



Chepstow School

Health & Safety Policy

Key Area of Responsibility: Facilities Manager

Last Reviewed: December 2015

Next Review: January 2018

HEALTH AND SAFETY POLICY

PART ONE

GENERAL

1.0 GENERAL STATEMENT AND COMMITMENT

1.1 The aim of the statement is to ensure that all reasonably practicable steps are taken to ensure the health and safety of all persons including staff, pupils, contractors and any other person who may be affected by the school and the conduct of its activities.

In particular:

- to establish and maintain a safe and healthy environment throughout the school and for all school activities;
- to establish and maintain safe working procedures among staff and pupils;
- to make arrangements for ensuring safety (via the risk assessment process), to avoid risks to health in connection with the use, handling, storage and transport of articles and substances;
- to ensure the provision of sufficient information, instruction and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety training as and when required;
- to maintain a safe and healthy place of work with safe access and egress; and
- To provide and maintain adequate welfare facilities.

Overall and final responsibility lies with the Headteacher.

1.2 Health and Safety Management

The school will ensure that a Health and Safety Management System is developed, implemented and monitored throughout which will ensure the assessment of risk and the effective organisation, planning, monitoring and review, of the preventative and protective measures necessary to control risk.

1.3 Planning

The school will identify and assess the risks from hazards associated with all its work activities with the aim of eliminating and controlling the risks, so far as is reasonably practicable.

The school will, so far as is reasonably practicable, allocate sufficient resources to meet the requirements of this Policy.

The school will set realistic short and long term objectives, decide priorities and establish adequate performance standards. It will also monitor and review such standards to ensure that they are being met and maintained.

1.4 Health and Safety Assistance

Without detracting from the primary responsibility of Governors and teaching staff for ensuring safe conditions of work and in compliance with legislation, the school will provide on-site competent assistance in applying the provisions of health and safety law where it is necessary to assist management in that task. To this end, the school must nominate a Health and Safety Co-ordinator.

The Council's LA Health and Safety Advisor will also be available to provide competent assistance.

1.5 Co-operation and Consultation

No Health and Safety policy is likely to be effective unless it actively involves the employees themselves. The school recognises the contribution which employees and pupils are able to make towards health and safety in their workplace and will operate and consult with employees and pupils as necessary.

The school will actively encourage and support consultation with Trade Unions and other appointed safety representatives to enable them to fulfil their statutory functions and will co-operate in the setting up of a Safety Committee or committees as required.

The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. Employees are reminded of their own duties:

- To take care of their own safety and that of others
- To co-operate with the Governing Body and Leadership Team so that they may carry out their own responsibilities successfully.
- To comply with all relevant Regulations, Codes of Practices as necessary.

1.6 Co-ordination

The school will ensure that arrangements are made to co-ordinate the activities of its own employees and those of outside agencies working on departmental premises, such as contractors, cleaning staff and maintenance personnel.

1.7 Information to Staff

This school Health and Safety Policy and any Supplementary Guidance Documents, Codes of Practice etc. are available to all employees of the school and any other persons who may need to be aware of their contents on the intranet of the school network and a link emailed out.

1.8 Review of Policy

This school Health and Safety Policy will be regularly reviewed and amended as necessary. Supplementary Guidance Documents and Codes of Practice will be regularly reviewed and where appropriate, further guidance notes will be issued relating to particular work activities or as a result of changes in Health and Safety legislation.

CONCLUSION

It is the responsibility of everyone to make these arrangements work. This will ensure, so far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free

Any person noticing a failure to comply with Health and Safety Policy should immediately report the circumstances to the Headteacher. The Headteacher should then take appropriate action to resolve the situation and notify the LA , as appropriate.

Suggestions by any member of staff to improve standards of health and safety are welcomed by the Headteacher.

Confirmed by the Governing Body of: _____

Date: _____ **Signature:** _____
(Chair of Governors)

Date: _____ **Signature:** _____
(Headteacher)

PART TWO

ORGANISATION AND RESPONSIBILITIES

1.0 Introduction

It is a requirement that school staff, the Governing Body and the Local Authority work together to ensure the health, safety and welfare objectives are achieved.

2.0 The Governing Body

The Education Reform Act 1988 gives Governing Bodies powers and duties in controlling school premises and managing schools, including health, safety and welfare responsibilities towards employees, pupils and visitors.

The Governing Body is responsible for ensuring that a Health and Safety Management System is in place within the School. Such a system will ensure:

- A clear written policy statement is created.
- That responsibility for health, safety and welfare are allocated to specific people who should receive specific, relevant information and training in order to ensure competence.
- That information is displayed throughout the school confirming who has responsibility for health, safety and welfare.
- The involvement of everyone in making the policy work.
- That all staff has sufficient experience, knowledge and training to perform the tasks required of them.
- The specification of who is responsible and the arrangements for identifying hazards, undertaking risk assessments and implementing appropriate control measures.
- That everyone has sufficient information about the risks they run and the preventable measures they should take to minimise the risks.
- The visible demonstration of commitment to achieving a high standard of health and safety performance within the school and the development of a positive attitude to health and safety among staff and pupils.
- Health and safety performance is monitored by the use of inspections, checks and the recording of accidents.
- That a review of the school's Health and Safety Policy and performance takes place at least annually.

3.0 The Headteacher

The overall responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher , who will:

- Ensure arrangements are in place to address day-to-day health, safety and welfare matters e.g. appointment of a School Health and Safety Co-ordinator
- Co-ordinate the implementation of the Governor's health, safety and welfare procedures of the school.
- Make clear any duties in respect of health and safety, which are delegated to members of staff.
- Stop any practises or the use of any plant, tools, equipment machinery etc., he/she considers to be unsafe, until satisfied as to their safety.
- Put in place procedures to monitor the health and safety performance of the school.
- Make or arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis and ensure that he/she is kept informed of accidents and hazardous situations.
- Ensure that all accidents are reported and investigated and any remedial actions required are taken.
- Review from time to time (e.g. annually)
 - The emergency procedures
 - The provision of first aid in the school
 - The risk assessments
- Review regularly the dissemination of health and safety information, paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises.
- Ensure that all equipment used in the school is adequately maintained and inspected in accordance with the 'Provision and Use of Work Equipment', guidance and procedures contained in the departmental Health and Safety manual, i.e. Evidence of Safety File.
- Report to the Governing Body annually on health and safety performance of the school.
- Co-operate with and provide the necessary facilities for employee Health and Safety representatives.
- Chair the Health and Safety Committee, if applicable.

4.0 School Health and Safety Co-ordinator

In all secondary schools, it is necessary to nominate a member of staff who would be responsible to the Headteacher for co-ordinating, reporting and advising on aspects of health, safety and welfare within the school. Such persons would require being of sufficient status to be able to visit all personnel within the school freely and be able to discuss matters arising with others. The role of Co-ordinator should be at least the level of Deputy Headteacher, Senior Teacher or Site Manager. It is imperative that adequate time and resources are allocated to the postholder to undertake these duties.

School Health and Safety Co-ordinators will require being trained in health and safety in order to ensure competence. The minimum level of competence must be IOSH (Institution of Occupation, Safety and Health) 5 days 'Managing Safely'. The school Health and Safety Co-ordinator has the following responsibilities:

- To co-ordinate and manage the annual risk audit process for the school.
- To ensure the termly general workplace monitoring inspections are carried out.
- To monitor the provision for the inspection and maintenance of work equipment throughout the school.
- To ensure adequate records of the above processes are kept on the school premises.
- To advise the Headteacher on situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors.
- To maintain continuing observations throughout the establishment and make relevant comment to the Headteacher, the Head of Department or a member of staff, as appropriate, if any unsatisfactory situation is observed or reported to them.
- To ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally.
- Carrying out any other functions devolved to him/her by the Headteacher or Governing Body.
- To act as a point of contact between the school and the LA Health and Safety Advisor.
- To provide an annual Health and Safety report to the Headteacher for submission to the Governing Body.
- To ensure that Part 3 of the Health and Safety Policy is current and is periodically brought to the attention of the School Safety Committee.

5.0 Teaching/Non-Teaching Staff holding Posts/Positions of Special Responsibility

These staff include Deputy Headteachers, Curriculum Co-ordinators, Heads of Year, Heads of Departments, Clerical Managers/Supervisors, Caretakers and other supervisory staff.

They will:

- Have a general responsibility for the application of the school's Health and Safety Policy to their own department or area of work and are directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Establish and maintain safe working procedures including arrangements for ensuring, so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water, sharp tools).
- Resolve health, safety and welfare problems that members of staff may or pupils may refer to them.
- Carry out regular health and safety risk assessments of the activities for which they are responsible and, submit reports to the Headteacher or the School Health and Safety Co-ordinator.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure that all staff are familiar with the health and safety policy and associated documentation, as appropriate.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- Where appropriate, ensure relevant advice and guidance on health and safety matter is sought.
- Investigate any accidents, which occur within their sphere or responsibility.
- Prepare an annual report for the Headteacher on the health and safety performance of his/her department or area of responsibility.

6.0 Special Obligations of Class Teachers

The health and safety of pupils in classrooms, laboratories and workshops is the responsibility of class teachers.

If for any reason a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Headteacher or Head of Department before allowing work to take place.

Class teachers are expected to:

- Exercise effective supervision of the pupils and to know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out.
- Follow particular health and safety measures adopted for their own teaching areas as laid down in the relevant policy
- Give clear oral and written instructions and warnings to pupils as often as necessary.
- Follow safe-working procedures.
- Ensure the use of protective clothing and guards where necessary.
- Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvement to plants, tool, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process.
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to their Headteacher or Head of Department.

7.0 School Health and Safety Representatives

The Governing Body and Headteacher recognise the role of Health and Safety Representatives. Health and Safety Representatives will be allowed to investigate accidents, potential hazards and pursue employee complaints and carry out school inspections . They are also entitled to certain information, for example, about accidents, and to paid time off, to train for and carry out their health and safety role.

8.0 Obligation of All Employees

Notwithstanding any specific responsibilities, which may have been delegated to them, all employees must:

- Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees, pupils and other persons.
- Observe all instructions of health and safety issued by the LA, school or any other person with delegated responsibility for health and safety.
- Follow any instruction and/or training received on the use of equipment, machinery, dangerous substance or safety devices.
- Use and maintain correctly, all PPE in accordance with any instruction and/or training received.
- Report all accidents in accordance with current procedure.
- Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- Inform their Line Manager of any potential hazards to health and safety, in particular, those which are of a serious or imminent danger.
- Inform their Line Manager of any shortcomings they consider being in the school's Health and Safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Know and apply the procedures in respect of fire, first aid and other emergencies.
- Co-operate with appointed Health and Safety representatives.
 - All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.
 - Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities are appropriately re-assigned in their absence. Such re-assignments must be approved by the employee's line manager.

9.0 Visitors and Other Users of the Premises

Visitors and other users of the premises are required to observe the health, safety and welfare policies of the school. This applies particularly to parents and other volunteers helping out in school, and especially those associated with undertaking self-help schemes.

HEALTH AND SAFETY POLICY

PART THREE

ARRANGEMENTS Health, Safety and Welfare

1. The following procedures and arrangements have been established within our school to minimise health and safety risks to an acceptable level

SECTION ONE: HEALTH AND SAFETY MANAGEMENT

LA Health and Safety Policy - attached Auditing, Reviewing and Monitoring Arrangements

- Active Monitoring is an essential and integral part of H & S policy. It is the responsibility of the School Health and Safety Coordinator to ensure that each department is regularly audited and that the statutory requirements for Safety Advice, Safety Supervision and Safety Inspection are provided. The School H & S Coordinator is to make termly reports on H & S matters to the Governors Finance and Premises Committee.

Communication, Reviewing and Consultation with Employees and others

The school recognises that it is crucial that issues relating to premises works are communicated effectively. This includes:

- Providing visitors with copies of appropriate hazard registers such as the asbestos register
- Telling visitors about hazards on site
- Asking visitors about the hazards and risks which they are bringing on site (e.g. creating noise, dust, fumes)
- Asking visitors about any possible interference with normal working practices (e.g. re-routing of emergency escape routes)
- Controlling access so that contractors know who may also be working on site
- Sign-off/safe completion certificates
- Ensuring completion of the Log Book by contractors and visiting persons (held in Reception)

Staff Consultation

The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with employees on health and safety matters. The nominated safety representatives of each accredited trade union or staff association will be offered a role in these consultations.

Risk Assessment (see page 18)

- Risk assessment is the responsibility of the School's management at a variety of levels, dependent on context.
- Risks should be assessed in a manner that ranks them by severity/probability for prioritisation and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments is to be recorded and communicated to those affected and maintained on records of the establishment or service area. Risk assessments should be reviewed periodically or where there is a change in circumstances.

Departmental Policies

Training and specific safety policies e.g. DT, P.E. and Science

These can be found [insert hyperlink](#)

SECTION TWO: BUILDINGS AND SITE SAFETY

Asbestos (School Management System)

There are minor quantities of asbestos present within the School. Details can be found in the Asbestos Survey held at School Reception or the Facilities Manager's Office. All building contractors must be given sight of the Survey and must sign the Asbestos Register before commencing work and again after completion of the work.

Reception Staff are to ensure that Contractors have sight of the Survey and complete the required paperwork.

A synopsis of the Asbestos Survey is also available at School Reception and in the Staff Health & Safety file on the idrive. It is recommended that all staff read it annually.

NB All staff are advised that asbestos containing materials in school are only labelled in places where students do not have access so always check before pinning, drilling or otherwise potentially damaging walls, ceilings, floors etc. Do not assume there is no asbestos present. Staff with asbestos in their classrooms / work areas have been made aware.

Contractors

The school follows the guidance issued by Mon CC. Guidelines include:

Only MCC approved contractors are used on site. All work is organised through Property Services ensuring all the relevant checks and procedures have been followed and the appropriate standards met.

Having clearly identified personnel who are points of contact for contractors and visiting workers

Having all significant and unusual hazards and risks on site clearly identified

Exchanging information on hazards and risks

Arrangements for monitoring and controlling works in progress. Key areas to focus attention are:

- Segregation of traffic and pedestrians
- Segregation of contractors and occupants of the school (where possible);
- Safe systems of work to ensure that works undertaken within occupied areas of the premises are adequately controlled
- Implications on fire precautions due to possible increased risk and interference with fire alarm
- System and routes of evacuation
- Safeguarding the welfare of students, staff and visitors.

Electrical Safety

Fixed and portable checks carried out annually, in August 2015 4454 items have been tested.

Fire Safety

See separate policy – [insert hyperlink](#)

Whole school staff fire training took place in September 2015. We have 5 Fire Marshalls who are responsible for ensuring their area is checked when an evacuation takes place. In return they report the information to the Fire Controller at the Fire Assembly Point. The alarm covers the whole school buildings and there are management systems in place to ensure that the Leisure Centre or School are in control of the fire evacuation.

Weekly testing of the system is undertaken and recorded in the Facilities Manager's office. Regular maintenance is undertaken by Ambassador.

Regular checks are undertaken on fire fighting equipment and fire doors and appropriate records kept.

Emergency lighting is inspected annually and tested monthly. Stored waste combustible material is kept within a compound for weekly collection.

Gas Safety

All appliances are tested annually. Science labs and DT classrooms have codes or keys to enable the gas to be turned on. This is controlled by the member of staff teaching.

Glazing

All glass in doors and side panels are to be safety glass. All replacement glass is to be of safety standard. All work is carried out by MCC approved contractors within their guidelines and practices.

Grounds Maintenance Issues & Tree Management

All grounds maintenance work is carried out by MCC Grounds Team. Grounds are inspected regularly by the site team and staff, any issue is reported to the Facilities Manager. A tree survey was carried out in July 2013 and all the recommendations

carried out, the trees are inspected on the regular site walks and any concerns reported to the Facilities Manager

Health, Safety and Welfare compliance with:

(i) School Premises Regulations 2012

See attached guidelines, with the best of our knowledge we comply

Legionella

The LEA have an officer who visits the site regularly to undertake Legionella monitoring – inspection of systems that could have the potential to harbour bacteria.

Weekly flushing of all low use taps and showers is done by the Site Team and the Science lab taps are flushed by the Science Technicians. The showers are de-scaled every 3 months by the cleaning contractor. Records are kept in the Facilities Manager's Office.

Playground, Recreational Areas

These areas are regularly monitored by the teaching staff and the site team, all issues are reported to the Facilities Manager, recorded and rectified where possible.

Prevention of slips, trips and falls

The staff and Caretaking team are aware to be vigilant and report any defects or issues that could cause a problem. All staff are notified that any near misses or hazards are reported immediately to the Facilities Manager.

Safety in Caretaking and Maintenance Activities

Our Caretaking team attend refresher training on all aspects of Health & Safety and ensure all our contractors follow safe working practices whilst on site.

Premises Security Issues

Our school site is unfenced and open to the public. Our visitors & contractors sign in at Reception and are issued with badges. All staff attend Safeguarding training and are asked to alert SLT if unauthorised people are on site. Everyone is requested to keep external exits shut at all times.

Working at Heights

Line managers are to ensure that working at height is risk assessed in accordance with HSE guidance and that appropriate control measures are put in place to mitigate those risks.

Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

Traffic Management

Traffic is segregated by barriers to keep pedestrians and traffic apart. The site has a 5 mile an hour speed limit and speed bumps to also reduce the speed of traffic. Double yellow lines have been marked on the bus bays and the through road to prevent unauthorised parking, maximise visibility and ease congestion.

Staff supervise the bus bays at the end of the school day and ensure students safety getting on the buses. There is a rota for duty staff organised in Houses, if staff are absent it is the responsibility of the House to cover.

SECTION THREE: CURRICULUM SAFETY

Art and Pottery Safety

Design and Pottery Safety

Drama Safety

Educational Visits and Journeys Policy and Guidance – see separate policy – insert hyperlink

ICT Safety

Safety in Outdoor Education

Physical Education Safety

Science Safety

Swimming Safety

The school recognises that programmes of study require that students should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

Curriculum Leaders / Heads of Departments are to ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for students to use. Risk assessments are written yearly for each curriculum area and shared amongst staff.

Guidance material is available from CLEAPS, AfPE and MCC.

Curriculum Leaders / Heads of Department must ensure that TLAs are informed of the safety procedures and practices relating to any of the activities that they support.

Curriculum Leaders / Heads of Department are to review Schemes of Work to assess the risk in all activities in order to determine:

- Where close supervision is required
- Suitable group size
- Suitable for whole class participation
- Where particular skills need to be taught
- Personal Protective Equipment (PPE)
- Levels of hygiene required

Curriculum Leaders / Heads of Department are to prepare Risk Assessments appropriate to hazards in their area of responsibility. Risk Assessment guidance is in Appendix 4. Risk Assessments will be reviewed during Active Monitoring.

SECTION FOUR: EMERGENCIES

Accidents – Reporting and Investigation

The school will report and investigate accidents, incidents and near misses and adhere to the MCC guidance and procedure.

All staff are advised to report accidents, incidents and near misses to their line manager or the Facilities Manager, to identify and implement means to prevent a recurrence where possible.

Control of Major Accident Hazards (COMAH) – see separate Critical Incident Plan [insert hyperlink](#)

Dealing with Emergencies/School Site Arrangements – see separate Critical Incident Plan [insert hyperlink](#)

First Aid in Educational Establishments

The school Medical Room is staffed by two part time First Aid Trained Staff throughout the day. All accidents are logged and reported to the Health & Safety Co-ordinator who informs the LEA. The Health & Safety Co-ordinator will investigate accidents when called to do so by the Headteacher or the LEA Safety Manager.

We currently have 28 members of staff who are first aid trained (6 hold a Full First Aid qualification and 22 hold a First Aid at Work qualification). Their names are displayed in the First Aid Policy. First aid kits are distributed throughout departments and regularly checked.

SECTION FIVE: GENERAL SAFETY ISSUES

Bullying and Harassment – see separate policy

Control of Substances Hazardous to Health (COSHH) – see separate policy

Display Screen Equipment (VDU's)

A user is defined as someone who spends at least 2 hours of continuous use of a VDU in the school day. Therefore the majority of staff within the school are consequently not considered to be DSE users. The school will adhere to the Working with Display Screen Equipment guidelines and procedures. There is additional guidance for students.

However, all staff are advised to complete the VDU assessment – [insert hyperlink](#) and users of equipment for 2 continuous hours may be entitled to a regular eye test subject to the findings of the assessment.

Information to Employees

The Health & Safety Co-ordinator & Facilities Manager attend the Curriculum Leaders weekly meeting, where Health & Safety issues are raised and discussed. This information is then cascaded to other staff. Subject teachers undertake annual room risk assessments and a VDU assessment.

Inspection and Monitoring

Kitchen Safety/Hygiene

Our catering is provided by Accuro who have gained a 4 rating from the EHO. They have excellent safety and hygiene systems in place.

Lifts and Lifting Equipment

We have 2 passenger lifts on site and a small wall lift in science for transporting chemicals within the department. All of the lifts are inspected annually and serviced regularly.

Lone and Peripatetic Workers

Our peripatetic staff are employees of Gwent Music and are DBS checked. They all sign in and out at Reception and have a regular timetable.

Organising Major Events on Educational Premises

All our external events are organised via the Leisure Centre and all the relevant checks are in place. Internal events other than normal curriculum activities are risk assessed.

Other uses of Educational Establishments

Risk assessments are obtained from the establishment to be visited and built in to our trip procedure.

Manual Handling

Training is provided by MCC, however, not that often. Staff needs are assessed and if required training in batches is organised.

Personal Protective Equipment

If required PPE is provided by the school.

Violence at Work

See separate policy

- (i) handling confrontation with pupils/parents etc
- (ii) cash handling

Volunteers – Safety Considerations

All volunteers are DBS checked and escorted on site or only permitted on site when no students are in school.

SECTION SIX: HEALTH

Administration of Medicines in Educational Establishments

See separate First Aid Policy

Health Issues for Employees (Occupational Health) Stress Management

Managers to include workplace stress as part of the risk assessment process, identifying areas of concern e.g. workload, emergency call out, job security etc and implement appropriate control measures as far as is reasonably practicable.

Where workplace stress arises, managers will deal with the issue in a sensitive and constructive manner using all available means to manage stress and assist staff, utilising the Staff Counselling Scheme.

Health Issues for Pupils & Controls to Prevent the Spread of Infection

See separate First Aid Policy

Smoking

Smoking is prohibited throughout the School & Leisure Centre site.

FORMS – GENERAL

- Accident Form Pupil / members of the public / visitors/
Employees
- Near Miss Form
- Standard Risk Assessment Format
- Annual Risk Assessment Package

RISK ASSESSMENT PROCEDURE

Risk Assessments are a legal requirement and are the generally accepted methodology for identifying hazards and taking measures to manage their potential effect. A risk Assessment identifies the hazards and then evaluates the extent of risk taking into account existing precautions.

A Hazard is anything with the potential to cause harm

The Risk is the likelihood (or probability) that the harm will be realised. The extent of the risk covers the population who may be affected and its severity.

Risk Assessments are not expected to cover risks which are not reasonably foreseeable.

A Risk Assessment is to prepared for each Department/Location/Activity or Task in the School, identifying hazards present either by location or hazard group, people potentially affected, and existing control measures. Each hazard is to be

given a Severity Rating (SR) and a Probability Rating (PR). A Risk Rating (RR) for each hazard is to be derived by multiplying the SR x PR as follows:

Severity Rating is based on the potential severity of injury/loss that could occur assuming that there are no control measures in place:

Severity Rating (SR)	Value
Fatality	6
Major Injury or Reportable Dangerous Occurrence	5
Reportable Injury to HSE/LA or Significant Plant Damage	4
Lost Time Injury requiring Surgery Visit or Minor Plant Damage	3
Minor Injury Requiring On-Site Treatment	2
Trivial Injury, ie Bruise, Graze (No Treatment needed)	1

Probability Rating is based on the Control Measures in place, the number of persons exposed, the frequency and duration of exposure

Probability Rating	Value
Common Occurrence	6
Regular Occurrence	5
Frequent Occurrence	4
Occasional Occurrence	3
Possible Occurrence	2
Improbable Occurrence	1

Risk Assessment remedial action timescales are based on the Risk Rating (RR) assigned:

Risk Rating	Timescale for Remedial Action
1 – 3	No further action (unless otherwise thought necessary)
4 – 7	6 months
8 – 12	3 months
13 – 18	1 month
19 – 36	Immediate

A specimen Risk Assessment form is attached below.

Completed Risk Assessment Forms are to be retained by the Head of the Department to which they pertain. Risk Assessments are to be readily available to all members of staff who may be affected.

CHEPSTOW SCHOOL – GENERAL RISK ASSESSMENT

Location/Department:

Activity/Task Assessed

Assessor(s)				Date:			Review Date:
Hazards	People Affected	Existing Control Measures	SR	PR	RR	Further Action Required	

Notes: i) SR = Severity Rating 1 – 6; PR = Probability Rating 1 – 6; RR = Risk Rating = SR x PR
 ii) Remember to consider if the risk can be avoided, the activity substituted, reducing the number of people affected, or the exposure time. If appropriate, record consideration in the Action column
 iii) Remember to try to identify any measures that could reduce risks further and record in the Action column. This will allow decisions to be made on their practicality.

Ratified by Full Governors on 14th March 2016

Signed:

Ratified