



MacIntyre School

Risk Assessment Policy & Guidance: Teaching Safely and Teaching Safety

Introduction

This guidance is an addendum to the MacIntyre Health & Safety Policy (2016). It is written in accordance with all legislation and guidance identified in that policy. In reference to risk assessment specifically this document is also guided by:

[HSE Risk assessment: A brief guide to controlling risks in the workplace 2014](#)

[HSE Guidance on Sensible Risk Management 2016](#)

[ROSPA Managing Safety in Schools and Colleges 2012](#)

[Ofsted: School Inspection Handbook 2015](#)

[DfE Guide to the Children's Homes Regulations including the quality standards April 2015](#)

Underlying Principles

MacIntyre School will ensure that operations within school environments and off-site; educational, care and support, are delivered in a safe manner that complies fully with the law. The Health and Safety at Work Act of 1974 places a duty on all employers to ensure, so far as is reasonably practicable, the health and safety of employees and others (such as school visitors and pupils).

We know that risks are inherent in everyday life and our staff encourage pupils to take appropriate risks as a normal part of growing up. Risk reduction must not lead to an institutional feel. We will identify risks and to adopt systems for minimising them. Our pupils will be educated how to cope safely with risk. We will 'Teach safely and teach safety'.

We believe that Risk Assessment isn't about stopping activity that might lead to harm, or removing risk, it is about managing risk so that people can live their lives. As such we adopt the HSE's sensible approach to risk management. Our risk management process is about taking practical steps to protect people from real harm and suffering, not about creating unnecessary bureaucracy.

Taking a sensible approach to risk management is about:

- ensuring that staff and the public are properly protected
- enabling innovation and learning not stifling them
- ensuring that those who create risks manage them responsibly and understand that failure to manage significant risks responsibly is likely to lead to robust action
- providing overall benefit to pupils and staff by balancing benefits and risks, with a focus on reducing significant risks - both those which arise more often and those with serious consequences
- enabling individuals to understand that as well as the right to protection, they also have to exercise responsibility

What is a risk Assessment?

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm (e.g. fire).
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring (e.g. a chip pan will catch fire if left unattended).
- A risk rating is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, heat detectors, fire alarms, fire practices, gas and electrical shut down points and insurance). Accidents and injuries can ruin lives, damage reputations and cost money.

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. They should also be signed and dated to confirm that all staff have been made aware of the contents.

Specific Risk Assessments are in place and reflect the specific needs of one dedicated individual, task or event. They will have very prescriptive controls but may also reference generic risk assessments. They should also be signed and dated to confirm that all relevant staff have been made aware of the contents.

Dynamic Risk Assessments are constant, on the spot assessments of the situation/task that are not written down as the risk was not foreseeable. For any significant foreseeable risk a written risk assessment must be in place.

Risk Assessment Forms

The Risk Assessment form will take into account:

- Date of risk assessment
- Frequency of review and next review date
- Risk matrix identifying the likelihood and severity of the risk, assigning a risk rating based on these factors
- Identification of hazards
- Who is at risk
- Actions taken to reduce risk - current and new actions that will be taken (by who, when)
- Evidence that action plans are monitored and completed
- Identification of how the risk rating is affected by any new actions
- Risk assessments must be signed by relevant people (and dated)
- Subject to regular review

What Areas Require a Risk assessments?

Risk assessments will relate to people, premises and tasks. What is required will depend on the situation.

We follow the HSE's "Five Steps to Risk Assessment":

- Identify the hazards e.g. what can harm people
- Decide who might be harmed and how
- Evaluate the risks and decide on appropriate controls, taking into account those that are already in place
- Record the risk assessment
- Review the assessment and update if necessary

When considering risk assessment it is important to think about how accidents and ill health could happen and concentrate on real risks and significant risks i.e. those that are most likely and which will cause the most harm. Significant risk are not trivial in nature and are capable of creating a real risk to health and safety which any reasonable person would appreciate and would take steps to guard against. A risk assessment should be carried out prior to an activity which presents a risk of injury or ill health.

Reasonably practicable measures should be used to reduce risk. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you do not need to take action if it would be grossly disproportionate to the level of risk.

As a minimum the following risk assessments will be required:

- Fire safety, procedures and risk assessments
- Educational visits and trips
- Asbestos control
- Working at height
- Legionella
- Medical and First Aid
- Safeguarding and child protection
- Unsupervised access to pupils
- Information and Communication Technology
- Use of School vehicles
- Concerning Behaviours
- Science experiments
- Design and Technology
- Physical Education
- Duke of Edinburgh programmes

- Music (including minimising the risk of hearing loss to staff), Drama and Dance
- Catering (where there is an internal catering dept)
- Cleaning (where there is an internal catering dept)
- Facilities
- Office based activities
- Risk assessments for individual pupils

Responsibilities

Principal (or person with delegated responsibility)

Ensures that:

- Suitable and sufficient risk assessments are carried out, some may be carried out locally, and others may be undertaken by external contractors.
- Risk assessments are undertaken and recorded for all tasks with a possibility of significant risk. They have the power to delegate responsibility for risk assessment procedures, however they retain accountability.
- The school has a risk assessment list and schedule that identifies the risk assessments required and when they will be reviewed. Risk assessments will relate to premises, activities and the individual needs of young people.
- Schools have a protocol for writing and approval of risk assessments. Including how they are communicated and how access is provided to relevant people (including staff and visitors). And for the storage and retention of risk assessments.
- Relevant staff are involved in the whole assessment process and training given where appropriate so that there is an understanding of the need for control measures to ensure implementation.
- Risk assessments are subject to annual review or where there are significant changes to working practices, with a view to ensuring that the control measures have been effective.
- Relevant staff are provided with training on the completion of risk assessments as part of their CPD.
- For off-site visits, the School's Senior Leadership team scrutinises and advises on risk assessments and controls for each trip given its specific circumstances. These are signed off as authorisation for the event.
- Any residential trip risk assessment is signed off a member of the SLT as a pre-event approval check.
- All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety (which is recorded). Specialist training is given to those whose work requires it.

All staff

- Risk assessments are produced so that all staff know how to ensure their own safety and that of other people. All staff must read any risk assessments relevant to their role and apply the principles to their work.
- Staff should raise any queries about risk assessments with their line manager or the school Health and Safety Coordinator.
- Staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors.