

## GSAL RISK ASSESSMENT POLICY

<b>ISI Reference:</b>	<b>ISI reference 16a &amp; 16d</b>
<b>Rationale for the Policy:</b>	At GSAL we are fully committed to promoting the safety and welfare of our students, staff and visitors so that the best possible education can take place. Our highest priority is that the education and support are delivered in a safe manner that complies fully with not just the law but with best practice.
<b>Policy aim:</b>	To ensure that all staff understand the process of risk assessment and how it can be integrated into effective teaching and management practices. Implementing risk assessments to monitor and evaluate risks ensuring a consistent approach in their management and prevention.

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<b>Agreed and Authorised by:</b>	GSAL SLT & H&S Committee
<b>Date agreed:</b>	5 June 2023
<b>To be reviewed:</b>	Every 2 years

<b>Date of review:</b>	30 June 2025
<b>Dates of interim amendments/updates:</b>	As above unless any significant changes

<b>Category:</b>	Internal
<b>Circulation and publication:</b>	All staff

This policy is applicable to all pupils, including those in EYFS.

**The School runs on FREDIE principles:  
Fairness, Respect, Equity, Diversity, Inclusion and Engagement**

## **Introduction**

A risk assessment is an important tool in protecting Staff, Pupils and Visitors, by analysing hazards and identifying risk reduction measures. The law requires that everything 'reasonably practicable' is done to protect people from harm. It helps to focus on the risks that really matter in the School – the ones with the potential to cause real harm. In many instances, straightforward measures can be effective in controlling these risks.

## **Definition**

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property)

As well as general Health and Safety risk assessments, there are many areas of school life that require further consideration, these are:

- Individual pupil circumstances which may include medical needs including; self-medication, self-harm, eating disorders and mental health, where applicable.
- Child-on-child abuse where those involved are risk assessed through a formal RAMP for need and support.
- If allegations against staff are received, a risk assessment will be carried out in consultation with the LADO.
- A risk assessment is required for new staff or volunteers if a DBS is late but their employment is essential to operations.
- Prevent risk assessment.
- Higher risk lessons, activities and sport.

Risk control measures are the measures and procedures that are put in place in order to minimise the likelihood of unfettered risk (e.g. staff training, clear work procedures, preventative measures, communication).

## **Responsibilities**

Staff will ensure that suitable and sufficient risk assessments are carried out for all tasks, activities, locations and work activities that present a significant hazard in their area(s) of responsibility.

Staff must plan, co-ordinate and monitor how risk assessments will be managed locally. Actions must include the following:-

- Establishing the activities/tasks/locations/work equipment to be assessed
- Identifying competent people to carry out the assessments
- Store completed assessments in the School's centralised Health and Safety record
- Refer risks to the appropriate senior manager or forum/committee where they cannot be managed locally
- Ensure that all Hazard awareness and reduction measures are relayed to pupils

Staff are also required to:-

- Be aware of risk assessment and control measures for their area of work
- Co-operate with and engage in the risk assessment process
- Use and comply with control measures implemented to ensure the health and safety of themselves or others
- Carry out "on the spot" (dynamic) risk assessments within the context of their own competencies and in consultation with others, as situations arise.

Managers will: -

- review assessments
- At regular intervals not exceeding one year
- Following a significant change and/or
- If there is reason to suspect it is no longer valid e.g. after an accident, near miss, ill-health incident, violent incidence or malfunction has occurred

The Health and Safety Officer will:-

- Actively monitor all Risk Assessments to ensure that they remain up to date and valid and available at 'point of use'
- Archive obsolete risk assessments for a minimum of 5 years
- Ensure that Generic Risk Assessments remain current and available to all staff

## **Method**

### **Stages of Risk Assessment**

#### **Identify the hazards**

Staff will identify all the hazards associated with their area of responsibility that could reasonably be expected to cause harm. Hazards can be identified by:

- Observing the task or area
- Referring to available guidance and information about best practice
- Looking at accident and ill-health records
- Checking manufacturers' instructions or data sheets
- Asking staff for their views

**Describe what the hazard is and how this could cause harm to people or damage property.**

#### **Decide who might be harmed and how**

For each hazard the groups of people who might be harmed and how must be identified. The groups of people to be considered include:

Staff and Pupils with particular requirements e.g. new pupils, visitors, young workers, people with disabilities, new or expectant mothers; contractors, peripatetic teachers who may not be in the workplace all the time, members of the public, and any other building or service user.

#### **Controlling the risk**

When controlling risks the following principles should be applied, where possible in the following order:

- Eliminate the hazard altogether
- Substitution by something less hazardous or risk
- Prevent access to the hazard e.g. by guarding
- Organise work to reduce exposure to the hazard
- Create safe methods of work and safe systems of work designed to reduce the risk
- Issue personal protective equipment e.g. clothing, footwear, goggles etc
- Provide welfare facilities e.g. first aid and washing facilities for removal of contamination
- Provide suitable information, instruction and training
- Ensure appropriate supervision.

### **Dynamic Risk Assessment**

On rare occasions there may be a need for staff to undertake a Dynamic Risk Assessment. In these circumstances staff must work within the context of their own competencies and in consultation with others where possible. The need for a dynamic risk assessment may arise when an unforeseen event occurs and a previously unidentified risk becomes apparent.

Once the dynamic risk assessment has taken place, a formal written risk assessment record must be made of this as soon as is reasonably practicable after the event.

### **Record and implement findings**

A number of risk assessment forms have been developed relating to specific policy areas e.g.

- Hazardous Substances
- Manual Handling
- Display Screen Equipment
- Fire
- Work Equipment or Machinery
- Work Related Stress
- Expectant Mothers
- Educational Visits
- Lone Working
- Working at Height

Details of these risk assessment forms can be found in either their corresponding Policy or on the shared area of the staff internet. Further advice may be sought from the School Health and Safety officer.

### **Communication**

Managers shall ensure that the persons at risk are provided with comprehensive and relevant information on the identified risks and the preventive and protective control measures. Everyone should understand what they must do and why. Where necessary, job or machinery safety instructions should be issued to individual using high risk equipment and appropriate training provided.

### **Training**

Staff responsible for carrying out risk assessments must receive appropriate advice on carrying out risk assessments and where deemed necessary given training.

### **Monitoring**

Managers shall monitor the effectiveness of control measures and ensure that physical control measures are used, installed correctly and suitably maintained.

Staff shall report any defects in control measures, personal protective equipment, etc immediately to the health and safety officer.

**Specialist Advice**

It is important when completing risk assessments to be aware of individual limitations in terms of knowledge and competence. If further support is required staff should contact the Health and Safety Officer.

**Process**

All relevant forms, guidance and documentation can be found on the Staff Intranet within the Health and Safety folder.