



# THE LOUGHBOROUGH Schools Foundation

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Policy Title:	<b>Risk Assessment Policy</b>
Version Number:	<b>20200901</b>
Approved by:	<b>Operations Committee</b>
Date Approved:	<b>15<sup>th</sup> October 2020</b>
Point of Contact (Reviewer):	<b>G Leeson (Compliance Manager)</b>

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## **RISK ASSESSMENTS**

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## **RISK ASSESSMENT**

### **The Assessment of Risks to the Health & Safety of Staff, Pupils, Contractors and Visitors at the Loughborough Schools Foundation**

#### **1.0 Introduction**

All members of staff, pupils, contractors and visitors to the Schools' premises should be protected from any hazard, whether arising from school activities or from other factors that they could be exposed to. The following procedure provides details as to how this will be achieved through risk assessments and appropriate risk reduction.

#### **2.0 Purpose and Scope of the Policy**

Loughborough Schools Foundation acknowledges its responsibility to identify foreseeable significant hazards and risks associated with its work activity. Where significant hazards are identified Loughborough Schools Foundation will evaluate the risk and develop suitable and sufficient control measures to eliminate or minimise significant risks to staff and any other persons likely to be affected.

Significant hazards and risks will be assessed and prioritised by a process involving the systematic examination of all work activities. Significant hazards will be identified, associated risks evaluated and safe working procedures will be determined to promote the health, safety and welfare of those who could reasonably be affected by the work activities, including staff, pupils, contractors and visitors.

#### **3.0 Legislation/Guidance**

Loughborough Schools Foundation acknowledges its statutory responsibilities to ensure the health, safety and welfare of staff and others in accordance with the Health and Safety at Work etc Act 1974 and its duty of care owed under the Corporate Manslaughter and Corporate Homicide Act 2007. It also recognises the requirement for risk assessment under the Management of Health and Safety at Work Regulations 1999, and acknowledges the need for risk assessment under other more specific legislation e.g. Manual Handling Regulations, Noise at Work Regulations and Display Screen Equipment Regulations etc.

#### **4.0 Policy Application**

Suitable and sufficient risk assessments will be conducted by competent persons. A written record of all assessments will be maintained and the significant findings of each will be communicated to the relevant personnel.

This policy covers the risk assessment of tasks and activities undertaken, workplaces occupied or frequented and materials or equipment used or provided by Loughborough Schools Foundation.

The risk assessment process is a vital component in both the risk management strategy and health and safety management system and must be implemented and embedded within all work areas.

In the Schools, the purpose of risk management is to help pupils to undertake activities safely, not to prevent activities from taking place. A written assessment is not required for every activity and it is acknowledged that risk cannot always be removed. It is important that pupils learn to understand and manage the risks that are a normal part of life.

## **5.0 Duties and Responsibilities**

Heads and the Chief Operating Officer are responsible for ensuring that:

- The risk assessment policy is communicated and implemented throughout their respective functional areas;
- Risk assessments are conducted to identify the significant hazards, risks and control measures associated with the tasks, activities or environment within their functional area;
- Risk assessments are undertaken by competent persons;
- The completed routine risk assessments within their respective functional area are reviewed with the Health and Safety Officer;
- Staffing or other resource implications of risk assessment recommendations are appropriately considered, prioritised and remedial actions supported.

Heads of Department are responsible for ensuring that:

- Activities, environments or conditions associated with their department which present significant risk are identified and recorded;
- Suitable and sufficient risk assessments are conducted in the area/department under their control;
- Safe systems of work are developed to eliminate, reduce or control risk to an acceptable level and compliance with these systems is effectively monitored;
- Where generic risk assessments are adopted, these are thoroughly reviewed and adapted, as appropriate, to ensure relevance to the area/department;
- Risk assessments are communicated to all the relevant personnel so they are fully aware of the hazards and risks as well as the control measures required to prevent injury loss or damage;
- All Departmental staff are familiar with the departmental risk assessment and where appropriate, receive training suitable to the safe performance of their work activity.

Health and Safety Officer is responsible for:

- Ensuring the implementation of this policy and will review and revise it, as necessary, in light of legislative or organisational change;
- Acting as the risk assessment coordinator to ensure that the risk assessment inventory is developed and maintained;
- Supporting and providing advice to risk assessors in the completion of risk assessments;
- Ensuring that all staff required to conduct risk assessments receive training to ensure their competence to carry them out;
- Liaising with Heads of Department to share best practice and help avoid duplication of effort;
- Ensuring that generic risk assessments are shared within each functional area;
- Reviewing completed routine risk assessments within each functional area with the respective Head and/or Chief Operating Officer.

Employees are responsible for:

- Familiarising themselves with the risk assessments for their area of work;
- Undertaking dynamic risk assessments of their working environment, recording any significant findings and bringing these to the attention of their colleagues;
- Identifying risks where they arise and bringing their concerns to the attention of their line manager;
- Complying with the safe systems of work identified within risk assessments;
- Attending training as required to enable them to undertake assessments and perform their work activities capably and safely;
- Reporting all incidents to their line manager in accordance with the Loughborough Schools Foundation Accident and Incident reporting procedures (see section 13);
- Taking reasonable care of their own health and safety and that of others who may be affected by what they do at work.

## **6.0 ARRANGEMENTS**

### **6.1 Competence**

6.1.1 All members of staff responsible for carrying out risk assessments will be trained to ensure each assessment is "suitable and sufficient".

### **6.2 Procedure**

6.2.1 Risk assessments will identify the significant hazards arising out of the Loughborough Schools Foundation work activity. The level of detail in the risk assessment will be proportionate to the level of risk, with the risk assessment undertaking the following:

- a) Ensuring that all relevant significant hazards are mitigated to the lowest level of acceptable risk.
- b) Addressing what actually happens during activities.
- c) Ensuring that all groups of staff and others who might be affected are considered.
- d) Identifying groups who might be particularly at risk e.g. pupils, young or inexperienced workers and disabled staff.
- e) Taking account of existing preventative or precautionary measures as well as any required to further reduce the risk.

6.2.2 Having undertaken a risk assessment, unless the risk is trivial or low, it should be recorded in one of the following ways:

- a) On a Loughborough Schools Foundation Risk Assessment Record form (see Appendix I);
- b) On a specific health and safety risk assessment record form e.g. COSHH, Manual Handling, Display Screen Equipment, Personal Protective Equipment etc.;

- c) Using a Permit to Work;
- d) On an instruction or procedure document; or
- e) Any other appropriate and approved record.

6.2.3 The findings of the risk assessment should be made known to all persons at risk from the significant hazards identified.

### **6.3 Monitoring and Review**

6.3.1 Assessments will include a review date, as appropriate and be updated according to the level of the risk and/or if there is any significant change in circumstances or the assessment is no longer thought to be valid for any reason.

6.3.2 Each risk assessment will be reviewed by the Health and Safety Officer and the Head, or Chief Operating Officer, as appropriate and the file updated.

6.3.3 All new or additional risks arising from work at Loughborough Schools Foundation will be assessed as soon as possible. These assessments will then become subject to the review process.

### **6.4 Contract for Services**

6.4.1 In the case of an outside agency being employed for the supply of any contracted services, suitable measures must be taken to safeguard staff and/or pupil safety and others who may be affected by the contracted service.

6.4.2 A member of Foundation staff must be assigned as the key contact and they must ensure that the outside agency is made aware of all relevant LSF Health and Safety Policies and procedures and that the outside agency adheres to all necessary action as required of such policies and procedures.

6.4.3 As a minimum, copies of the outside agency's health and safety policy, public liability insurance certificate, risk assessments and any method statements relevant to the work being carried out, should be held by the key contact.

**RISK ASSESSMENT FORM**

LOUGHBOROUGH SCHOOLS FOUNDATION

DEPARTMENT/AREA: .....

SCHOOL: .....

DESCRIPTION OF ASSESSED ACTIVITY:	DATE OF ASSESSMENT:
	REVIEW DATE:

<b>Significant Hazards and Associated Risks</b> <small>Those hazards which may result in serious harm or affect several people</small>	<b>Those who might be harmed</b> <small>Persons at risk from the significant hazards identified</small>	<b>Existing Control Measures (CM's):</b> <small>Controls, including relevant sources of guidance</small>	<b>Additional CM's required?</b> <small>If existing CM's cannot be met or circumstances have changed</small>	<b>Target Date</b>	<b>Person Responsible</b>	<b>Date CM(s) completed</b>	<b>Risk Rating*</b>

**\*Key to Risk Rating**

OUTCOME	Likely	Probable	Possible	Remote	Improbable
Fatal	Extreme	High	High	Medium	Low
Major Injury	High	High	Medium	Low	Insignif.
Minor Injury	Medium	Medium	Low	Insignif.	Insignif.
V.Minor Injury	Low	Low	Insignif.	Insignif.	Insignif.

Signature of Assessor: .....

Signature of Reviewer: .....