

Guidance on risk assessment

A risk assessment is a careful examination of what in your work or activities could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The law does not expect you to eliminate all risk, but you are required to protect people 'so far as is reasonably practicable'.

When thinking about your risk assessment, remember:

- a hazard is anything that may cause harm, such as trailing or bare electric cables, unrestrained windows on upper floors, shared fabric towels in washrooms and unlocked cupboards containing chemicals and / or cleaning fluids
- 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.

Step 1: Identify the hazards

First you need to work out how people could be harmed.

Step 2: Decide who might be harmed and how

Identify groups of people who might be harmed and how they might be harmed, which includes employees, volunteers and helpers, pupils, visitors and contractors.

Step 3: Evaluate the risks and decide on precautions

Decide what to do about the risks. Compare what you currently do with what is accepted as good practice. If there is a difference, list what needs to be done.

When controlling risks, apply these principles, if possible in this order:

- try a less risky option
- prevent access to the hazard
- organise work to reduce exposure to the hazard
- issue personal protective equipment
- provide welfare facilities

Step 4: Record your findings and implement them

If you employ five or more people, the law requires you to record your findings. You can download a template from <http://www.hse.gov.uk/risk/casestudies/>.

A health and safety checklist for classrooms can be downloaded from

<http://www.hse.gov.uk/risk/classroom-checklist.htm>.

Specific Arrangements at the Schools

The following areas/activities present identified and significant risks at the Schools and as a consequence, pupils are not allowed unsupervised access to:

- The Catering Department: where the Catering Manager keeps risk assessments for all activities, safe use and storage of equipment and flammables, COSHH procedures of chemicals and other products. Records of staff training are kept.
- Pupils are not allowed unsupervised entry to the Cleaning and Maintenance Stores: where each department keeps risk assessments for all its activities, safe use and storage of equipment and flammables, COSHH assessments of chemicals and other products. Records of staff training are kept.
- Pupils are not allowed unsupervised entry to the sheds.

Whole school policies and risk assessments supplement these departmentally-based risk assessments, covering:

- Accessibility Policy
- Anti-Bullying Policy
- Code of Safe Conduct for Staff - see staff handbook
- Control of access and security ET to do (lone working)
- Control of Substances Harmful to Health (COSHH) Crisis Management and Communications
- Display Screen Equipment (see Health & Safety folder in front office)
- Educational visits
- Electrical Safety
- E-Safety
- First Aid
- Fire safety, procedures and risk assessment
- Special Education Needs (SEN) and Learning Difficulties
- Sun Protection (EYFS pupils)

Risk Assessment responsibilities

Name	Risk assessment responsibility
The Site Manager	Fire
The Site Manager	Legionella
The Site Manager Heads of Department Staff	All rooms, corridors and exits
The Site Manager The Business Manager	Catering and cleaning and HACCP and COSHH
The Site Manager	Grounds maintenance including use of pesticides and COSHH

The Site Manager	Maintenance (including work at height, electricity, power tools, COSHH)
Group Business Services' Manager Site Manager	Asbestos and Asbestos Register
The School Secretary	Reprographics and copiers
Science staff Prep Technician	Science equipment
Head of PE	Games, dance and gymnastics
EVC group	Outdoor lessons and trips and visits