



# WARWICK INDEPENDENT SCHOOLS FOUNDATION

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## RISK ASSESSMENT POLICY

### 1.0 Introduction & Scope

- 1.1 The Governors of Warwick Independent Schools Foundation (WISF) recognise their responsibilities under the Health & Safety at Work etc. Act 1974 and with specific reference to The Management of Health and Safety at Work Regulations 1992 (amended 1999) to identify foreseeable hazards within the workplace.
- 1.2 Documented Risk Assessments (RAs) are a legal requirement for companies who have 5 or more employees. Once hazards are identified as posing a significant risk, they must be recorded and control measures implemented in order to reduce the risk to an acceptable level. This information must be shared, be a working/active document, regularly updated, easily available and referenced by employees when required.
- 1.3 This policy applies to all employees, pupils, contractors and visitors at all WISF sites who may be at risk by activities carried out on site or when they travel to work at other sites. Suitable resources will be provided.
- 1.4 This Policy will be reviewed annually by the Head of Health & Safety (HHS) or more frequently if required.

### 2.0 The Basics

What's included in this Policy	<ul style="list-style-type: none"> <li>• Policy and Guidance</li> <li>• Areas where H&amp;S Risk Assessments should be in place (Appendix 1)</li> <li>• List of Potential Hazards (Appendix 2)</li> <li>• Risk Assessment Template (Appendix 3)</li> </ul>
Other Policies you might need to refer to	<ul style="list-style-type: none"> <li>• Health &amp; Safety</li> <li>• Specific policies such as COSHH, Permit to Work, Work Experience etc.</li> <li>• Educational Visits (+ school-specific procedures)</li> </ul>

### 3.0 Who this Policy applies to

Person(s) Responsible:	Responsible for:
Foundation Governors/ School Heads	Providing sufficient resources and reviewing the policy on a yearly basis
Heads of Department (HoDs)/Line Managers	Ensuring suitable and sufficient RAs are completed for their departments and shared with staff and others who may be affected
Staff/others	Complying with RAs and to raise any issues
Head of Health & Safety	Reviewing and updating the policy every year or more often if required. To provide guidance.

### 4.0 Policy

4.1 A Risk Assessment (RA) is a careful examination of what has the potential to cause harm to people so that appropriate measures can be identified and put in place in order to minimise the risk.

4.2 The Governors have delegated the task of ensuring that RAs are in place to the HHS, who ensures employees are made aware of their responsibilities during the formal Health & Safety Induction. The responsibilities in relation to the duty to ensure department RAs are completed is detailed below.

4.3 The Governors recognise that they have a Duty of Care and responsibilities as employers, but also that employees have a duty to co-operate with their employer in methods of improving Health & Safety and to take care of themselves and others. The task for ensuring that employees are made aware of their responsibilities has been delegated to the HHS during induction but also to HoDs/Line Managers who need to show and include departmental-specific RAs to new and existing staff who need to sign to state they have read and understood them.

4.4 Areas where specific departmental RAs are required are listed at Appendix I. All HoDs and Line Managers should make reference to Appendix I and ensure as a minimum these RA's are in place.

4.5 Generic Risk Assessments are available on the WISF SharePoint Portal or via the School Office for staff to use, these include

- Office Areas RA
- Classroom Areas RA
- Outside Areas RA
- Fire Safety & Prevention RA
- Pregnancy RA
- New and Nursing Mothers RA

Additional generic RAs will be created as and when required, and made available to staff. Please refer to Section 4.7 for Risk Assessments for Educational Visits.

4.6 Legislation does not require that all risks are eliminated but people should be protected from harm as far as is reasonably practicable.

- 4.7 Each Educational Visit (EV) should have an EV Risk Assessment (EVRA) in place detailing the requirements for planning, supervision and first aid, which is shared with each adult accompanying the trip. The schools have their own procedures for staff signing off the EVRAs. Template EV Risk Assessments are available on the WISF SharePoint Portal and via school shared areas / the school trip database for each type of visit – Day Trips, UK Residential Trips and Overseas Residential Trips.
- 4.8 In light of DfE guidance, trips that are considered low risk and take place during the school day for a cost not exceeding £20 can, at the school's discretion, be carried out with reference to a generic RA. The member of staff leading the trip will be required to detail on the trip paperwork that they have referenced relevant RAs and confirm which RAs they have used. Further details can be found in the WISF Educational Visits Policy and school specific procedures. Please contact your school Educational Visits Coordinator for further details.
- 4.9 Training – where staff need to complete RAs, specific training can be arranged in-house, to ensure a consistent approach. Contact the HHS for details.

## **5.0 A Practical Guide to Completing Risk Assessments**

- 5.1 The Health and Safety Executive (HSE) recommends five steps to assess risks within the workplace:

- Step 1 – Identify the hazards
- Step 2 – Identify who could be harmed and how
- Step 3 – Evaluate the risks and decide on appropriate precautions
- Step 4 – Record findings and implement the actions identified
- Step 5 – Review and update as required, but at least annually

Further details on each step are detailed below.

- 5.2 All RAs should be carried out on the standard WISF Risk Assessment Template format (see Appendix 2) and be signed and dated by all staff involved with the area or activity, including new staff who join WISF in between RA review cycles.
- 5.3 Educational Visits have their own Risk Assessment Templates (see Educational Visits Policy), either Day Trips, Residential UK Trips, or Residential Overseas Trips.

### **STEP 1 – IDENTIFY THE HAZARDS**

Identify how people could be harmed/hurt. See Appendix 2 for a list of potential hazards.

- Walk around the workplace and look at what might cause harm - it could be a task or piece of equipment/chemical. Ask staff about their experience. They may have noticed things that are not immediately obvious.
- Visit the HSE website ([www.hse.gov.uk](http://www.hse.gov.uk)) for practical guidance on where hazards occur and how to control them.
- If a member of a trade association, contact them as some produce helpful guidance, i.e. CLEAPSS or DATA.

- Check manufacturers' instructions for equipment or Safety Data Sheets (SDS) for chemicals as they can be very helpful in detailing hazards. You must have up to date information on these for all equipment/chemicals that are used/held.
- Consider accident, ill-health and near miss records as they can help to identify other hazards. Also consider long-term hazards to health e.g. high levels of noise or exposure to harmful substances as well as safety hazards.

## **STEP 2 – DECIDE WHO MIGHT BE HARMED AND HOW**

Identify who might be harmed and what type of injury or ill health might occur. This could be employees, pupils, members of the public/visitors, maintenance workers, agency/supply workers or contractors. Identify groups of people i.e. pupils or visitors rather than individuals by name.

Some workers have particular requirements, e.g. new and young workers, new or expectant mothers and people with disabilities or medical issues, as they may be at particular risk. They require a specific RA.

People like cleaners, visitors, contractors and maintenance workers may not be in the workplace all the time so may be at risk with regards lone working and not knowing the sites well.

## **STEP 3 - EVALUATE THE RISKS AND DECIDE ON APPROPRIATE PRECAUTIONS**

Having identified the hazards, then decide what to do about them. The law requires you to do everything 'reasonably practicable' to protect people from harm. The easiest way is to compare what you are doing with good practice. There are many sources but the HSE's website [www.hse.gov.uk](http://www.hse.gov.uk) is an excellent resource.

Look at what is already done well, taking into account what controls are in place and how the work area or activity is organised. List the existing controls and decide if they are adequate or if more needs to be done to further reduce the risk. Further details on using the risk matrix is detailed below.

Then consider if more can/needs to be done to reduce the risk further/to a lower level by considering:

- Can the hazard be eliminated altogether i.e. done another way?  
If not, how can the remaining risks be controlled so that harm is unlikely?
- When controlling risks, apply the principles below, if possible in the following order:
  - a) use a less risky option (e.g. change to using a less hazardous chemical);
  - b) prevent access to the hazard (e.g. by guarding);
  - c) organise work to reduce exposure to the hazard (e.g. put barriers between pedestrians and traffic);
  - d) issue personal protective equipment (PPE) e.g. clothing, footwear, goggles etc.  
Further details can be found in the WISF PPE policy.

Involve staff in the evaluation, so that you can be sure that what you propose to do will work in practice and won't introduce any new hazards.

## **STEP 4 – RECORD YOUR FINDINGS AND IMPLEMENT THEM**

The findings of the RA and the significant hazards, details of the control measures taken to minimise the risk and identifying any further corrective actions required must be written down and shared with staff. Staff should sign all RAs relevant to their areas/activities in order to confirm/record that they have read and understood the RAs. A cover sheet could be used if there are several departmental RAs for sign off, however this sheet must detail the RAs covered by the sign off sheet, as well as dates of the RAs so any updates can be seen and also signed off.

A Risk Assessment does not need to be perfect, but it must be suitable and sufficient for the task/environment.

If there are further actions required, make a plan to deal with the most important things first, give individuals specific responsibilities for getting these items resolved and a timescale for completion.

## **STEP 5 – REVIEW YOUR RISK ASSESSMENT AND UPDATE AS NECESSARY**

In the future, new equipment, substances, procedures and relocations may be introduced that could lead to new hazards and lessons can be learnt from any accidents or near misses. Therefore there is a need to review RA's on a regular basis. Formally review the assessment on an annual basis and consider: have there been any changes; are there improvements still to make; are there any items still to be resolved from the last RA; department staff feedback; any accidents/near misses to learn from.

Set a review date for this RA and note it as an annual event. During the year, if there is a significant change i.e. new equipment, check your RA and, where necessary, amend it, again ensuring that staff are aware and understand and sign for the changes.

## **RISK MATRIX GUIDANCE**

WISF uses a risk matrix approach. It helps assess risk by measuring the severity of injury and the likelihood of it occurring. These are multiplied together to obtain a risk number as seen on page 1 of the RA Template, Appendix 3.

Using working at height as an example, the severity in the event of a fall may be high (fatal - 5) but the likelihood low - 1 (very unlikely with appropriate control measure in place e.g. training, competent workers, correct access equipment/guard rails/harnesses, PPE, method statement/safe system of work, weather conditions considered etc.). Therefore 5 x 1 gives an overall rating of 5 and no further control measures are required.

The resulting 'risk' number is related to colours where:

- Green - is acceptable without any more control measures.
- Yellow - is tolerable if strictly monitored and we should continue to try and reduce the risk
- Red – is an unacceptable risk and the task/equipment/chemical cannot be used under any circumstances. Controls must be introduced to lower the risk to an acceptable

level. For example, working on a roof it would not be acceptable for the RA to state that workers must stay away from the edge to prevent a possible fatal fall. A method statement, specialist access equipment, guarding, harnesses, relevant training etc. would be control methods to reduce the risk to an acceptable level so the work can go ahead safely once documented and staff made aware.

		<b>RISK MATRIX</b>				
		<b>SEVERITY</b>				
		No Action	First Aid	Minor Injury	Major Injury	Fatality
<b>LIKELIHOOD</b>	Very Unlikely	1	2	3	4	5
	Unlikely	2	4	6	8	10
	Possible	3	6	9	12	15
	Likely	4	8	12	16	20
	Very Likely	5	10	15	20	25

### Legislation and Definitions that apply to this Policy

<b>Legislation/guidance applying to this policy</b>	<ul style="list-style-type: none"> <li>• Health &amp; Safety at Work etc. Act 1974</li> <li>• The Management of Health and Safety at Work Regulations 1992 (amended 1999)</li> <li>• <a href="http://www.hse.gov.uk">www.hse.gov.uk</a></li> </ul>
<b>Definitions</b>	<ul style="list-style-type: none"> <li>• Risk Assessment – an examination of work/process/building etc to identify its potential to cause harm, to who, its seriousness and the control measures in place to stop harm being caused</li> <li>• Hazard – anything with the potential to cause harm</li> <li>• Risk – the likelihood of the risk/harm being realised and its severity</li> <li>• Possible – may exist or happen (has the potential) but not certain or probable</li> </ul>

### AREAS IN WISF WHERE H&S RISK ASSESSMENTS SHOULD BE IN PLACE

The Head of Health & Safety has identified the following areas that would reasonably be expected to have suitable and sufficient Risk Assessments in place. This list is not exhaustive but shows the minimum in terms of RAs that should be in place.

1. All areas/departments (not listed below) should have as a minimum an Office Areas RA and/or a Classroom Areas RA (these generic RAs are available on the WISF Portal).
2. Kitchen – food preparation; use of knives, slips, trips and falls, manual handling, dining halls, use of equipment, dermatitis.
3. Caretaking & Cleaning – lone working, cleaning, COSHH, use of equipment, manual handling.
4. Estates/Maintenance – per equipment/activity, lone working, working at height, COSHH.
5. Transport (including Schools Bus Service and use of WISF vehicles), Coach Park, Parking on Site and Deliveries.
6. Grounds – use of equipment, COSHH, manual handling, lone working.
7. Art – sharps, manual handling, kiln, COSHH, pottery equipment, screen printing, etching to press, use of wax / glue.
8. DT – individually per machine, classroom, manual handling, pressurised vessels.
9. Science – per dept, office, classroom for each of the subject areas (further details held in each School's Science Policy), labs, prep rooms, use of equipment, COSHH/CLEAPSS.
10. Physical Education – per activity and location e.g. sports hall, fitness suite, home/away fixtures (further details held in each School's PE Policy).
11. After School Activities / Supervision – per activity, including Duke of Edinburgh
12. Sports Centre – swimming pool, plant room, changing room, manual handling, lone working.
13. Holiday Action – per activity.
14. Bridge House Theatre/Warwick Hall – venue Risk Assessments, individual RAs for each production/ activity, set building, working at height, lone working, External Hire events.
15. Drama – room, set and activities.
16. Boarding House – rooms, activities.
17. CCF/Clay Pigeon Shooting – rifle range, individual for each activity, manual handling.
18. Food Technology – all equipment and activities.
19. Playgrounds – general, use of equipment, lunchtime supervision.
20. Young people – See Work Experience and Young Workers Policy.
21. Medical Centre – control of medication, infectious diseases.
22. Fire – Fire Risk Assessments for each building are dealt with separately in the Fire Safety & Prevention Policy and individual school's Fire Procedures documentation. Generic Fire Safety & Prevention RA is available.
23. Trips off site are dealt with under the WISF Educational Visits Policy.
24. Library – manual handling, safe access.

## APPENDIX 2

### LIST OF POTENTIAL HAZARDS

Below is a list of hazards to look out for when carrying out Risk Assessments. It is not definitive and you/your team may identify others.

<b>General</b>	Poor working practices / lack of training
Slips, trips and falls (same level) – debris, damaged floors, spills, changes in level etc.	Health effects – contact with corrosive materials, particles, gases etc.
Fire risks including storage of flammables	Unsafe seating – posture issues
Inadequate lighting	Inadequate ventilation
Temperature – too hot/cold	Working at height – falls, unsuitable access equipment
Unsafe storage/stacking	Poor housekeeping/cleanliness
<b>Maintenance/construction</b>	Falls from height – unprotected edge or from unsuitable access equipment
Fragile roofs	Use and erection of scaffolding/access towers
Electric shock, burns, fire, explosions	Asbestos; Legionella Bacteria Control
Paints/solvents/adhesives/cleaning chemicals	Confined spaces – trapping, asphyxiation etc
Manual handling	Falling materials onto others
<b>Machinery</b>	Struck by moving part
Cutting/severing	Ejected material
Trapping/entanglement	Friction/abrasion
Temperature extremes – burns, scalds	Release of energy – under tension
Shearing/crushing	Stability of equipment / Lack of suitable guards
<b>Machinery maintenance</b>	Accidental start-up/not isolated sufficiently
Confined space	Hand tool hazards
Exposure to material/sharp edges/live system that are normally enclosed	Poor communications
<b>Pressure systems</b>	Release of energy – steam/heat/vapour
Explosion/implosion	Flammable substances
<b>Manual Handling</b>	Repetitive strain/muscle strain
Loads too heavy for individual	Crushing
Struck by items	Fall
<b>Chemicals</b>	Burns
Dermatitis/other skin problems	Breathing/eye damage
<b>Others</b>	Noise – hearing loss, tinnitus, communication issues
Vibration from tools/equipment	Non-ionising radiation – burns, eye damage
Organisation of work – stress, workload	Lack of suitable Personal Protective Equipment
Lack of Portable Appliance Testing	Lack of suitable emergency procedures
	Lack of workstation assessments to reduce Musculo-Skeletal Disorders





# Risk Assessment

<b>Name of Person completing Risk Assessment</b>		<b>Dept / Position</b>	
<b>School / Building</b>		<b>Date of Assessment</b>	
<b>Location / Area</b>		<b>Date For Review</b>	
<b>Activity / Details of Assessment</b>			

<b>Severity</b>	
Severity = Level of potential injury	
1	No action, delay only
2	First Aid only, minor damage
3	Minor Injury, illness, time off work, damage
4	Major injury, disabling illness, major damage
5	Fatality

**X**

<b>Likelihood</b>	
Likelihood = Chance of injury	
1	Very unlikely
2	Unlikely
3	Possible
4	Likely
5	Very Likely - Imminent

**=**

<b>Risk</b>	
Severity x Likelihood = Risk	
1 – 5	Acceptable
6 – 10	Tolerable if strictly monitored but try to improve
12 – 25	<b>UNACCEPTABLE</b>

**PART A:-** All staff who work in the area being assessed should complete the box below to confirm they have read and understood Dept. \_\_\_\_\_ the contents of this Risk Assessment. The HoD should ensure that every member of the department has done this. **Name of HoD** \_\_\_\_\_

<b>NAME</b> <i>(please print)</i>	<b>DEPT</b>	<b>SCHOOL</b>	<b>DATE</b>	<b>SIGNATURE</b>	<b>NOTES/COMMENTS</b>

**PART B:-** To be completed by the person carrying out the \_\_\_\_\_ Risk Assessment

Hazard	Who Is At Risk?  How many people affected (estimate)	Potential Injury	Existing Control Measures	Residual Risk Score			Further controls proposed	Action		Signed Off	
				Severity	Likelihood	Risk		By Whom	Due Date		
Further information											
Assessor's Signature				Date							

- Notes:**
- \* Guidance can be obtained from Head of Department, or Head of Health & Safety.
  - \* Please report any issues, accidents, near-misses (incident not causing injury at the time but has the potential to do so) to the Head of Dept, Deputy Head and Head of H&S.