



Risk Assessment Policy

Reviewed by the Proprietor, September 2018

Introduction

The Management of Health and Safety at Work Regulations 1999 (**MHSWR**) requires every employer to make a suitable and sufficient assessment of risks to employees, and risks to other people who might be affected by the organisation, such as visiting contractors, members of the public and of course, in the case of Le Herisson School, our pupils.

A "suitable and sufficient" risk assessment takes the form of a systematic investigation of the risks in all areas and major operations, identification of the persons affected, a description of the controls in place and any further action required in order to reduce the risks to an acceptable level. MHSWR also requires that significant findings must be written down if there are five or more employees and that a risk assessment must be reviewed regularly if:

- a. there is reason to suspect that it is no longer valid; or
- b. there has been a significant change in the matters to which it relates.

Purpose

The purpose of this policy is to state how Le Herisson School conducts, records and reviews risk assessments in order to comply with MHSWR and other relevant regulations, and to promote children's welfare.

Fire risk assessments are conducted by an external agency. A separate Fire Policy is available on the individual school website.

Principles of risk assessment

Written risk assessments are prepared and maintained for all potentially hazardous events and operations that take place on a daily basis by the school. These risk assessments are prepared by Management. These risk assessments are made available to all members of staff at Induction.

Daily class risk assessments are carried out by the individual classes. All risks are noted and signed off by Management with a date of resolution.

Temporary risk assessments, covering a school trip for example, are co-ordinated by the Teacher in Charge (TiC) of the trip; these are not generally made available to all staff members but the same basic principles apply.

The proprietor, management and teachers in charge are required to:

- Identify the hazards (i.e. something that could cause harm) in the area or operation concerned;
- Consider who might be at risk and how they might be harmed;
- Evaluate the risks, by considering what is already done to control them and what the remaining level (high, medium or low) of the risk is;

- Consider what additional action is necessary to reduce the level of risk to an acceptable level, and
- Review the assessment on a regular basis.

When determining what additional action may be necessary, controls should be considered in the following order:

1. Hazard elimination (alternative work methods).
2. Substitution (e.g. replacement of a chemical with one less hazardous).
3. Use of barriers, such as: a. isolation (removes hazard from the person).
4. Segregation (removes person from the hazard).
5. Use of procedures (e.g. reduce the exposure time).
6. Use of warning systems (e.g. alarms, signs, instructions, labels etc.).
7. Use of Personal Protective Equipment (PPE).

Where the proposed additional action requires items such as new equipment, signs, PPE etc. to be purchased, or where minor works are required to improve the situation, this must be arranged by the proprietor. Those conducting risk assessments are also responsible for ensuring that any follow up actions are completed satisfactorily and that risk assessments are amended accordingly.

Completed assessments should be forwarded to Management who will fill them in the Risk Assessment Folder located in the Office.

Where appropriate, those conducting risk assessments for temporary school trips are encouraged to involve pupils in the process as this helps to engender greater awareness of risks and effective controls.

Review of Risk Assessments

1. Risk assessments are reviewed by the Proprietor where significant changes to tasks, processes, equipment or staff, have been introduced to reflect new control measures, in response to changes in relevant legislation or following an accident or incident in the area or operation concerned.
2. All risk assessments are also reviewed on an annual basis; class leads and those members of staff with specific areas of responsibility are prompted to carry out an annual review of their risk assessments.
3. Risk assessments for relevant areas will also be checked by Management as part of their termly programme of safety compliance inspections.

Review Date : March 2019