Assessment Policy is linked to the following internal policies:

- Health and Safety Policy
- First Aid Policy

4. Roles and Responsibilities

The completion of the assessments and the development of appropriate actions and control measures to minimise risk are the joint responsibilities of the Principal and the Director of Health & Safety. They are responsible for school safety as laid out in the responsibilities within the Health & Safety policy. The School will plan to reduce all foreseeable hazards as far as reasonably practicable.

Heads of Department have the responsibility for ensuring that employees are aware of the risks and that they have adequate information, instruction, training and supervision provided. High risk departments include Physical Education and Science.

In those locations in the school where there is no Head of Department, the Director of Health & Safety or responsible person will complete the assessments.

The Senior Leadership Team and the Director of Health & Safety are responsible for ensuring that adequate provisions are made and arrangements put in place to ensure that risks are reduced to as low as reasonably practicable.

5. Provision of Information

Sufficient resources, otherwise time, effort and finances will be provided to deal with risk control measures and the implementation of Safe Systems of Work.

Working standards (e.g. applicable British Standards, HSE Approved Codes of Practice and HSE Guidelines) will be produced, referred to and implemented as required.

All employees and subcontractors will be provided with information about the risk assessments and control measures applicable in their work areas, and will be asked for feedback as to their suitability and effectiveness.

Information relating to hazards for Heads of Department, Employees and Sub-contractors MUST:

- Be issued with the Site Specific and Generic Risk Assessments relating to any identified hazards and risk reduction controls associated to their work activities, and are to:
 - Read relevant Risk Assessments, Safe Systems of Work or Method Statements or be:
 - Personally instructed in the content of the Risk Assessments (as required) and
 - Inducted into worksite safety procedures prior to commencement of new work.

6. Subcontractors

All subcontractors carrying out work on site must submit RAMS (Risk Assessment and Method Statements) to cover the work activities they are carrying out on site. These must be vetted by the Premises Assistant prior to work commencing. They must be signed by the subcontractors carrying out the work, to ensure that they understand how the work will be carried out safely.

7. Records

A briefing/training record (by employees and subcontractors) must be retained, so as to provide traceable evidence that all persons affected are fully aware of all hazards, correct control procedures, safe systems of work and method statements (as applicable), and what they are to do in the event of new hazards being identified during the course of their work. This is to ensure that no person misses training and instruction.

The school will keep all necessary records of risk assessments and actions to be taken to deal with recognized significant health and safety risks to employees and others at the workplace.

When health and safety reviews indicate the need, re-assessments will be arranged to determine any necessary additional or alternative actions.

8. The Purpose of Risk Assessment

The concept of risk assessment, rather than prescribed legislative criteria, enables employers to evaluate how the respective legislative requirements should be applied within their own organisations, and to plan for any interface with third parties. This is an onerous duty and requires detailed recording.

The purpose and function of risk assessments may be expressed as follows:

- To identify operations, tasks and processes which may foreseeably cause potential harm to employees or others, including members of the public (Hazards);
- To identify the potential of the hazard being realised and the potential consequences which might then occur (Risk);
- To enable a risk assessment to be developed which will assist in eliminating or reducing the exposure of those present to the risk (Controls).

When an evaluation of risk has been considered, the principles of prevention and protection should be applied, which are, in summary:

- Avoid the risk, Don't Do It!
- Combat risk at source
- Change the method of work to suit the individual and make use of technological developments
- Incorporate control measures into procedures within an overall planned structure to reduce risks
- Give precedence to controls which cover the whole workforce or activity
- Provide information, instruction and training to employees and self-employed persons
- Confirm that a safety culture is in place for a project

The Five Steps of Risk Assessment		
1	Look for the hazards	Walk around the workplace and look at what could reasonably be expected to cause harm. Concentrate on significant hazards that could result in serious harm to several people.
2	Decide who might be harmed and how	Young workers, Trainees, New and expectant mothers, Cleaners, Visitors, Contractors, Maintenance workers, Members of the public, People sharing the workplace, Site Operatives, Other trades, Supervisors.
3	Assess the risk	Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done e.g. additional controls. Ask: How likely is it that each hazard could cause harm? Will you need to do more to reduce the risk? For each significant hazard is the remaining risk high, medium or low? Consider: - Prevention of access to dangerous parts of
4	Record your findings	Write down significant hazards and conclusions and ensure there are suitable and sufficient risk assessments. Remember that records may be required in any civil liability!
5	Review your assessment and revise it if necessary	Ensure a proper check was made and all the obvious significant hazards have been dealt with. Make sure you have considered all persons affected. Precautions taken must be reasonable to ensure remaining risk is low e.g. where no further action is required.

9. Hazard Identification

The first action in the exercise of risk assessment is to identify the hazard. A hazard may be defined as a potential for somebody to be harmed either by an accident or exposure to a hazardous substance.

The following analysis of some common accidents will highlight the type of hazards, which are the most common.

Falls

Over half the fatal accidents in the UK are due to falls from height:

- from ladders
- from scaffolds
- through fragile roofs
- through holes in roofs
- off roof edges
- from structural steel work
- from temporary working platforms
- during demolition

Overturning and Collapsing

About a fifth of accidents are due to things overturning or collapsing. The hazard is therefore the potential for harm to people from:

- structures or buildings
- plant including:
- lift machinery
- vehicles
- scaffolding

Other Risks and Hazards

When assessing risks and hazards attention must be given to the probability of unusual issues such as Bomb, Fire and Evacuation Risks. Consider the need for an Emergency Plan.

Vehicles moving around the site cause a fifth of accidents.

Remaining fatalities are due to a variety of causes including contact with electricity, contact with moving machinery and exposure to harmful substances.

Fatalities represent the extreme accidents, but there are many more cases of minor injury and ill health (particularly Musculo-skeletal disorders (MSD) which cause a great deal of distress, as well as lost time from work and financial losses to both workers and employers.

These arise from a variety of causes and must also be considered in the evaluation of risk.



10. Evaluation of Risk

Having identified the hazards, it is necessary to quantify two factors, which will then identify the degree of risk posed by the hazard, or the probability that harm will be realized without further control to eliminate or reduce the risk.

Risk, in this policy sense, may be defined as:

A measure of the probability that damage to life, health, property, and/or the environment will occur as a result of a given hazard.

Risk is determined by several factors including:

- The severity (consequence) of harm that would arise if that hazard manifested itself, e.g. how badly someone may be hurt.
- The likelihood that harm will occur. This will relate to the frequency of a hazardous circumstance, e.g. volume of vehicles entering and leaving a site, or number of people who may be exposed to the hazard, e.g. the number of people having to cross the site access point.

The duty to do what is reasonably practicable is less strict than the unqualified duty to do what is practicable. The seriousness of the risk must be weighed against the difficulty and cost of removing it or reducing it. In considering the cost, no allowance should be made for the size, nature or profitability of the business concerned.

Where the difficulty and cost are high and a careful assessment of the risk shows it to be comparatively unimportant, action may not need to be taken.

On the other hand, where the risk is high, action must be taken at whatever the cost.

In any prosecution, it is the responsibility of the accused to show that it was not practicable or reasonably practicable for him, or her, to do more than he or she had in fact done to comply with the duty.

Note: A risk assessment represents the statistical probability of an event occurring. It is not a statement of fact, but is a statement of analysis based on the gathering together of a comprehensive body of information and research in order to give credibility to a numerical conclusion.

The assessed figure gives a more substantive idea of risk and the priority which should be assigned to introducing measures to control the circumstances in question. The risk rating, calculated as likelihood x severity, maps into the qualitative terms.

11. Approval Signature

Signature of (enter position e.g. Chair) _____

Print name _____

Date _____

12. Appendix 1 – Risk Rating Matrix

		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

1 = Unlikely to occur

Possible trivial injury

2 = Likely to occur

Possible minor injury

3 = Very likely to occur

Possible major injury

Risk Rating = Severity x Likelihood

Priority	Action
LOW	Acceptable. No further action, ensure control measures are maintained.
MEDIUM	Tolerable. Look to improve within specified timeframe.
HIGH	Unacceptable. Take immediate action.

CONTROLLING RISKS (Source IOSH)		
Active Monitoring	High Likelihood	Where there are hazards with high likelihood and high consequence risks will be managed and monitored proactively – for example when a dangerous machine is consistently in use and regularly accessed for maintenance and cleaning.
	High Consequence	
Emergency Planning	High Consequence	High consequence but low likelihood issues are best suited to contingency and emergency planning – for example when there is the potential for electrical failure in organisations relying on power for safety reasons, but with well-engineered and maintained electrical system.
	Low Likelihood	
Good Housekeeping	Low Consequence	Low consequence issues with high likelihood are usually the kind of issues which are generally well understood. Therefore we should be dealing with these already – for example, slips, trips and falls can often be managed through good housekeeping measures.
	High Likelihood	
Regular Reviewing	Low Consequence	Low consequence issues with low likelihood. Monitor issues for change – no further control should be necessary.
	Low Likelihood	

RISK CONTROL		
Order	Hierarchy of Risk Assessment Controls	Examples of Controls
1	Remove the hazard	Don't do it! Cordon off the Work Area
2	Substitution	Try a less risky option instead
3	Prevent Access	Guards, Fencing, Barriers & Tape, Banksman, Security
4	Reduce Exposure to the Hazard	Safe Systems of Work Permits to Work Organise Better Safety Signage Maintenance/Inspection/Supervision
5	Personal Protective Equipment (PPE)	Safety Helmets, Gloves, Safety Glasses, Safety Boots

SAFE SYSTEMS OF WORK	
1	Take the controls from your risk assessment.
2	Type these into Simple to Understand Language.
3	Issue them to the appropriate people - the people who are at risk!
4	Read the instructions to them and ensure that they understand the content.
5	Obtain signatures from employees, as evidence, once they have received the instructions.



Academy / School	Assessment No.
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Please note:

The hazards and controls noted above are an example of that which may be present when completing such a task. This assessment template is an example only and should either be used as reference only or amended to reflect the actual hazards and controls identified on site by the assessor.

Following assessment if no further actions are assessed to be required, please mark an **X** in the "Further Actions" box. If, however additional controls or actions are assessed to be required please place a $\checkmark$ in the box and note the action in the action plan.

ACTION PLAN (Additional Control Measures Required/Recommended Actions)					
Hazards and Risks		Recommended Actions	Target Date	Completed by	Date Completed

Any further actions identified should be completed before the assessed task is carried out.

Reviewed / Approved By		Job Title		Date	
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By signing this risk assessment, I confirm the assessment has been shared / made available to all relevant staff to review. All staff have been asked to confirm they have read and understood the control measures.

14. Appendix 3 – Assess the Level of Risk

In this risk assessment 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 <https://www.hse.gov.uk/pubns/edis1.pdf> for more information on RIDDOR).