Hulme Hall Grammar School

Risk Assessment Policy

Report	Risk Assessment
Approval Body	Finance and Facilities
Date Reviewed	September 2017
Date Approved	September 2017
Review Schedule	Two years
Next Review due	September 2019

This policy is systematic with a view to promoting the welfare of pupils, staff and visitors of Hulme Hall Grammar School and refers to the Senior School, Junior Learning Centre and EYFS (Pre-School)

What is a Risk Assessment?

A risk assessment is nothing more than a careful examination of what, in your work, could cause harm to people and the environment, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

The assessment should cover health and safety e.g. premises, equipment and rights of way. Matters related to pupil welfare e.g. medical needs, supervision and school trips. Recruitment related issues e.g. DBS checks. Matters related to safeguarding e.g. preventing bullying. Lessons (activities, recreation, sport).

It helps staff focus on the risks within their department and activities that they undertake. In many instances, straightforward measures can readily control risks; for example ensuring staff have sufficient information when they are offsite, operating machinery or using chemicals, spillages are cleaned up promptly so people do not slip, or good housekeeping is maintained to ensure people do not trip.

When should a risk assessment be completed?

The Management of Health & Safety at Work Regulations 1999 requires an assessment to be made of the risks arising out of the activities that Hulme Hall undertakes.

Who is responsible for drawing up and checking risk assessments?

All staff have a responsibility for ensuring risks assessments are completed for their area of work.

This may be by one assessment, by a number of assessments linked together or by individual assessments for different tasks/activities, offsite visits, experiments, machinery or process within the department.

Sharing of assessments and best practice will ensure that the assessments are improved and that staff have good, reliable information.

Risk Assessment

Risk assessments for curriculum based activities shall be undertaken by nominated teaching staff and Heads of Department who have experience in that specific area.

The Bursar will co-ordinate risk assessments in relation to the work of the ancillary staff employed by the school (Maintenance and Catering).

Risk assessments for works undertaken by contractors shall be undertaken by the bursar.

Hirers of premises shall be expected to undertake risk assessments in relation to the use of the premises. This will be a condition of the letting. Hirers will also be responsible for any injury that occurs during the period of hire.

Definitions

A hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, open drawer etc.

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.

Hazard

What are the hazards? Consider how someone may be harmed, this will help to identify the hazards, disregard the inconsequential or trivial.

- Walk around your classroom, office; think through your task or activity; ask the staff doing the task, consider the location, duration, purpose of your visit, is there long term health hazards associated with the task?
- Consult the manufacturer's instructions, safety data sheets, trade associations, associated websites etc.?

Persons at Risk

Who may be harmed and how? Consider each hazard and who may be harmed and how they may be harmed.

- **Who may be?** Pupils, teaching, office, cleaning, maintenance, and/or security staff, visitors etc. Identify groups, which are more vulnerable such as young persons, the disabled, lone working staff, contractors, members of the public, etc.
- **How?** May be from tripping on a bag left on the floor, accessing a box from a high shelf, putting up displays from a step ladder, sports activity, noise, machinery, offsite trip etc.

Existing Measures

What are you already doing? Having spotted the hazards consider what is already in place to control them. Compare your list to good practice, is there more that could be done?

When controlling risks, apply the following principles, if possible in the following order:-

1. Can I remove the hazard altogether?
2. If not, how can I control the risks so that harm is unlikely?
3. Try a less risky option (e.g. switch to using a less hazardous chemical)
4. Prevent access to the hazard (e.g. by guarding)
5. Organise work to reduce exposure to the hazard (e.g. put barriers between pupils/staff and the works)
6. Issue personal protective equipment (e.g. clothing, footwear, goggles, etc.)
7. And provide welfare facilities (e.g. first aid, removal of contamination).

For instance:

- You may consider that staff require refresher training on the machinery/task/activity.

- You may feel that before the trip goes ahead the ratio of staff to pupils should be increased. Without the increase in staff you could not go ahead with the trip.

- There may have been a change of legislation or best practice and therefore new equipment or additional equipment is required.

Required Action

How will you put the assessment into action? The completed risk assessment must be shared with the appropriate staff and where necessary pupils.

Owner/Completion Date

You may have outstanding issues. If so prioritise; say what needs to be done, by when and by whom. Remember the assessment demonstrates how the event, task, activity etc. is to be managed.

Review - Few activities, classrooms etc. stay the same. Sooner or later a piece of new equipment, substance, procedure etc. is brought in; this can lead to new hazards and therefore the assessment will need to be reviewed. Should no changes occur that you are aware of there will still be a need to review the assessment.

Location: **Carried out by:**

Date:

Hazard	Persons at Risk	Existing Measures	Required Action	Owner	Completion Date

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