

Whole School

(including EYFS)

Risk Assessment

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1 Policy

This Policy is read in conjunction with Ewell Castle School's Health and Safety Policy that can be found here: <https://www.ewellcastle.co.uk/about-us/policies/>

All references to "this Policy" in this document include reference to the Health and Safety Policy.

2 Introduction

Identifying potential hazards and managing risks to safety and health is essential in ensuring that a safe working environment is maintained. Risk assessment is fundamental to all health & safety requirements and standards.

Risk assessments identify any risks to the health and safety of employees and others affected by Ewell Castle School activities. As part of the risk-assessment process, control measures should be put in place to either remove or reduce risk to health & safety from the workplace.

To comply with legislation, certain employees must complete written risk assessments on activities that could, or do, present a significant health and safety risk to either Ewell Castle School employees or others affected by Ewell Castle School activities. These assessments will be carried out where the risk is likely to be encountered, and measures will be taken to make sure that the people at risk are informed about the assessment findings and precautionary measures to be taken. Risk assessments will be reviewed on an annual basis, or if there has been a significant change in the matters that the assessment relates to.

Sources:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at work Regulations 1999

3 Risk Assessment Procedure

A risk assessment is the careful examination of what could cause harm to people whilst at work. The overall aim should always be to ensure that enough precautions have been taken to prevent harm from happening. The Health & Safety Executive (HSE) defines a risk assessment as a process involving the identification of hazards arising out of work activities and evaluating the extent of the risks involved, taking into account the existing precautions and their effectiveness.

A **hazard** is something with the potential to cause harm, which includes substances, equipment, methods of work, the work environment and other aspects of work organisation.

A **risk** is the likelihood of potential harm from a hazard being realised. The extent of the risk will depend on:

- The likelihood of that harm occurring.
- The potential severity of that harm, i.e. of any resultant injury or adverse health effect.
- The population that might be affected by the hazard, i.e. the number of people who might be exposed.

The HSE give further guidance on how a risk assessment should be carried out and this is summarised in Figure 1.



Figure 1 Risk Assessment Process

When a risk has been assessed by line managers and team leaders, they should use the principles of prevention, control and protection in the following order.

- Avoid risks if possible.
- Tackle risks where they appear.
- Change the method of work to suit the individual.
- Use technological developments.
- Include risk control measures in procedures within an overall planned structure to reduce risks.
- Give priority to controls which cover the whole workforce or activity.
- Provide information and training to employees and self-employed people.
- Confirm that the control measures identified by the risk assessment are effective.

Risk Evaluation

To make sure that the greatest risks are tackled first, you need to be able to rank those risks.

To do this, you need to judge both the likelihood of damage happening (the probability) and the potential damage that would happen if the worst happened (the severity).

You should consider the following issues as well as the work activity.

- The number of people exposed.
- How often and for how long people are exposed to the hazard.
- The failure of services, plant, machinery parts and safety devices.
- Exposure to the weather.
- Protection from personal protective equipment.
- Unsafe acts (unintended mistakes or breaking procedures deliberately).

These estimations should normally take account of all the people exposed to the hazard. So, any hazard is more serious if it affects more people. But some of the larger risks may be associated with an occasional task carried out by just one person.

Once the hazards and the personnel at risk have been identified, the next stage in the risk assessment process is to evaluate the level of risk. This is an important part of the risk assessment process because it allows the assessor to prioritise where appropriate control measures need to be taken.

The Risk-Assessment Form

The template risk assessment form for the School can be found here:

[Sharepoint/Administration/H&S/Risk Assessments](#)

Relevant information needs to be gathered on the risks and hazards of the task being assessed. The risk-assessment form assists in this process creates a written record of that assessment process.

The first part of the form is used to record the date of assessment, review date, description of the task to be assessed, the department or area and who may be exposed to the hazards.

Hazard Identification

In this section the hazards need to be considered. In doing this, it is important that employees who work in the area are consulted and any existing documentation that may have a bearing on the risk assessment taken into account (e.g. documented procedures and policies, equipment used, services used (electricity, gas etc.) and maintenance procedures).

Once the hazards for the task have been identified you should then decide what the potential harm from the hazard is and what existing control measures are in place. An example is given in Table 1.

Table 1

Hazard	Risk (Potential Harm)	Existing Control Measures
Using computer workstations in a poor posture	Repetitive strain injury and back injury	Induction training given
Lifting heavy files on to shelving	Injury, especially to the lower back	None

Further Actions/Controls

For each hazard where current Existing controls will not eliminate the risk, Further Actions/Controls should be considered that will reduce the risk as shown in Table 2.

Table 2

Hazard	Further Actions/Controls
Using computer workstations incorrectly	1. Carry out full DSE workstation assessment. 2. Ensure corrective actions implemented.
Lifting heavy files on to shelving	1. Use trolleys to transport files. 2. Use steps to gain access to shelves. 3. At risk staff to carry out manual handling training.

In some situations, it may not be possible to reduce the risk to a low level and a medium risk can be accepted provided that employees are fully informed of the level of risk and protective measures in

place. A high residual risk must not be accepted. The person responsible for carrying out or implementing the additional control measures completes the Target Date for such actions and specifies who is responsible.

Communication

After the risk assessment has been completed, it is essential that employees who are carrying out the task are informed of the protective and preventive risk control measures.

Review

The risk assessment should be reviewed annually or if there are any changes that may affect the level of risk, such as change in the numbers of people exposed to the hazards, or removal or failure of risk control measures.

Risk Assessment Template

[Sharepoint/Administration/H&S/Risk Assessments](#)

4 Review and Development

4.1 Procedure

This document, together with the effectiveness of its procedures, will be reviewed annually by the Senior Management Team and Governing Body and as events or legislation change requires.

4.2 Links with other Policies

This policy should be read in conjunction with the following documents:

Health and Safety Policy:

Educational Trips and Visits Policy: