



PRISM Independent School

Risk Assessment Policy

Background

A risk assessment has three purposes:

1. to identify all things and activities which may cause harm to our staff, pupils, visitors etc. (the hazards);
2. to consider the chance of that harm actually befalling anyone in the circumstances identified, and the possible consequences which could arise from it (the risks);
3. to enable plans to be made for the introduction and monitoring of preventive measures to ensure that the risks are always adequately controlled. Without effective assessment there can seldom be effective control (i.e. a safe system of work).

Linked Policies

- PRISM's Health and Safety Policy
- PRISM's Trips and Visits Policy

Definitions

HAZARD - the potential to cause harm, including ill health and injury; damage to property, plant, products or the environment;

LIKELIHOOD - the chances of an event involving the identified hazard actually happening;

RISK - is the combination of the hazard and likelihood. For example, the HAZARD existing in an electric light fitting above your head is severe but the LIKELIHOOD of it falling on you is so low, that the RISK is negligible. Conversely walking along the edge of a cliff at night in a force 8 gale has a high HAZARD rating and high LIKELIHOOD that you might fall, so the RISK is very severe. The RISK from a substance or activity is, therefore, the likelihood that it will cause harm in the circumstances of use. This will depend on:

- the hazard presented by the substance or activity;
- how it is used or done;
- how it is controlled;
- who is exposed, how much, for how long, etc.;
- what they are doing;
- what guards, precautions, etc, already exist.

Poor control of activities can create a substantial risk even from a substance or activity with low hazard. However, with proper precautions most risks of being harmed can be adequately controlled.

General Guidance

Within our school community, most hazards, likelihoods, and risks have already been identified and documented, and will already be adequately controlled considering existing legal requirements. These risk assessments are held by the Senior Leadership Team. These documents are live and as such as updated and reviewed regularly.

Where previous risk assessments have not been comprehensive, or have never taken place, the exercise will identify potential hazards and the risks they present so that effective action can be taken to control them before an incident takes place. The important point is to ensure that the hazards associated with ALL areas and activities have been assessed and are adequately controlled.

Risk assessment sits under health and safety management, held by the head teacher. They will be caring, cost-effective and central to the objective of the school's health and safety policy statement. In using the standard risk assessment forms, risks can be addressed and, where necessary, safe systems of work created. Peninsula Business Services are also available to assist.

The existence of an effective risk assessment policy together with the annual review schedule is a prerequisite for the system of monitoring. This annual task requires input from a wide range of management committee members, senior leadership, teaching and support staff.

Risk assessments carried out under the COSHH Regulations are also subject to the annual review schedule.

PRISM will assess not only the risks that our staff are exposed to, but also any person affected by our business. This includes pupils, parents, contractors e.g. caterers and window cleaners; visitors, people who let parts of the building and members of the public. We must assess both the risks that occur daily, and those that happen only occasionally, e.g. daily floor cleaning and occasional gutter cleaning or Parents Evening.

As we employ contractors, e.g. window cleaners, we need to provide them with comprehensive information on the risks that they are exposed to by working on the premises and the measures that need to take in order to ensure health and safety. A contractor may introduce new risks to our staff e.g. ground keeping equipment or cleaning chemicals, and we need to ensure that the contractors need to inform us about these risks so that effective and coordinated controls can be implemented.

Detailed Assessment of Risk

When considering a new activity, firstly consult your Line Manager. They will be able to help. Also look at the currently completed risk assessments to see if there are any areas already covered (see folder in SLT Office). Where possible a detailed risk assessment should be undertaken using an existing format but you may also source risk assessments from professional providers for specialist activities (e.g. Outdoor Education).

If one is not available then ask your Line Manager for guidance and follow this guidance for the area identified, completing an appropriate form and handing it to the Head Teacher for authorisation. Once authorised it will be added to the Risk Assessment File.

In completing a risk assessment, you should:

- Identify the likely hazard, any you can think of with your knowledge of the activity.
- Identify the control measures to minimize the risk.
- Use existing school systems to for auctioning these measures. Date and initial your part in these actions.
- For obviously potentially hazardous activities, Produce Safe Systems of Work for specific hazardous activities, such as DT or Rock Climbing.

All completed risk assessments should be kept in the Risk Assessment File in the SLT office. In addition, hard copies should be printed off and signed, retained by the individual/site undertaking the activity.

Review of Risk Assessments

Risk Assessments are not a once-and-for-all activity; they are be 'living documents' that are reviewed and amended if necessary:

- After an accident, incident or significant near miss
- After any significant changes have been made, e.g. change of staff, introduction of a new working method or piece of potentially hazardous equipment
- Annually

The review should be conducted by the person/people responsible for the activity, area and signed off by the Head Teacher.

- Appendices 1 - COSHH Risk Assessment Template

COSHH RISK ASSESSMENT						
Name of substance				Reference		
What is the substance used for?				Description of substance		
Assessed by				Date assessed		
Substance properties:						
						Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						
<input type="checkbox"/>	<input type="checkbox"/>					
Route of exposure (please circle)						
Eyes	Open cuts/ wounds		Inhalation		Skin	
Person at risk (please circle)						
User of product		Staff		Public		
Visitors		Other (specify):				
PPE requirements						
						Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Additional control measures						
Handling			General precautions			
First Aid actions			Spillage and storage procedures			
Instruction and Training			Comments			