



Risk Assessment Management Policy

Adopted by Symphony Learning Trust on	April 2021
Next Review Due	Change in Regulations
Version	1

1.0 Policy

Symphony Learning Trust are committed to protecting the health, safety and welfare of its employees and others affected by their undertakings.

The Management of Health and Safety at Work Regulations 1999 states that -

Every employer shall make a suitable and sufficient assessment of:-

- a) *the risks to the health and safety of his employees to which they are exposed whilst they are at work; and*
- b) *the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertakings*

This guidance sets out the arrangements to ensure the compliance of the legislation and the process for the assessment of significant risk and the implementation of suitable and sufficient control measures.

2.0 Scope

The Regulations cover all Symphony employees, visitors, agency staff, contractors and anyone else who may be at risk from the County Councils activities or others whose activities may affect the authority's undertakings.

3.0 Terminology

In this document the word “**must**” is used to indicate a legal requirement which must be complied with. The word “**shall**” indicate an essential (or mandatory) requirement of compliance with this document and “**should**” indicates a course of action that is strongly recommended by Symphony Learning Trust. The word “**may**” is used to indicate an option, which requires consideration depending on the circumstances.

4.0 Definitions

Hazard – anything that may cause harm.

This can include, for example, substances, machinery, building structure and people

Risk – is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how severe the harm could be

Risk is dependent on:

- the numbers and groups of people exposed to the hazard
- frequency of exposure
- duration of exposure
- the severity of harm

5.0 Roles and Responsibilities

5.1 The CEO has overall responsibility for the policy and shall:

- ensure the policy is consistently and fairly applied throughout the Symphony Learning Trust
- ensure that the Headteacher, Business Managers and designated persons risk assess all work activities/processes under their control, where significant risk is identified and implement appropriate control measures, where hazards cannot be eliminated
- ensure that all persons requested to carry out risk assessments are competent to do so and have received adequate training
- ensure that the findings of all risk assessments are communicated to persons who may be affected by the work activity

5.2 Headteachers and Business Managers;

- must plan, co-ordinate and monitor how risk assessments will be managed locally
- ensure that all work activities/processes under their control, where **significant risk is identified**, are risk assessed and appropriate control measures are implemented and followed
- ensure employees are consulted on the risk assessment and the risk assessment is communicated to those affected by the activity/process
- ensure that a risk assessment is undertaken prior to the introduction of new equipment or changes in working practices

5.3 Employees shall:

- co-operate with and engage in the risk assessment process
- be familiar with the risk assessment and understand the control measures detailed within the risk assessment, relevant to their role and the activities/processes they are involved in
- use and comply with any control measures implemented to ensure their own and others health and safety
- speak to their manager if they have concerns with the risk assessment or identify or become aware of any further hazards or risks during their work activities

5.4 Health, Safety and Well-being staff shall:

- Give support, guidance, advice and assistance, where necessary to Headteachers, Business Managers and staff in understanding the process of undertaking risk assessments

6.0 Training and Competency

Staff who are responsible for undertaking risk assessments must be competent to do so. This is defined as having a good understanding of the risk assessment process and knowledge of the activities being assessed.

Each school's Business Manager will give advice on the most appropriate training for staff and teams.

7.0 Arrangements

Undertaking risk assessments is a pro-active and systematic process for identifying hazards and associated significant risks arising from an activity or process and the implementing suitable and sufficient measures to manage and control them, to reduce the risk to an acceptable level.

Risk assessments identify significant hazards associated with:-

- a work-related environment, activity or process
- work equipment used
- any venue schools will use for trips and visits
- human behaviour, capabilities and other human factors

8.1 Types of Risk Assessment

Generic

Generic activities are those which although they are carried out at different times and locations, the hazards and risks are largely the same and do not change. For this type of activity, a **Generic Risk Assessment** may be produced as a model, for guidance only. However, where generic assessments are produced, the assessor must:

- satisfy themselves that the 'generic' assessment is appropriate for the type of work and the situations and,

Specific

Although generic risk assessments are useful as a guide to cover the common hazards and risks associated with routine activities, there are many activities where the hazards and risks are only applicable to that particular activity/process or circumstance. In these instances, it will be necessary to undertake a **Specific Risk Assessment** to fully consider the nature of the risks and hazards the activity presents.

There are occasions where there is a requirement to undertake an assessment where it is identified that there are hazards and risks specific to an individual person. For example, a new and expectant mother, young person or person with a disability.

These risk assessments should be undertaken involving the individual, where appropriate, to ensure that they are comfortable and satisfied with the control measures implemented.

There are other areas of health and safety that require specific risk assessments to be documented in a different format.

These are for: Control of Substances Hazardous to Health (COSHH)

Manual Handling

Display Screen Equipment (DSE)

Stress

Noise & Vibration

Temporary Traffic Management

Non exhaustive list

Each category above has a separate guidance which should be referred to when undertaking a risk assessment in these areas.

Ongoing/dynamic

Sometimes activities are undertaken where situations occur where there may be a change that could not be foreseen, for example an emergency situation, sudden change in environment, weather etc. An ongoing or dynamic risk assessment is a continuous process of identifying the hazards during that activity, assessing the risk and taking immediate action to eliminate or reduce to an acceptable level, as far as is reasonably practicable.

8.2 Risk Assessment Process

The schools have a risk assessment form that has been produced and should be used to document all risk assessments.

The risk assessment process follows the HSE general basic five steps principle with the addition of evaluating the risk level prior to the control measures being implemented to demonstrate the reduction in risk that has been achieved.

Risk assessments should include the following -

- all foreseeable hazards and risks
- actual practice, not just what is recorded in procedures and manuals
- routine and non routine activities
- emergency procedures
- unusual/adverse conditions, e.g. weather

8.3 Consultation and Communication

Risk assessments should be produced with the assistance of at least some of the employees that are actually undertaking the activities, where practical. This ensures that all known and foreseeable hazards and risks associated with that activity are identified and considered and control measures in place reflect current practice.

The written draft should also, where possible and appropriate, be shared with the employees affected and any other persons, for consultation and comment where appropriate.

The significant findings of the completed risk assessment must be shared with all employees affected to ensure that they are aware of the hazards, risks and control measures associated with that activity.

Risk assessments must be made available and easily accessible and all employees affected must be aware of where they are located, electronically and hard copy.

8.4 Monitor

Risk assessments are working documents and should be consulted on a regular basis to monitor whether the control measures are working effectively.

8.5 Review

All risk assessments should be the subject of a review annually or immediately if there are any significant changes, for example;

- where further hazards have been identified for that activity
- following an accident, incident or near miss
- where frequent accidents or incidents have occurred
- where it has been identified that control measures are not effective
- when there is a reason to suspect that the assessment is no longer valid
- changes in legislation
- the introduction of new plant, equipment processes or systems of work

9.0 Review

The content of this policy and its effectiveness shall be the subject of a three-year review unless significant changes occur. The Appendices of this guidance shall also be subject to a review periodically dependant on any change in legislation or LCC standards.

Responsible Officer

Headteacher / Business Manager

References

- The Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999



GUIDELINES FOR COMPLETING AN ASSESSMENT

DEFINITIONS :-

HAZARD– anything that may cause harm. This can include, for example, substances, machinery, building structure and people

RISK– the likelihood of harm being realised

1. Identify an activity, process or operation where there is potential for injury or damage. Consider whether it is essential for the activity to continue i.e. without the hazard there is no risk.
2. Identify the hazards within the activity i.e. using machinery, confined spaces, working at height, electricity, manual handling, lone working etc. Under normal circumstances everyday activities such as crossing the road or walking up/down stairs do not need to be considered.
3. Determine the risks involved and what type of incident is anticipated, considering who and how many people will be affected i.e. contact with moving/sharp equipment, asphyxiation, falls, electrocution, back injury, violence/abuse etc.
4. High and medium risk levels will require control measures to reduce the risk level to as low as is reasonably practicable. This could be achieved by: Guarding, Safety Procedures/Working Practices, Specialist Training, Mechanical Assistance, Contracting Out etc. Personnel Protective Equipment should only be considered, as the last resort, if the above controls cannot achieve a low risk level.
5. Some of the control measures may be suitable for immediate action to reduce the risk level, but in some cases further more permanent action may be required to achieve long term levels of low risk.
6. Where there is potential for the person's health to be affected health surveillance may be required. This should be recorded.
7. A procedure should be developed for the necessary action to take in the event of an emergency.
8. All assessments should be dated, recorded and reviewed periodically