

Ormiston Academies Trust

## Ormiston SWB Academy

### Risk Assessment policy

#### Policy version control

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Author	Sara McDermott
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# 1. Introduction and Context

Risk assessment involves identifying the hazards present in the work place or arising out of any work activity and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness.

Risk assessments are required to determine the control measures which need to be implemented to meet the minimum standards required by the Health and Safety at Work Act 1974 and associated regulations, and the academy's commitment to provide and maintain a safe working environment.

The main aim of this policy is to ensure that the academy has arrangements in place at all levels to meet the requirements of the Management of Health & Safety at Work Regulations 1999 which specify the need for risk assessments to be carried out. Further pieces of legislation refer to the need for a safe system of work (SSOW). Such SSOW can only be effectively established through the risk assessment process.

The law does not expect **all** risks to be eliminated, but it does require that people are protected 'as far as reasonably practicable'.

## 2. Scope

This policy is applicable to all full-time, part-time and supply staff, students, contractors, volunteers and work placement students and to all OAT academies.

This policy should be read in conjunction with the documents 'Risk Assessment Procedure' and 'Guidance – Risk Assessment'.

## 3. Definitions

**Risk assessment:** "A systematic process of evaluating the potential risks that may be involved in an activity or undertaking."

**Hazard:** "Anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer, etc."

**Risk:** "The chance that somebody could be harmed by the hazards, together with an indication of how serious the harm could be."

**Control Measures:** "Any action that can be used to prevent or eliminate a hazard or reduce it to an acceptable level"

**Significant risk:** "A risk that is not trivial in nature and is capable of creating a real risk to health & safety which any 'reasonable' person would appreciate and would take steps to guard against"

**Reasonably practicable:** "The decision made in determining control measures by weighing up the 'risk' against the 'sacrifice' (in money, time or trouble) needed to further reduce it. The decision is weighted in favour of health & safety."

**Generic Risk assessments:** "General assessments for commonly identified hazards and control measures."

**Bespoke Risk assessments:** "Detailed and specific assessments for one off or high hazard activities"

## 4. Responsibilities

### 4.1 Responsibilities of the Principal

The Principal has the overall responsibility to ensure that hazards are identified, risks are assessed and that suitable and sufficient control measures are implemented to reduce the risks as low as is reasonably practicable. This includes ensuring that sufficient time and resources are allocated to enable this to happen.

### 4.2 Responsibilities of senior teaching & support staff

Senior teaching & support staff will ensure that:

- Risk assessments are carried out and recorded, for all significant hazards identified within their area;
- Identified control measures are implemented and followed;
- The findings of the risk assessments are disseminated to all relevant people, including staff, students, contractors and visitors, and, where applicable necessary training is provided;
- All relevant risk assessments are reviewed following accidents or any near misses with the potential for serious consequences.
- Risk assessments are reviewed every 12 months, or sooner where any significant changes in circumstances have occurred (For example: a change in the location of the activity);
- Competent persons within their teams, are identified to assist with the completion of risk assessments;
- Suitable information, instruction and training is provided to those involved in the risk assessment process.

### 4.3 Responsibilities of all other Staff

Staff members must follow all safe systems of work identified in the risk assessments and bring to the attention of their line manager any deficiencies they identify in any of the risk assessments and/or control measures.

### 4.4 Responsibilities of Students

Students must follow all safe systems of work identified in the risk assessments.

### 4.5 Responsibilities of Contractors

Prior to commencing any work, Contractors must:

- Carry out risk assessments in relation to their activities;
- Ensure that the appropriate health & safety arrangements are implemented;
- Supply copies of the assessments to the Site manager or facilities department.

### 4.6 Responsibilities of the OAT Health and Safety Officer (H&SO)

The Health and Safety Officer will:

- Provide advice with the completion of risk assessments where required;
- Regularly audit risk assessments to ensure that they are 'suitable & sufficient';
- Ensure that all generic risk assessments are kept centrally;
- Provide advice, guidance and training, where necessary, to anyone involved in the risk assessment process.

## 5. Procedure

Our policy is to complete 'generic' risk assessments for all our known, or reasonably foreseeable, hazards, covering all of our premises, equipment and activities, where the residual risks remain low. More detailed, specific, ongoing risk assessments will be carried out, as necessary, for all high and medium hazard activities, one-off activities and any new activities that we plan to undertake.

It is important that people involved in the risk assessment process have the appropriate skills, knowledge and experience to enable them to make sound judgements.

The regulations require that risk assessments should be 'suitable' & 'sufficient' in that they should identify all the 'significant' hazards present and that they should be proportional to the risk.

## 6. Related documents

This policy has due regard to statutory legislation and government guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (as amended)

This policy also has due regard to school documents including, but not limited to, the following:

- Health and Safety Policy
- Risk Assessment Procedure
- Guidance – Risk Assessment
- Risk Assessment standard form template

## 7. Monitoring and review

This policy is reviewed every 3 years by Oat Head Office, any changes made to this policy will be communicated to all members of staff.

All members of staff are required to familiarise themselves with this policy as part of their induction programme.