

St Andrew's Prep

EASTBOURNE

HEALTH AND SAFETY TASK RISK ASSESSMENT

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1. General Policy on Health and Safety Risk Assessment

Management at all levels must ensure that all significant hazards within their area of responsibility are identified, properly assessed and that the risks are eliminated or controlled so far as is reasonably practicable. Appropriate information, instruction, training and supervision must be provided to staff and others who may be affected. Risk assessments must be reviewed at suitable intervals or when any significant change takes place.

2. Scope

This policy is applicable to the risk assessment of the health and safety risks associated with the day-to-day tasks and activities or the working environment of the School.

There are specific risk assessment procedures for certain activities such as manual handling, display screen equipment, COSHH, noise, lone working etc. Where a separate procedure exists, that procedure should be used.

3. Authorisation

All activities conducted within the School that present a significant hazard must be risk assessed and authorised by heads of department and managers.

4. Responsibility

4.1 Management Responsibility

The Headmaster is responsible for ensuring that risk assessment is conducted at all levels within the School

Heads of departments and managers are responsible for ensuring that task risk assessments are conducted within areas under their control and that the content of risk assessments are communicated to staff and others as appropriate. They should also ensure that the Facilities Bursar is included in the risk assessment process.

4.2 Employee Responsibility

Employees are required to participate in the risk assessment process when requested, to make themselves familiar with the contents of risk assessments and for co-operating with the measures contained within the assessments for controlling and managing the risks to health and safety.

5. Communication, Co-operation and Co-ordination

Risk assessments must be clearly communicated as appropriate to management and employees. Management must ensure that assessments are brought to the attention of staff on a periodic basis particularly following any changes or significant review.

6. Procedure for Risk Assessment

The main elements of Risk Assessment are:

- Identification of the operation or activity
- Identification of the hazards
- Assessment of the risk
- Identification of the persons at risk
- Determination of the necessary control or preventative measures
- Assessment of the residual risk
- Recording the assessment
- Communication of the assessment
- Reviewing the assessment

6.1 Identification of the operation or activity

The scope of the assessment must be clearly defined. Activities should be broken down into clear operations or tasks. It is common for some activities to require several risk assessments.

6.2 Identification of the hazards

A hazard is something with the potential to cause harm (physical injury or ill health).

6.3 Assessment of the Risk

Risk is comprised of two elements, the likelihood of harm occurring and the severity of that harm. In risk assessment, the likelihood of harm is the estimated frequency of the harm occurring and severity is the estimated seriousness of the potential to cause harm. A subjective estimate of both must be made. Opinions will vary and it is good practice for assessments to be undertaken by a group so that a consensus of opinion and an average of the estimates obtained.

When assessing a risk for the first time you should assume there are no controls already in place. The subsequent two assessments are completed with 1) those controls already in place and 2) with any additional controls needed to reduce the risk further.

The assessor should assign values for the 'likelihood' of a hazardous event occurring (a) and the severity of the 'Consequence' of that hazardous event (b). By multiplying 'a' and 'b' together you get the Risk Level, which gives an indication of the risk. The thick black line is the "line of tolerance". Those risks that are plotted above the line (score 1 - 9) are "out of tolerance". Risks falling within the 17 to 25 Red area will require immediate action whilst those within the orange area (10 to 16) should be addressed within three to six months.

Risk Assessment Matrix

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The assessor should assign values for the 'likelihood' of a hazardous event occurring (a) and the severity of the 'Consequence' of that hazardous event (b). By multiplying 'a' and 'b' together you get the **Risk Level**, which gives an indication of the risk. The thick black line is the "line of tolerance". Those risks that are plotted above the line (score 1 - 9) are "out of tolerance". Risks falling within the 17 to 25 Red area will require immediate action whilst those within the orange area (10 to 16) should be addressed within three to six months.

Likelihood of Occurrence (a)	Severity of Impact (b)
1- Very unlikely (1 in a million chance)	1 - Insignificant (no injury)
2 - Unlikely (1 in 100,000 chance)	2 - Minor (minor injury, 1 st aid)
3 - Fairly likely (1 in 10,000 chance)	3 - Moderate (up to 3 days absence)
4 - Likely (1 in 1,000 chance)	4 - Major (more than 3 days absence)
5 - Very Likely (1 in 100 chance)	5 - Catastrophic (death)

LIKELIHOOD	Very Likely 5	5	10	15	20	25
	Likely 4	4	8	12	16	20
	Feasible 3	3	6	9	12	15
	Slight 2	2	4	6	8	10
	Very unlikely 1	1	2	3	4	5
		Insignificant 1	Minor 2	Significant 3	Major 4	Critical 5
CONSEQUENCE						

Unacceptable (17 to 25)
Tolerable (score 10 to 16)
Adequate (score 5 to 9)
Acceptable (score 1 to 4)

Stop activity and make immediate improvement
Look to improve within specified timescale
Look to improve at next review
No further action, but ensure controls are maintained

6.4 Identification of the Persons at Risk

When undertaking a risk assessment, all persons who are at risk of being harmed should be identified. This may not only include those carrying out the task but other persons in the vicinity including other staff, visitors, contractors, members of the public and trespassers. The number of persons at risk should be taken into consideration.

The risk assessment should also take into account, where necessary, other risk factors such as age, gender, health, young persons, and children, those with impairments or disabilities and new or expectant mothers.

6.5 Determination of the Necessary Control and Preventative Measures

Management must ensure that the most appropriate and effective method or methods of risk control are utilised in eliminating or managing risks. Where appropriate and as far as is reasonably practicable, the hierarchy of risk control measures listed below should each be considered and applied in the order given. In many cases a suitable combination of control methods may be necessary.

- Elimination of hazard
- Substitution with lower hazard or risk
- Enclosure
- Guarding/Segregation
- Safe Systems of Work
- Written Procedures
- Supervision
- Training
- Information/Instruction
- Personal Protective Equipment

6.6 Assessment of the Residual Risk

The risk to health and safety of a task should be assessed with all the necessary control measures in place to establish the net or residual risk. The risk should be reduced to Low or to As Low As Reasonably Practicable (often referred to as ALARP). If the risk is not Low or As Low As Reasonably Practicable, consideration should be given to additional control measures to reduce the risk further.

Once the risk has been reduced to As Low As Reasonably Practicable, any remaining risk should be highlighted in the assessment so that it can be communicated to those affected or responsible for implementing any of the control measures.

6.7 Recording the Assessment

The risk assessment must be recorded and a general form is available for this purpose on the Health and Safety area of the School Portal. All significant details and findings must be included, though reference may be made to other documents such as procedures, rather than reproducing them in full.

6.8 Communication of the Assessment

The information contained within the assessment must be communicated with those staff and others who may be affected by the work. For assurance purposes it is good practice to keep a record of when and how the assessments have been communicated.

Information about the risks may also need to be communicated to other people e.g. to members of the public through signage and other staff such as the School Health and Safety Committee, who will require access to the information from time to time.

6.9 Reviewing the Assessment

Risk assessment should be seen as a continual process. Risk assessments must be reviewed and kept up to date to take account of changes in processes and work methods, new staff or changes to other activities or hazards.

In addition, a general periodic review of all assessments must be undertaken. The Facilities Bursar is responsible for updating the review period for each risk assessment.

7. Training

Anyone undertaking a risk assessment must have received appropriate training and have sufficient knowledge and understanding of the assessment process. Input is often required from others during the risk assessment process. Whilst it is not necessary for everyone to be trained, anyone involved should receive a briefing or an overview of the process from a competent person.

8. Record Keeping

Records of risk assessments should be kept for at least seven years. Some assessments in connection with medical records and health surveillance may have to be kept for forty years.

9. Monitoring/Audit

The School should monitor the compliance of this policy and take appropriate action where necessary. Records of risk assessment, instruction and training, maintenance events etc. should be made available for audit by internal/ external auditors.

10. Appendices

Appendix 1 – Risk assessment template

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Risk Assessment Form

Activity:			
Venue / location:		Assessment date:	

Description of task/work activity	Hazardous event	People affected Occupation and number	Likelihood (a) / Consequence (b)	Risk Level a x b = risk level	Existing controls	Additional controls
			a) b)			
			a) b)			
			a) b)			
			a) b)			
			a) b)			
			a) b)			
			a) b)			
			a) b)			
			a) b)			

Assessor name:	Signed:	Date:
Job Title:		Review date: