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| **Version and Date** | **Action/Notes** |
| 1.0 | June 2016 |  Author S Day Mat BM |
|  | September 218 | Reviewed by SRET Board |

1. Introduction

SRET Trustees recognise that Documented Risk Assessments are a requirement under the Management of Health and Safety at Work Regulations 1999. The School is required to assess the risks to the health and safety of workers and any others who may be affected by the work carried out for the purpose of identifying measures needing be taken to comply with other legislation. Carrying out these written assessments will help to identify all the protective and preventive measures that must be taken to comply with the Regulations. It is the responsibility of each Head Teacher within SRET to ensure that risk assessments are in place for their area/department. They can complete the assessments themselves, or instruct other staff to undertake them.

The School will follow the Health and Safety Executive’s 5 stage approach to Risk Assessments:

 Step 1 – Identify the hazards.

Step 2 – Identify who might be harmed and degree of severity.

 Step 3 – Evaluate the risks and decide on precautions.

Step 4 – Record and implement findings.

 Step 5 – Review assessment and update if necessary

Copies of risk assessments should be in date and signed by the Assessor and the responsible person undertaking the tasks. These should be held in a central file ensuring they are available for inspection by the HSE, Governing Committee and the outside Inspectorates as required

Risk assessments should be reviewed and revised:-

 Annually.

 When there is reason to suspect the assessment is no longer valid. This may become apparent through accidents and near misses, safety complaints, ill-health trends, or the employer may become aware that a relevant piece of legislation has fallen out of date.

 When there has been a significant change in the matters to which the assessment relates, such as the introduction of new work equipment, changes in management personnel, new markets or applications for the School’s products, cutbacks in training etc.

All significant findings should be recorded and brought to the attention of relevant personnel, with signatures provided as evidence that the information has been read and received by those undertaking the tasks. The School’s Risk Assessment template should be used.

Specific Risk Assessments, which the School must have in place under current regualtions are:-

 Fire Risk

  Young workers employed by the School/work experience

 New and expectant mothers

 Control Of Substances Hazardous to Health

 Lone working

 Workplace equipment

 After School Clubs

Most of the above have specific templates that will assist in the completion of the task

Risk assessments for learning outside the class room (LOTC) are managed and approved by the Head teacher after staff have placed them in EVOLVEvisits (the online system for the planning, approval and management of educational visits, sports fixtures and extra-curricular activities which is managed and audited through our H&S Advisors – Wiltshire Council).

2. Other Types of Risk Assessment

Generic Risk Assessments are acceptable where activities/processes/operations are consistent across the workplace. However, these must be adapted, as appropriate, to consider particular individuals and specific issues relating to the environment within SRET at or the area where the activity is taking place. They should also be signed and dated to confirm that all staff have been made aware of the contents.

Specific Assessments may be produced using a generic template, but are in place for one dedicated task or event. Other assessments may be referenced in the specific assessment and will have very prescriptive controls for the individual or task, for example an external letting.

Dynamic Risk Assessments are constant, on the spot assessments of the situation/task that are not written down. These should not be relied on completely for a task, as there is no written evidence of the control measures in place.

Dynamic risk assessments alone will not be accepted by the HSE in any accident investigation. However they can be noted in a full Risk Assessment as an on- going assessment of the risk.

As part of the measures for the control of contractors on site risk assessments and where applicable method statements must be obtained and in place before the contracted task is undertaken. It is the responsibility of the Head Teacher or Project Manager overseeing the contracted works to obtain these and make them available to any relevant person.

External clubs and users of the School facilities will also be asked to submit their own risk assessments. It is the responsibility of SRET to obtain these as part of the contract process. In turn and on request any risk assessments relating to the environment they are using which have been produced by the School will be shared. This responsibility is delegated to the Head Teacher of each school

3. Guidelines for Written Risk Assessment

 DEFINITIONS: HAZARD – Something with the potential to cause harm RISK – The likelihood of harm being realised and its severity

A. Identify and record an activity, process or operation using Risk Assessment Template, where there is potential for injury or damage.

B. Consider whether it is essential for the activity to continue, given that without the hazard there is no risk.

C. Identify the hazards within the activity, eg using machinery, confined spaces, working at height, electricity, manual handling, lone working etc.

D. Determine the risks involved and what type of incident is anticipated, eg contact with moving/sharp equipment, asphyxiation, falls, electrocution, back injury, violence/abuse. Consider who and how many people will be affected, eg employees, visitors, customers, contractors.

E. Estimate the risk level without the benefit of any control measures.

F. 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, training, mechanical assistance, contracting out etc. Personal Protective Equipment (PPE) should only be considered as the last resort if alternative control measures cannot achieve a lower risk level.

G. Reassess (quantify) the risk level with existing control measures in place to ensure that the risk is reduced – if it is not then further controls will be needed, see below.

H. Some additional control measures may be required to reduce the risk level further.

I. Share and discuss with all persons involved in the activity/process/operation and obtain signatures to confirm their understanding and involvement.

The completed assessments should be signed and dated by the Assessor.

All assessments should be reviewed annually or when there is any significant change, whichever is sooner; this is indicated on the top of the assessment document.

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| Policy Reviewed: | September 2018 |
| Next Review: | September 2020 |
| Signature of Chair of Trustees: | Signature of Ex Principal |