



Document Owner	Simon Jones	Governor ratification	Yes
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## Risk Assessment Policy

### Introduction

The purpose of this policy is to ensure that the School has arrangements in place at all levels to meet the requirements of the management of Health and Safety at Work Regulations 1999, which specify that an employer must conduct risk assessments. This policy should be read in conjunction with the Schools' Health and Safety Policy.

### Implementation

All staff are responsible for the implementation of this policy within areas that are under their control. Staff must be able to identify hazards, evaluate risks and determine the effectiveness of controls.

### Managing Risk

It is important to take account of aspects common to all areas, such as fire precautions. If areas or activities to be assessed have similarities to each other, then the use of a generic risk assessment is appropriate. See shared drive for specific risk assessments and hard copies in the main office for risk assessments for off site visits.

### Definitions

The HSE guidance leaflet "Five steps to risk assessment" offers the following definitions in terms of risk assessments:

A **hazard** is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer, etc. The **risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

The 'extent of the risk' will depend upon:

- the likelihood of that harm occurring;
- the severity of that harm;
- the number of people who might be affected

Effective risk management requires evidence that all significant hazards have been identified, risks adequately assessed and that the controls have been determined,

implemented and are effective. When assessing risk, all staff must:

- identify key tasks;
- identify the significant hazards which arise from those tasks;
- assess the likelihood of those hazards occurring, who might be harmed, the severity and thus evaluate the level of risk that arises;
- determine the adequacy of existing controls and identify the need for any further action.

### **Responsibilities**

The Health and Safety Officer (Sue Hornby) must ensure that risk assessments:

- are completed;
- relate to the actual work being undertaken;
- are consistent;
- are valid;
- are dated and at a minimum reviewed annually or if there has been an accident.

As appropriate, when writing risk assessments, Coaches should make reference to:

- Control of Substances Hazardous to Health Regulations 2002
- Manual Handling Operations Regulations 1992
- Health and Safety (Display Screen Equipment) Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Regulatory Reform Fire Safety Order 2005 (See Fire Policy)
- When creating risk assessments for machinery, ensure they align with the manufacturer's instructions. Do not alter these assessments unless your line manager / health and safety officer has approved the changes.

### **Information for Employees, volunteers and students**

Employees, volunteers and students should be given comprehensible information on:

- the risks to their health and safety identified by the risk assessment;
- prevention or protective measures;
- emergency procedures

### **Review of Risk Assessments**

Risk assessments are working documents and as such must be readily available in work areas. Staff are responsible for reviewing them as they are used. Changes must form part of the review process to ensure all potential users are kept informed. This can happen midway through a review cycle, which is annual.