



## **ST MICHAEL'S COLLEGE RISK ASSESSMENT POLICY 2019-20**

Risk assessment is a legal requirement and the fundamental tool in assessing and improving health and safety performance. Risk assessment enables the college to identify and assess potential health and safety risks in the college and ensure control measures are implemented to reduce risks as low as reasonably practicable.

It is the responsibility of the Health and Safety Manager to ensure that risk assessments are in place for the relevant 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 the area of work, with copies held by the Health and Safety Manager ensuring they are available for inspection. They will also be internally audited by the School Health and Safety Manager.

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- When there is reason to suspect the assessment is no longer valid.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safety complaints, ill-health trends, or the employer may become aware that a relevant piece of legislation has fallen out of date.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

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 at Appendix A gives further guidance.

Specific Risk Assessments, which the School must have in place under current regulations 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
- ☒ Confined space

All the above have specific templates that will assist in the completion of the task; these are available from, and should be completed with, the Health, Safety and Compliance Manager.

## 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 at St Michael's 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 the risk assessment 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 a one off trip, and return to work assessment.

**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 ongoing 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 Health and Safety Manager.

## 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

- Identify and record an activity, process or operation using Appendix A, where there is potential for injury or damage.
- Consider whether it is essential for the activity to continue, given that without the hazard there is no risk.
- Identify the hazards within the activity, e.g. using machinery, confined spaces, working at height, electricity, manual handling, lone working etc.

- Determine the risks involved and what type of incident is anticipated, e.g. contact with moving/sharp equipment, asphyxiation, falls, electrocution, back injury, violence/abuse. Consider who and how many people will be affected, e.g. employees, visitors, students, contractors.
- Estimate the risk level without the benefit of any control measures using the matrix at Appendix B.
- 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.
- 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.
- Some additional control measures may be required to reduce the risk level further.
- 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.

**Appendix A - RISK ASSESSMENT TEMPLATE**

| Company/location: <b>St Michael's Catholic College</b>                      |                              |                                   |                     |                                |
|---|------------------------------|-----------------------------------|---------------------|--------------------------------|
| Work activity and person(s) involved:                                       |                              |                                   |                     |                                |
| Assessor:   |                              | Date:                             |                     |                                |
| Existing safety measures:   |                              |                                   |                     |                                |
| Hazard  | Nature of hazards identified | Frequen<br>cy<br>potential<br>(a) | Severit<br>y<br>(b) | Risk<br>rating<br>(a) x<br>(b) |
|   |                              |                                   |                     |                                |
| <b>Risk rating :      Low: 1 - 7      Medium: 8 - 10      High: 11 - 25</b> |                              |                                   |                     |                                |

|                      |                     |
|----------------------|---------------------|
| Hazard               | Risk controlled by: |
| Reference documents: |                     |
| Signed               | Reassessment date:  |

**Appendix B**

|  | <b>Likelihood</b>  |   |   |  |   |
|--|--|---|---|--|---|
|  | <b>1.</b><br><b>Very Unlikely</b><br>One off event<br>– no known history | <b>2.</b><br><b>Unlikely</b><br>Unlikely sequence of events | <b>3.</b><br><b>Likely</b><br>Foreseeable under unusual circumstances | <b>4.</b><br><b>Very Likely</b><br>Easily foreseeable –<br>Odd event may have occurred | <b>5.</b><br><b>Almost Certain</b><br>Common occurrence –<br>aware of incidents |

|  |  |                |                   |                  |                  |                   |
|--|--|----------------|-------------------|------------------|------------------|-------------------|
| <b>S<br/>e<br/>v<br/>e<br/>r<br/>i<br/>t<br/>y</b> | <b>1.Negligible</b><br>No visible injury.                              | <b>1. LOW</b>  | <b>2. LOW</b>     | <b>3. LOW</b>    | <b>4. LOW</b>    | <b>5. LOW</b>     |
|  | <b>2.Minor Injury</b><br>Minor cuts<br>bruises – no long term effects. | <b>6. LOW</b>  | <b>7. LOW</b>     | <b>6. LOW</b>    | <b>8. MEDIUM</b> | <b>10. MEDIUM</b> |
|  | <b>3.Moderate</b><br>Heavy bruising, deep wound.                       | <b>8. LOW</b>  | <b>9. LOW</b>     | <b>9. MEDIUM</b> | <b>12. HIGH</b>  | <b>15. HIGH</b>   |
|  | <b>4.Severe</b><br>Major injuries, time lost from college.             | <b>10. LOW</b> | <b>11. MEDIUM</b> | <b>12. HIGH</b>  | <b>16. HIGH</b>  | <b>20. HIGH</b>   |
|  | <b>5. Very Severe</b><br>Long term disability or death                 | <b>12. LOW</b> | <b>13. MEDIUM</b> | <b>15. HIGH</b>  | <b>20. HIGH</b>  | <b>25. HIGH</b>   |

Reviewed and updated June 2019

Chair of the Health & Safety Committee

Signed: ..... Date: .....

Chair of the Governing Body

Signed: ..... Date: .....

Review Date: 2020