



Risk Assessment Policy

The Green Room Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Policy Statement

It is the policy of The Green Room School that a risk assessment is carried out in respect to all activities, processes and substances and pupils and that it is regularly reviewed and documented where necessary. This responsibility rests with the Co-CEOs of The Green Room Foundation /Head of The Green Room School as stated in the Health & Safety Policy. The Co-CEOs can also nominate competent staff to carry out these assessments. This policy has been reviewed with consideration to Covid-19, but no processes need to change.

Owner: JN/WBD/KBD/6BD

| Date Created | Date 1st Review Due | Date Reviewed | Version | Next Review Due |
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Legal Framework

The establishment has a responsibility under S2 and 3 of the Health & Safety at Work Act 1974 to ensure, so far as is reasonably practicable, the health and safety of employees and other persons (pupils, visitors, volunteers, contractors, etc.) who may be affected by the work activity. The Management of Health & Safety at Work Regulations 1992 further amplifies this duty and imposes a specific requirement upon The Green Room Foundation to carry out a 'suitable and sufficient' assessment of all risks to the health and safety of employees and others arising at or from a work activity. Furthermore, all modern legislation now contains a duty to carry out risk assessments for specific types of hazards such as those associated with fire, substances, electricity, noise, manual handling, VDU work, etc. The purpose of this document, therefore, is to:

Provide guidance to enable all The Green Room staff to comply with risk assessment duties as required by relevant law.

Introduce a structured, systematic and proactive approach to the management of risk.

Outline the five principal steps to risk assessment.

Definitions

RISK ASSESSMENT: A structured and systematic procedure for identifying hazards and evaluating risks in order to prioritise decisions to reduce risks to an acceptable level.

HAZARD: Something with the inherent 'potential to cause harm'. This can include substances, machines, and methods of work or work organisation.

RISK: Is the chance, great or small, that someone will be harmed by the hazard. The magnitude/scale of the risk is measured in terms of its consequences, frequency and severity. It can be expressed as:

RISK = HAZARD SEVERITY X LIKELIHOOD/PROBABILITY OF OCCURRENCE

Competency

Assessments should be conducted by competent staff nominated by the Head of School. Assessors should have an understanding of the workplace, an ability to make sound judgements and knowledge of the best ways to reduce those risks identified. Competency does not require a particular level of

qualification but may be defined as a combination of knowledge, skills, experience and personal qualities, including the ability to recognise the extent and limitation of one's own competence.

Suitable and Sufficient Assessment

A 'suitable and sufficient assessment' as required by the Management of Health and Safety at Work Regulations 1992 is one that:

- Correctly and accurately identifies a hazard.
- Disregards inconsequential risks and those risks associated with life in general.
- Determines the likelihood of injury or harm arising.
- Quantifies the severity of the consequences and the numbers of people who would be affected.
- Takes into account any existing control measures.
- Identifies any specific legal duty or requirement relating to the hazard.
- Will remain valid for a reasonable period of time.
- Provides sufficient information to enable the Head to decide upon appropriate control measures, taking into account the latest scientific developments and advances.
- Enables the School to prioritise remedial measures.

If an assessment has already been carried out under any other statutory provision, e.g. Manual Handling Operations Regulations, COSHH, Noise at Work Regulations, etc. no duplicate action is necessary as a result of this document.

Carrying Out The Assessment

Step 1: Look For the Hazards

This necessitates an inspection of the workplace to identify what could reasonably be expected to cause harm. Ignore the trivial and concentrate only on significant hazards which could result in serious harm or affect several people. Involve both staff and pupils in this exercise because they may be aware of hazards which are not immediately obvious. Manufacturer's instructions, data sheets, check lists and accident records will assist in identifying hazards.

Step 2: Decide Who Might be Harmed and How

Take into account staff, pupils, contractors and members of the public in general as well as those people who may not be in the workplace all the time, e.g. cleaners and maintenance personnel. Consider how such people may be harmed. Pay particular attention to lone workers and those with disabilities since they may be more vulnerable.

Step 3: Assess the Risks

Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be done.

Even after all precautions have been taken, usually some risks remain. Decide for each significant hazard whether this remaining risk is acceptable. Consider whether the existing precautions:

- Meet the standards set by legal requirement
- Comply with a recognised industry standard.
- Represent good practice.
- Reduce risk as far as is reasonably practicable.

If the answer to any of the above is 'NO' then consider what further precautions can be taken to control the risk so that harm is unlikely (see hazard/risk control below).

Step 4: Record Assessment Findings

An assessment should be supported by accurate record keeping unless the identified risk is trivial and the likelihood of injury is remote or that the adverse consequences would result in a very minor injury. The significant risks only, therefore, need to be recorded. Records should contain at least the following information:

- A description of the process/activity assessed
- Identification of the significant risks.
- Identification of any staff/student/visitors at particular risk.
- Date of assessment and, where appropriate, next review.
- The name of the person carrying out the assessment.

An example of a widely used risk assessment record form is provided in appendix 2; however, any format can be used provided it follows the principles laid down in this policy.

Step 5: Assessment Review

An assessment must be kept up to date and reviewed annually to ensure that it remains valid. Factors that may necessitate an automatic re-assessment include:

- A change in legislation.
- A change in control measures.
- Any significant change in the work carried out.
- Transfer to new technology.
- Any other reason to suspect that the original assessment is no longer valid or could be improved.

Hazard/Risk Control

The selection and implementation of the most appropriate method of risk or hazard control is crucial to any success in reducing the risk of injury or ill health to persons affected by work activities. A hierarchy of control options are listed but it may be necessary to implement a number of these measures in combination to adequately reduce the risk. The list is not exhaustive:

- Elimination (e.g. buying ready sawn timber rather than use a circular saw).
- Substitution by something less hazardous.
- Total enclosure (enclose it in a way that eliminates or controls the hazard, i.e. processing hazardous substances in an enclosed piped system).
- Partial enclosure. The use of LEV systems, fume cupboards, etc.
- Guarding/segregation of people.
- Permit to work systems e.g. Hot work permit to control fire risks.
- Reduce the period of exposure.
- Written procedures that are known and understood by those affected.
- Adequate supervision.
- Adequate training/staff and pupils.
- Information/instruction (signs, labels, handouts).

Personal protective equipment PPE

All these measures should be considered within the overall context of achieving 'a safe system of work' that reduces the risk to an acceptable level. Additionally in the context of Covid-19 pandemic all risk assessments should explicitly state the appropriate action where relevant.

Where appropriate written procedures accompany risk assessments.

Calculating the Risk and Setting Priorities

The risk assessment should enable the establishment to prioritise remedial measures. In many cases it will be clear that some risks require attention before others. Where there is uncertainty a risk rating may be attributed to each identified hazard. The factors relating to severity and likelihood of harm are given a numerical value and then multiplied together to give a risk rating which can then be used to prioritise remedial actions. See Appendix General Risk Assessment Template

Severity of Injury and Ill Health Definitions

Insignificant

Bruising, light abrasion, etc. 'first aid'

Minor

Burns/scalds/cuts - up to 3 days off work

Loss Time Injury

More than 3 days off work – reportable under RIDDOR 1995

Major

Serious injury/damage to health, permanent disability, loss of sight, amputation, etc. reportable under RIDDOR 1995

It is important to note that analysing the likelihood and severity of harm is not the 'be-all and end-all' of risk assessment. The analysis is only a systematic way of ensuring that likelihood and severity are considered.

Please see Risk Assessment Folder in the Health and Safety Drive for all Risk Assessments which cover general, premises, activities, trips, individual pupils. Risk assessments concerning expectant mothers and those on long term sick are kept locked with confidential staff records. Additionally for convenience pupil risk assessments are also held on Arbor with pupil records.

This policy is approved by the Co-CEO of The Green Room Foundation

Date _____

Co-CEO _____

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|---|--|
| Risk Assessment Form GX | |
| Activity: General Risk Assessment | Version Number: XXXX |
| People at Risk: Pupils Staff Visitors Site Contractors | Venue: (Whole School or alternative location) Whole School |
| | Sources of Information: (Please tick/advise) HSE website Green Room Policies - please note which policies in addition to: First Aid Child Protection Health and Safety - main reference Off-Site Visits Minibus Others: please advise |
| Site Visit before Event Required? N/A | Site Visit Date: N/A |
| Name of Risk Assessor: xxxxxxxxxxxx Title: xxxxxxxx | Date of Risk Assessment: XXXX |

| Hazard | Risk | Who is at risk | Degree of Injury 1-3 | Likelihood of harm 1-3 | Risk Rating 1-9 | Existing Control Measures | Responsibility |
|----------------------------------|---|----------------|----------------------|------------------------|-----------------|--|-------------------|
| Slips and Trips | Sprains, fractures | All | 2 | 2 | 4 | Defects reported immediately. Adequate lighting provided. No trailing cables or leads. Work areas and walkways kept clear. Good housekeeping. Floors cleaned on a regular basis. Spillages cleaned up immediately. Floor surfaces maintained to good standard, defects reported to the General Manager. | Responsible Adult |
| Electrical Appliances | Electric shock, injury. Fire. | All | 2 | 1 | 2 | All electrical equipment has a portable appliance test (PAT). Liquid spills mopped up immediately. Any defects reported immediately, defective equipment taken out of use and promptly replaced. Sockets not overloaded. | Responsible Adult |
| Fire | Smoke inhalation, burns or fatality. | All | 3 | 1 | 3 | Fire drills carried out regularly. (twice a term) Fire drill procedures included in all staff inductions. Trained Fire Wardens in place. All fire exits kept clear. Smoke Alarms tested weekly, emergency lighting and fire extinguishers tested and maintained. Any portable heaters in use switched off at the end of the working day. Combustible materials kept away from heaters and disposed of daily. Waste bins emptied on a daily. Fire risk assessment completed for premises yearly, monthly fire risk assessment also carried out for premises as there are regular changes. (see Fire Log Book) | Responsible Adult |
| Display Screen Equipment/Laptops | Back pain, headaches, eyesight deterioration. | Staff | 1 | 1 | 1 | Adjustable blinds to avoid glare. Regular breaks taken. DSE workstation assessments carried out and reviewed as appropriate. Lighting and temperature suitably controlled. Eye tests provided for those who need them (paid for by employer). Some Laptops used with docking station, screen, keyboard and mouse. | Responsible Adult |
| Manual Handling | Back injuries, cuts and abrasions | All | 2 | 1 | 2 | Trolley available where required. High shelves used for storing light and infrequently used items. Heavy items stored at low level. Storage also in loft area. Separate manual handling assessment undertaken as required. Training in manual handling carried out, where necessary. | Responsible Adult |

| | | | | | | | |
|------------------------------------|--|-------|---|---|---|---|-------------------|
| Poor storage | Injury from dislodged items or collapse of shelves | All | 1 | 1 | 1 | High shelves used for storing light and infrequently used items. Heavy items to be stored at low level. Access equipment available, for example, step ladders for higher shelves. | Responsible Adult |
| Any inappropriate activity carried | Harm to unborn child/ expectant mother. | Staff | 1 | 1 | 1 | Expectant mother risk assessment to be completed following notification to Supervisor/Manager. | Responsible Adult |