Lancing College

Risk Assessment Policy, Guidance and Procedure

- **Lancing College**
- **Hove Preparatory School**
- **Worthing Preparatory School**
- **Dorset House**
- **Little Lancing Nursery**

NOTE: All references within this document to Lancing College or College include Hove and Worthing, Preparatory Schools, Dorset House, Little Lancing Nursery and Early Years Foundation Stage Children

Title	**Risk Assessment Policy, Guidance and Procedure**	No HSW3
Originator	College Health and Safety Manager	Date: October 2015
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Lancing College: Risk Assessment Policy

Policy scope:
This Policy outlines the measures necessary to implement risk assessments under the Management of Health and Safety at Work Regulations 1999, other relevant statutory provisions and the Lancing College, Health, Safety and Welfare Policy. Lancing College Risk Assessments completed as part of this Policy along with additional College safety processes, documentation and guidance, help form our approach to our Whole Site Risk Assessment. All references within this document to Lancing College or College include the Preparatory Schools at Hove and Worthing and Little Lancing nursery.

Roles and responsibilities:

The Governing Body is responsible for ensuring the relevant safety assessments are carried out and employees and their representatives are involved in decisions that affect the health, safety and welfare of all persons arising from these decisions.

The Headmaster as Chair of the College's Health and Safety Steering Committee shall ensure that the risk assessments process is monitored, that appropriate control measures are applied, and the College Risk Assessment Policy is fully implemented and reviewed on a regular basis.

The Senior Management Team is responsible for ensuring that adequate resources and support are made available to undertake/review risk assessments and to implement the control measures identified.

Heads, Heads of Department/Managers have a duty to ensure risk assessments are undertaken, reviewed and recorded as necessary and that appropriate control measures are implemented and maintained i.e., we actually do what we say we do in our risk assessments. Any Manager involved in engaging contractors is responsible for ensuring appropriate risk assessments are carried out and implemented for work undertaken for or on behalf of the College, particularly where the activities may affect pupils, staff and members of the public.

Academic Staff are responsible for undertaking and reviewing risk assessments to ensure that any identified control measures are established, maintained and operated. Teachers will need to assess the activities undertaken by students as part of their studies including, study trips, work placements, and other off-site activities and ensure the control measures are operated.

Line Managers will need to formally assess any significant risks undertaken by a member of their staff during their normal working day, (emergency, off-site, and out-of-hours activities should be assessed separately). Line managers will ensure that new staff are made aware of the risks within their department and are inducted regarding all Health and Safety processes.

Supervisors, Technicians, Employees have a responsibility to co-operate with their manager in carrying out risk assessments and in implementing necessary control measures and should be familiar with all risk assessments within their department.

Pupils where appropriate should have an understanding of the risk assessment process, particularly hazards relating to the practical aspects of their studies; however, the College has an obligation to ensure that tasks undertaken by students as part of their studies are properly and adequately controlled.

The College Health and Safety Manager has a responsibility to assist the process by providing advice, technical support, and training to staff across the College. This will include proactive auditing and monitoring the effectiveness of the risk assessment process with College Heads, Heads of Dept., and Managers, with higher risk areas being reviewed once per annum.

Risk Assessment Guidance and Procedure

1. Introduction

Lancing College recognises that in order to implement the Management of Health and Safety at Work Regulations and other relevant statutory provisions, risk assessments are necessary in promoting pupil's welfare as well as ensuring the safety of staff, students, and others affected by its activities.

The General Health, Safety and Welfare Statement of Intent, issued by the Governing body, includes among its aims the provision and maintenance of arrangements for the identification of hazards and the control of risks. This guidance note seeks to provide details of how individual managers may discharge this duty, by the implementation of a simple risk assessment procedure.

2. Requirements

In order to identify any measures necessary to comply with the Lancing College procedures, Heads of Department, Academic Staff, Managers and other personnel have a duty to undertake assessments of:

- The health, safety and welfare risks to which staff of the College are exposed whilst at work
- The health, safety and welfare risks to which pupils are exposed, including, safeguarding, boarding, online safety, study trips, off site visits, adventure activities, work experience and other off-site activities (see Educational Visits Policy)
- The risks to health, safety and welfare of persons using facilities within their area of responsibility arising out of, or in connection with, the activities undertaken
- The specific risks to particular vulnerable groups who may be affected either directly or indirectly by the activities, e.g. inexperienced, disabled, children, young persons and new and expectant mothers

The results of the assessment shall be made known to those affected together with details of any control measures required to minimise the risk.

Risk Assessments should be formally recorded and stored electronically in the College Risk Assessment Folder. Assessments should be regularly revised when there is reason to suspect that they may no longer be valid, or when there have been significant changes since the assessment was made. In any event a full revision shall be undertaken after a period of one year.

3. What is a risk assessment?

The following section introduces the basic principles of the Lancing College's Risk Assessment Procedure. For further information visit the Health and Safety Risk Assessment pages on the VLE, and contact the Health and Safety Office to book a place on the next Risk Assessment Training session.

Assessing risk is nothing more than a careful examination of what could go wrong and cause harm to people in the College. It is necessary process that shows we have properly weighed up whether we, as a College, have taken sufficient precautions or need to take further measures to prevent harm. The aim is to make sure, as far as is possible, that no-one is hurt or made ill as a result of our work activities.

The important things which you, as a member of staff will, need to decide are whether a hazard is significant and whether it is adequately covered by satisfactory precautions to minimise the risk or whether further control measures are necessary.

Risk assessment works more effectively as a collaborative process

Definitions:

- **Hazard:** Is something with the potential to cause harm (this includes machinery and equipment, physical, biological and psychological hazards and methods of work).
- **Risk:** Is defined as the likelihood of harm resulting from a hazard and will need to reflect who may be affected (i.e., the nature and number of people who might be exposed to the hazard).

Risk assessment is calculated when the scores from these two factors are multiplied together.

4. What needs to be assessed?
A formal assessment is required of any activity which may give rise to the possibility of a significant risk of injury. In practice there are probably a minority of activities undertaken as part of College work which will fall within this category and those which do should already be identified. As a general rule, if the activity, equipment, material, process or substance is in some way hazardous then there is likely to be a significant risk to those affected, and an assessment will be required to ensure that adequate control measures are in place to minimise that risk.

5. Who should make the assessment?
Risk assessments need to be undertaken by those who have an up-to-date knowledge of the activity concerned, an understanding of the principles of risk assessment, the resources to carry out the assessment, and an awareness of their own limitations.

For this reason, the appropriate line manager is normally the person who can realistically undertake work related assessments. However, it is expected that assessments relating to the study activities of students attending courses at Lancing College will be undertaken by the tutor responsible for the activity concerned.

It is also desirable because of learning requirements, that where appropriate, students undertake task related risk assessments themselves as part of their study activities including encouraging the need to obtain guidance and support. These assessments can be recorded as part of the course notes or work sheets.

Whilst it may be possible to conduct an assessment from knowledge and experience, it is always advisable to check these perceptions by talking to those involved and by observing the activities. This is especially true of non-routine activities such as maintenance work, school trips, or visits to the workplace by others.

Please remember that for the assessment to be valid it should take into account all possible events including the effects of others entering the area as part of their working routine, e.g. pupils, academic staff, technicians, maintenance staff, contractors, vulnerable persons, visitors etc.

Risk Assessment: Getting Started

The following risk assessment guidance along with the College Risk Assessment Presentation will allow participants to undertake suitably detailed risk assessments which will clearly indicate whether the identified hazards are adequately controlled, and if not, what action is necessary in order to adequately control the hazards present.

The form used to record the assessment may be printed, photocopied and is also available electronically. Risk assessments are required by Regulation 3 of the Management of Health and Safety at Work Regulations 1999.

The purpose of the risk assessment is to help determine what measures should be taken to comply with your statutory duties, and to this end the assessment should:

Ensure that all relevant risks or hazards are addressed:

- The aim is to identify the significant risks across the College workplaces, not to obscure those risks by concentrating on trivial matters or excessive information
- Firstly, identify the hazards, i.e. those aspects of work which have the **potential** to cause harm
- There are a range of statutory provisions and guidance documents that can help you identify the hazards which need to be addressed
- Many risks will already be controlled in some form, by design or by the circumstances in which they are found or used. The effectiveness of those controls needs to be taken into account when assessing risk
- Be systematic in looking at hazards and risks. Look for possible hazard or risk groups such as organising events, sporting activities, using machinery, working at height, manual handling, using electrical equipment, contact with moving vehicles, trips and slips.

Look at what actually happens and not what should happen:

- Actual practice may differ from the official procedure or agreed methods. This is a prime route for unnoticed risks. Try and use a fresh pair of eyes when looking at risks
- Consider the non-routine operations including, school trips, services and maintenance activities
- Think about the management of the activity and the established procedures including any emergency action required

Ensure that all the groups likely to be affected are considered

- Identify any groups likely who may be at particular risk, e.g., pre-school age children, Pupils, staff, disabled, inexperienced, members of the public etc.
- Is there adequate supervision?
- Take into account any existing measures. Ask yourself are they sufficient? Do they work properly? Are they properly upheld? Are there adequate records available? etc.

How to carry out a Risk Assessment: Five basic steps

1. Identify the hazards

- Think about the activity; break the task down – what could cause harm?
- What does your experience tell you? What do colleagues think?
- Refer to accident/incident records
- Is there published educational or ISI information/industry standards/HSE guidance?

- Use manufacturer's instructions or data
- Ignore the trivial, and concentrate on significant hazards

2. Decide who might be harmed and how. Employees and pupils are the main groups, but don't forget:

- New and expectant mothers
- Cleaners, visitors, contractors, maintenance workers etc.
- Members of the public, visitors, who may be on site
- People from other cultures - those whose first language may not be English
- Pre-existing health conditions
- Young workers, trainees
- See table 1

3. Evaluate risks arising from hazards and decide whether existing controls are adequate:

- Consider how likely it is that each hazard could cause harm
- Identify and evaluate existing control measures
- Decide for each significant hazard whether the level of remaining risk is acceptable
- Discuss with colleagues, see table 1

Examples of who might be harmed	**Examples of Control measures**	**Table 1**
Pre-School Age Children **Pupils/Students** **Maintenance Staff** **Office Staff** **Service Staff** **Teaching Staff** **Cleaning Staff** **Vulnerable Groups** **Technicians** **Contractors** **Visitors** **Members of the public** **Facilities Staff**	**Supervision** **Ratios** **Instruction** **Information** **Training** **Safe Systems of Work** **Policies & Procedures** **Protective Equipment** **Signage**	**Elimination** **Substitution** **Isolation** **Reduction** **Segregation** **Containment** **Guarding** **Ventilation** **Extraction** **Automation**

4. Record the findings (see appendix 3) you need to be able to show that:

- A proper check was made (suitable and sufficient)
- You have ascertained who might be affected
- You have dealt with all the obvious significant hazards, taking into account the number of people who could be involved
- That precautions are reasonable, and the remaining risk is low

5. Review assessment, when necessary, at least annually or when there is reason to believe the risk assessment is no longer valid e.g.

- Accident/near miss/ill-health
- Enforcement/Legal action
- Change of process/new technology
- Change in legislation
- Complaints by pupils, employees, parents, visitors

Assigning a Severity and Likelihood Score

This subject is often considered more complex than it really is. In the context of workplace Health and Safety it is mostly a matter of common sense and does not require more than the reasonable skill which staff already possess.

However, the regulations do require that the risk is quantified in order to ensure that matters receive due attention, and for this reason the Health & Safety Executive are suggest a simple equation is used to establish priorities.

The hazard severity can be assessed on a scale of one to five;

1. Low: Capable of causing minor injury which would not require first aid treatment but may result in a temporary health condition e.g. issuing of a plaster, skin rash etc.

2. Slight: Capable of causing minor injury which would allow the individual to continue after First Aid treatment on site, doctor's surgery or a visit to the Health Centre. The duration of the stoppage/treatment is such that the normal activities are not seriously interrupted.

3. Moderate: Trip to hospital. Capable of causing injury or disease likely to result in an individual being unfit for school or work for one or more days.

4. High: Capable of causing serious injury keeping individuals away from work or school for several days or causing terminal/chronic disease to an individual.

5. Very high: Capable of causing death or multiple serious injury and/or possible destruction of property. Such a hazard would include a major event such as an explosion, toxic release, building collapse etc. It may cause death and injury both on and off site and would be the subject of a major incident report.

The likelihood of occurrence can similarly be assessed on a scale of one to five;

1. Almost impossible: An incident is possible but only under freak conditions could there be any possibility of an accident or illness.

2. Unlikely: If other factors were present, this incident or illness might occur, but the probability is low e.g. storing heavy items above shoulder level in a classroom, cracked or chipped electrical plug or frayed cable, cracked glass window, worn carpet or steps etc.

3. Possible: The incident may happen if additional factors precipitate it, but it is most unlikely to occur without them. The additional factor is more than a casual slip or nudge and would require an additional action or event to trigger it e.g. leaving a vehicle with the engine running, obstructing an access/egress route, leaving a welding torch alight in DT, failing to replace a defective light, obstructing emergency equipment etc.

4. Likely: The effects of vibration, weather, inexperience, physical state or human carelessness would precipitate an incident, but which is unlikely to happen without this additional factor e.g. high-rise bed ladder not secured properly in Pitt, puddle of slippery waste in corridor or path, temporary electrical supply, makeshift arrangements, medical condition etc.

5. Almost certain: If the activity/condition continues as it is, there is almost a 100% certainty that an incident will happen e.g., defective stair or step, broken ladder rung e.g. in Pitt, exposed electrical conductor, unstable stack of materials etc.

Risk = Hazard Severity x Likelihood

By using this simple equation, a risk factor can be determined ranging from 1 (no severity and almost impossible to happen) to 25 (just waiting to happen with disastrous and widespread results - possibly with one or more fatalities) see grid below.

Such a system provides a semi-quantitative basis upon which to determine the urgency of action.

To make the equation work effectively, "likelihood" and "severity" must, be judged independently. Much research has shown that people tend (with no justification) to let their judgement of the probability of events be influenced by the seriousness of the outcome. This must be prevented at all costs.

Hazard Severity

	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

Likelihood

Bear in mind that the number of occurrences or the numbers likely to be affected may raise the matter on the likelihood scale. For example, one badly fixed high-rise bed ladder in a Pitt that is not used very often might suggest a hazard severity that involves a trip to the Health Centre (score 2) and a likelihood factor of 2 (unlikely). The risk assessment would therefore be 4.

However, if you found twenty high-rise bed ladders in the same condition, being used much more frequently, the 1-5 scale would need to be increased to give a high likelihood (e.g. factor 4). The risk assessment would now read 8 and would require more action.

The action notes on the report form provide for three levels of action. A calculated risk rating of four or less would require only minimal action whereas ratings of above 4 and below 15 would require consideration of the standard control strategies and further remedial measures. Risk ratings of fifteen and above would require immediate action, involvement of the Health and Safety Manager and possible detailed analysis.

For further information contact Tony Richardson, College Health and Safety Manager:

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Appendix 1;

Related documents:

Lancing College: Health Safety and Welfare Policy
Safety Inspection Policy
Child Protection (Safeguarding) Policy
Supervision Policy
Educational Visits Policy
Accessing Risk Areas Policy