ST PETER'S SCHOOL
RISK ASSESSMENT POLICY

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Reviewer: School Business Manager
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Document Control		
Edition	**Issued**	**Changes from previous**
1	21/04/17	New policy
2	June 2018	No changes
3	Nov 2020	Accident reporting is now the responsibility of the Office Manager
4	Jan 2023	Addition of refs to Risk register and Risk management paragraph on page 3

Policies/Documents referred to in this policy	Post holders/Persons named in this policy
This policy **links to other school policies** on: Health & Safety policy Educational Visits Policy First Aid & Medication Policy Risk Register **This policy links to the following legislation and policy:** Health & Safety at Work Act 1974	

Introduction
The Governors of St Peter's School are fully committed to promoting the safety and welfare of all in our school community so that effective education can take place. The Governors wish to ensure that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just with the law but also with best practice. Risks are inherent in everyday life; we need to identify them and adopt systems for minimising them. Our students need to be educated how to cope safely with risk. This policy complements and should be read in conjunction with the School's Health and Safety Policy, the school Risk Register and department specific policies and procedures.

What is a Risk Assessment?
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 (e.g. fire).
- A *risk* is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).

- A *risk rating* is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).
- *Risk control measures* are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance).

Accidents and injuries can ruin lives, damage reputations and cost money. Apart from being a legal requirement, risk assessments therefore make good sense, focusing on prevention, rather than reacting when things go wrong. Many cases simple measures are very effective and not costly.

Risk assessments need reviewing and updating regularly (usually annually).

What Areas Require Risk Assessments?
There are numerous activities carried out in St Peter's School, each of which requires a separate risk assessment. The most important of these cover:

- Fire safety, procedures and risk assessments
- Educational visits and trips
- Asbestos control
- Working at height
- Legionella

Further details are contained in the Health and Safety Policy and/or separate activity policies.

Risk assessments are also needed for many other areas, including (but not limited to):

- Science experiments
- Design and Technology activities
- Each Sport and Physical Education activity where stringent risk assessments are required
- Water activities
- Duke of Edinburgh award activities
- CCF
- Art
- Drama and dance (including the theatre back-stage, stage and lighting box)
- Events/functions
- Medical and first aid
- Pregnant workers/new mothers
- Maintenance
- Manual handling
- Working at height
- Classrooms
- COSHH

At St Peter's School we make use of model or generic risk assessments for many of our educational activities and visits, we use the attached risk assessment template when creating our own specific assessments. We use the EVOLVE system to plan and create risk assessments when planning trips out of school. We utilise the services of an external Health and Safety Competent Person from Cambridgeshire County Council who provide advice, training and audits on Health & Safety, legislation and on asbestos monitoring. St Peter's School follows the guidance in the Cambridgeshire County Council's Risk Assessment Matrix when creating risk assessments (Appendix 1) and COSHH (Appendix 2).

We subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science and Design and Technology, as well as providing professional training courses for both teachers and technicians who work in Science and Design and Technology.

CONDUCTING A RISK ASSESSMENT - RESPONSIBILITIES

Overall responsibility for risk management within the school lies with the Governing Body. The Governing Body have delegated the overseeing of risk and Health & Safety to the Health & Safety Committee for strategic decisions and to the Head Teacher for operational management of Health, Safety and Risk. Within the school the Head delegate's health, safety and risk management to the Senior Leadership Team who ensure Heads of Department under their responsibility have the required risk assessments in place; the Premises Manager co-ordinates the process. Heads of Departments identify the risks, controls and residual risks within their department and ensure that the risk assessments are written and communicated throughout the department.

Staff are responsible for taking reasonable care of their own safety, together with that of students and visitors. They are responsible for co-operating with the Head, the Premises Manager and members of the SLT in order to enable the Governors to comply with their legal health and safety responsibilities.

All members of staff are responsible for reporting any risks or defects to the Premises Manager and/or through the Health and Safety Committee.

Risk assessments are practical tools designed to assist teachers and support staff who are in charge of an outing, activity or event inside or outside of the school. There are several possible techniques or models that can be used and all staff responsible for carrying out risk assessments will be trained in how to use and complete risk assessments that are used in the different areas.

REVIEW OF RISK ASSESSMENTS

All risk assessments should be regularly reviewed, St Peter's School reviews risk assessments annually or sooner if an accident/incident happens, or if there are any structural works planned.

ACCIDENT REPORTING

The School Business Manager is responsible for reporting and recording any notifiable accident that occurs on school premises to a student, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR). Further details are provided in the Health and Safety Policy. All notifiable accidents and near misses are reviewed by the school's Health and Safety Committee with a view to assessing whether any measures need to be taken to prevent recurrence.

RISK MANAGEMENT

The Risk Register is updated termly with the measures for the control of the risks that the school manages. This incorporates both physical and financial issues and is shared with senior sstaff and governors.

APPENDIX 1

Risk Assessment Matrix

Assessing Risk:
When assessing risks, the risk assessor needs to make a judgement on the likelihood that a hazard will cause harm and how severe the harm caused will be. This can be a quite subjective process; based on their experiences, different assessors may have varying views on whether an activity is high, medium or low risk. To help overcome this issue the Health and Safety Team at Cambridgeshire County Council have developed a matrix to help assessors to quantify risk.

Likelihood of Harm:
The first thing the assessor needs to consider is how likely it is that an identified hazard will actually cause harm. In table 1 (below) we have split the likelihood into four categories ranging from "Unlikely" to "Inevitable". The assessor needs to use their judgement to determine which of the four categories applies to the particular hazard that they are looking at.

Table 1. Likelihood of harm occurring

Likelihood	Description
Unlikely	The event may occur only in exceptional circumstances.
Less than likely	The event may/could occur at some time.
More than likely	The event will occur at some time.
Inevitable	The event will occur in most circumstances.

Likely Severity of Harm
Once the likelihood of harm occurring has been assessed, the risk assessor then needs to consider what the likely severity of the harm caused will be. The key thing to remember here is that the assessor needs to assume a *reasonable* worst outcome; many assessors fall into the trap of assuming the worst *possible* outcome of an accident. This can result in the assessor judging all hazards to be high risk which in turn can lead to managers taking an unnecessarily risk averse approach to the activities under their control.

Risk assessors need to take into account a range of factors when carrying out their assessments. In some cases the profile of the people that might be affected may have an impact on both the likelihood of harm occurring and the severity of the outcomes of the harm. For example a trip hazard in an old people's home may have more serious implications than say, the same hazard in a general office environment.

Severity	**Descriptor** (descriptors are not in priority order or a definitive list and should be used as guidance only)
Minor	• Minor harm, injury, damage or loss. • First-aid treatment (e.g. cuts, bruises, abrasions). • Some lost time, i.e. less than 3 days. • Minor environmental implications. • Moderate financial loss (<£2k). • Possible short-term service interruption. • Minor increase in risk exposure. • Minor risk of public concern or complaint.
Moderate	• Medical treatment required (sprains, strains, small burns, stitches, etc.). • Lost time of >3 days but <3 weeks off work (over 3 day injuries under RIDDOR). • Moderate environmental implications. • High financial loss (>£2k inclusive of associated hidden costs). • Moderate loss of reputation / user confidence and risk of complaint. • Moderate service interruption. • Property damage. • Possible civil claim or legal action, e.g. improvement notice.
Serious	• Referral to hospital with treatment lasting more than 24 hours. • Broken bones. • More than 3 weeks off work. • Temporary disability or long-term health problems. • Consequences may lead to inability to continue in current employment, or early retirement. • High financial loss (>£2k inclusive of associated hidden costs) with significant / potential major loss of reputation and damages. • Significant service interruption and / or environmental impact. • Probable legal prosecution / claim. • Removal of CPA and / or other status.
Major	• Excessive or permanent injuries and disability (serious fractures, loss of limbs or eyesight, unconsciousness, major burns, etc.) (Major injuries under RIDDOR.) • High environmental implications. • Major financial loss (>£10k inclusive of associated hidden costs). • Major loss of reputation. • Major service interruption. • Single / multiple deaths of any person(s). • High profile prosecution and legal claim(s). • High level of public interest in / outcry against activity.

Estimation of Likelihood and Severity

The chart below can be used as an aid to risk assessment. To prioritise the risks, multiply the values from each axis to produce a risk rating for each option.

		Severity of harm			
		Minor	Moderate	Serious	Major
Likelihood of harm	Inevitable				
	More than likely				
	Less than likely				
	Unlikely				

Risk Level

High risk	Moderate risk	Low risk
Unacceptable risks: Take Immediate Action: Amend activity design, methodology, equipment, etc. Do not start or continue work until relevant control measures are in place.	May or may not be an unacceptable risk. Introduce and make all efforts to control/reduce risk. Ensure control measures are in use and working.	Risk may be acceptable, but consider possible low or no-cost improvements and keep under review.

Area, task or activity:	Location:	Date of Assessment:

Significant Hazards	Who might be harmed and how?	Current control measures	Likelihood of harm or loss occurring with current controls in place?[1] (High, Medium or Low)	Further control measures (if required)	Residual Risk (High, Medium or Low)? Is this acceptable?[2]	Date controls are to be implemented and by whom[3]

Name of Assessor/s:	Date of Next Review	Line Manager/Supervisor:

1 Risk should be reduced as low as reasonably practicable. NB. If risks remain significant even with existing control measures then further control measures MUST be identified and implemented.

[2] If a risk of significant loss or injury (i.e. any incident that would result in over 3 days lost time, or a major injury or a reportable near-miss or which could lead to a financial loss greater than £) still exists when all "reasonably practicable" control measures have been implemented then the risk is NOT tolerable and the activity should be ceased. Further advice should be sought from the County's Health and Safety Team.

3 Record who is responsible for implementing the additional controls and when this action is to be completed by.

APPENDIX 2

Control of Substances Hazardous To Health (CoSHH)

Introduction
The use of all hazardous substances requires to be strictly controlled to ensure that the health of staff, pupils and others is not adversely affected. It would not be practical to list all such substances which could be used or produced in schools but the following list identifies the categories of substances defined as hazardous;

- Substances classified as Very Toxic, Toxic, Corrosive, Harmful and Irritant.
- Those with defined operating limits eg. radioactive sources.
- Those that have a chronic effect on health, for example, substances that can cause cancer.
- Finally, a catch-all list including micro-organisms and dust.

Council Procedures
The CoSHH risk assessment should address the following steps:

1. Identification of the substances used and produced during work.
2. Determine which are hazardous substances.
3. Identify the mode of entry into the body.
4. Identify the effect the hazardous substance has on the body.
5. Assess the systems of work during which the hazardous substances are used and/or produced.
6. Identify the personnel likely to be exposed.
7. Carry out an evaluation into the exposure.
8. Undertake measurements as necessary of the hazardous substances.
9. Draw appropriate conclusions from the findings.
10. Document the significant issues addressed.

Following a Risk Assessment where substances hazardous to health have been identified the following procedures should be implemented:

1. Substances hazardous to health shall only be used where there is no reasonably practicable alternative. Account shall be taken regarding the degree of hazard and risk.
2. An index of substances hazardous to health shall be recorded and retained by a designated person at the appropriate management level.
3. A safety data sheet for all hazardous products where appropriate shall be obtained and kept available for reference and use in the event of an accident. Safety data sheets are essential when preparing written assessment.
4. Following the assessment suitable and sufficient preventive and protective measures shall be introduced. Priority shall always be given to controlling exposure GENERALLY and not as a last resort taking account of what is reasonably practicable.

5. For substances which are very toxic, carcinogenic or have assigned occupational exposure limits, the assessment shall be comprehensive to reflect the degree of risk and where appropriate environment monitoring and health surveillance shall be incorporated.
6. Information, instruction and training based on the assessment shall be provided to all employees using hazardous substances in accordance with the normal management system.
7. Assessments shall be reviewed when work activities change or product information changes. In any case, all COSHH assessments shall be reviewed at not less than five yearly intervals and this shall be recorded on the assessment sheets.

To assist schools in this exercise, a variety of documents have been provided (where appropriate) and are listed below under *Further Reading.*

Local Exhaust Ventilation (LEV) equipment for dust and fume extraction should be inspected and tested within a 14 month period of the last inspection using a competent contractor. Any subsequent work that may be required is the responsibility of the school to arrange.

Testing and inspections of fume cupboards are the responsibility of the school to arrange. Science Technicians carry out the weekly/monthly checks and a competent contractor is used for yearly checks.

All schools should ensure they have formulated procedures for assessing the use of and exposure to hazardous substances, including arrangements for purchasing, storage, use and disposal. Special consideration should be paid to work activities carried out by contractors brought onto the premises, e.g. Cleaners, maintenance personnel etc.

Further Reading:

- ESAC Guidance to Schools on COSHH
- Assessments and hazard data sheets for cleaning and reprographic chemicals.
- The CLEAPPS “Hazard Card” system for use within the Science Curriculum.
- The CLEAPPS “Risk Assessments for Technology” for use within the Design Technology Curriculum.
- HSE leaflets “Solder fume and you” and “Controlling health risks from rosin (colophony) based solder fluxes”.
- The “Make it Safe” and “Be Safe” publications in the Primary sector.

Hazardous Substance Risk Assessment

Section 1: General details

Task / applicable general risk assessment:	Date of assessment:
Substance or agent name:	Supplied by:
Use:	

Section 2: Health hazard

Is a current product safety data sheet on file?

Hazardous ingredients:	No exposure limit	Workplace exposure limit

What type of health risk is associated with the substance or agent?

Harmful ☐

Irritant ☐

Toxic ☐

Explosive ☐

Hazardous to the environment ☐

Corrosive ☐

Biohazard ☐

Oxidising ☐

Highly flammable ☐

Short-term health effects:

Long-term health effects:

The health risk from the substance or agent is:

Significant Insignificant

Section 3: Risk of exposure

How can the hazardous substance or agent enter the body?

Skin contact Inhalation Ingestion Injection

How could exposure occur during use?

The uncontrolled risk of exposure to the substance or agent during use is:

Significant Insignificant

Section 4: Control measures	
Is it reasonably practicable to use an alternative safer substance / agent / process?	
Is it reasonably practicable to avoid exposure by containing the substance / agent / process?	
Is it reasonably practicable to use engineering controls to remove or neutralise the substance / agent at the point of generation / release?	
Is it appropriate and reasonably practicable to use general ventilation to prevent hazardous concentrations accumulating in the working environment?	
Can a safe system of work be introduced to minimise exposure to the substance?	
If the above controls are not fully effective in reducing the risk, what type of personal protective equipment is required to reduce the risk to an acceptable level?	
Arrangements to ensure proper use and maintenance of control measures:	
Arrangements for health surveillance identified by the risk assessment:	
Arrangements for monitoring the continued effectiveness of the control measures:	
Special requirements for safe storage / transport / use / disposal:	
Emergency arrangements:	
Completed by:	Date: