

Policy Number:	2.2	Originator:	Gill Lucas
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1. Aim

1.1 The health & safety risk assessment policy describes the way in which risk assessments are required to be carried out, what should be considered and the procedure to follow.

1.2 It is the policy of Embrace for managers / Head Teachers to use this procedure in order to manage their legal responsibilities to provide employees with a safe working environment and safe systems of work; also to comply with the requirement to complete a systematic general examination of their work activity and record significant findings of that risk assessment.

2. Abbreviations and Definitions

- Hazard – a danger and likely to cause harm or damage
- Risk – a situation involving exposure to danger
- Positive risk-taking – Positive risk-taking is weighing up the potential benefits and harms of exercising one choice of action over another. This means identifying the potential risks involved, and developing plans and actions that reflect the positive potentials and stated priorities of the service user. It involves using available resources and support to achieve desired outcomes, and to minimise potential harmful outcomes (Morgan 2004).
- Risk assessment - a careful examination of what, in the workplace / work, could cause harm to people, so that it can be weighed up whether enough precautions have been taken or more should be done to prevent harm.

3. Policy

3.1 As part of managing the health and safety of the business / workplace, risks in your workplace must be eliminated or controlled so far as reasonably practicable. To do this it is necessary to think about what might cause harm to people and decide whether reasonable steps to prevent that harm are being taken. This is known as risk assessment and it is something we are required by law to carry out. (HSE 2014).

3.2 In addition to risk assessments associated with work activities, within care and support services individual risk assessments should also be undertaken for specific risks associated with individuals within the provision of their support and independence. These risk assessments are usually undertaken within the individual’s person-centred support plans and within these positive risk-taking should be borne in mind.

3.3 Risk Assessments should be carried out by the Head Teacher, or delegated staff who have received training and supervision in the task.

3.4 A selection of generic risk assessments can be found on the Hub. All generic risk assessments are only a guide and must be made specific and relevant to the School.

3.5 Each risk assessment must be signed and dated so that it is clear when the assessment was carried out and by whom.

- 3.6 Where a generic risk assessment is not available on the Hub for an identified risk then the Head Teacher must ensure that a risk assessment is completed for that risk, and controls identified and documented on the risk assessment.
- 3.7 Each health and safety risk assessment should be recorded on the risk assessment register to demonstrate a planned approach to the review of all risk assessments.
- 3.8 The assessor must discuss the control measures to be implemented with the staff involved, ensure understanding, and monitor compliance.

3.9 Evaluating the Risk

3.10 An important part of risk assessment is the evaluation of the risk. This is achieved using a risk matrix as illustrated in table 1.

3.11 All evaluation of risk is a measure of the likelihood of harm and the consequences of that harm. To determine likelihood we have to consider whether the controls in place are adequate. It may also be necessary to take into account the number of people exposed to the risk, and their vulnerability.

3.12 Likelihood/Probability Rating (L/PR):

3.13 Based on the control measures in place, the number of people exposed, and the frequency and duration of exposure.

LIKELIHOOD/PROBABILITY RATING (L/PR)		VALUE
Almost Certain	Will undoubtedly occur on a regular basis	5
Likely to occur often	An event that you would not be surprised if it did happen	4
Likely	An event that could occur sometime	3
Unlikely	An event that would be exceptional	2
Highly unlikely	Can be taken as probability close to zero.	1

3.14 Hazard Severity Rating (HSR)

3.15 How severe the consequences of the risk might be.

HAZARD SEVERITY RATING (HSR)		VALUE
Death / permanent incapacity / loss	May result in death, amputations, major fractures, significant loss of buildings / equipment / business	5
Major injury / serious loss	Life shortening injury or illness to one or more people	4
Injury / illness/ moderate loss	Such as serious lacerations, burns, concussion, sprains, minor fractures, dermatitis etc.	3
Minor injury / illness resulting in absence but not more than 3 days	Injuries resulting in lost time from work.	2
Trivial injury (first aid only)	Can be taken as trivial injuries. Requiring first aid treatment, a nuisance, irritation, or temporary discomfort	1

3.16 The likelihood rating (L/PR) should be estimated and a numerical value given to the estimate. The hazard severity rating (HSR) should then also be estimated and a numerical value given to the estimate. This will then enable an overall numerical risk rating to be determined along with a risk

Health & Safety Risk Assessment Policy Liverpool Progressive School



description. (For example: if the hazard severity rating is injury/illness with 3 or more day absence and the likelihood is likely to occur sometime then the overall risk rating would be 3X3=9. This would be considered a medium risk).

Table 1. Risk Matrix

Hazard Rating	Severity	Death / permanent incapacity / loss	Major injury / serious loss	Injury / illness/ moderate loss	Minor injury / illness resulting in absence but not more than 3 days	Trivial injury (first aid only)
	Value	5	4	3	2	1
Almost certain / regular or frequent occurrence	5	25	20	15	10	5
Likely to occur often	4	20	16	12	8	4
Even chance / likely to occur sometime	3	15	12	9	6	3
Unlikely but may occur exceptionally	2	10	8	6	4	2
Improbable / extremely unlikely to occur	1	5	4	3	2	1

3.17 HIGH RISK = 25-10 MEDIUM RISK = 9-5 LOW RISK = 4-1

3.18 This matrix will enable estimation of the level of risk before control measures have been put in place and also afterwards. The decision on the level of risk is usually taken after discussion with the staff affected as they will usually have a clear idea of the risks and what can be done to reduce the risk to an acceptable level.

3.19 When a risk assessment has been completed and controls implemented the risk rating following the introduction of the controls should be entered on the risk assessment. The risk rating should indicate that the risk is now trivial or low.

3.20 Where additional or new measures are required to reduce the risk to low these must be documented on a risk assessment action plan with timescales for completion which take into account the assessed level of risk.

3.21 It is important to document all evidence of actions to lower the risk being taken, and when these actions are complete the new level of risk should be estimated and documented.

3.22 Action Resulting from Evaluation of Risk

Control measures are put in place to reduce the risk to a tolerable or trivial level. The information in the table below is to assist in prioritising risk.

RISK	ACTION & TIMESCALE
Low / Trivial	These are low risk items. No additional controls are required. Monitoring is required to ensure that controls are maintained.
Medium	Efforts should be made to reduce the risk, but costs should be carefully measured and limited. Risk reduction measures should be implemented within a 2 month time limit. Where a moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
High	Work should not be started or continued until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.

3.21 The implementation date of the control measures should be recorded. It is acknowledged that there may be some time before all measures can be actioned. If this is the case there must be a record of why the measures have not been implemented, and steps that are being taken to remove or reduce risk in the meantime documented. The Head Teacher must inform the Head of Education in writing of any risks which are noted to be high or where control measures cannot be implemented for whatever reason. These risks must be discussed at both local and divisional level at Health and Safety meetings and measures put into place to either eliminate the risk or reduce the risk of the activity.

3.22 Staff must be provided with any relevant training, instruction and supervision which are identified as a result of the risk assessment process. This must be recorded in their training record.

3.23 In order to successfully reduce the risks associated with a work activity all employees to whom it is relevant must be provided with information on the details of a risk assessment, and the control measures to be implemented, understanding should be ascertained. Relevant risk assessments must be accessible to the staff team.

3.24 The School Health and Safety Committee must ensure that all health and safety control measures identified in risk assessments are implemented and remain appropriate. Risk assessments should be discussed at each committee meeting to ensure review is carried out regularly and controls implemented.

3.25 The Risk Assessment Register must be maintained and held in the central workplace risk assessments file in order to provide evidence of regular review of all risk assessments including manual handling and CoSHH. Review of workplace risk assessments should occur if any significant change occurs in relation to the activity being risk assessed or at a minimum on an annual basis.

4. Responsibilities

- 4.1 The Head Teacher is responsible for ensuring that documented risk assessments are completed and that all control measures are effectively implemented. They are also responsible for ensuring that workplace risk assessments are reviewed in line with this policy.
- 4.2 All employees are responsible for co-operating with the completion of risk assessments and carrying out activities in accordance with the documented risk assessment

5. Equality Impact Statement

- 5.1 All relevant persons are required to comply with this policy and must demonstrate sensitivity and competence in relation to diversity in race, faith, age, gender, disability and sexual orientation. If you, or any other groups, believe you are disadvantaged by this policy please contact your line manager. Embrace will then actively respond to the enquiry.

Health & Safety Risk Assessment Policy Liverpool Progressive School



Responsible Person / Head Teacher..... Date.....

This policy is owned by: Quality Development Department.....

Date: 12/10/2016.....

A. E. Jackson-Taylor

Signed:
Company Confidential

References

Morgan S (2004) Positive risk-taking: an idea whose time has come.
<http://static1.1.sqspcdn.com/static/f/586382/9538512/1290507680737/OpenMind-PositiveRiskTaking.pdf?token=EIVKhX4Soz6TIFbuppAGcJTsZVI%3D>

Health & Safety Executive (2014). Risk Assessment – A brief guide to controlling risks in the workplace. <http://www.hse.gov.uk/pubns/indg163.pdf>