

RISK ASSESSMENT POLICY

1. INTRODUCTION

The Management of Health and Safety at Work Regulations 1999 (MHSWR) require every employer to carry out 'suitable and sufficient' assessment of:

1. The risks to the Health and Safety of employees to which they are exposed whilst they are at work; and
2. The risks to the Health and Safety of persons not in direct employment arising out of or in connection with the conduct by the employer or his/her undertaking

The Risk Assessment (RA) should be recorded in writing.

The purpose of this document is to outline the Risk Assessment Procedure for Crosshall Infant School.

The principle purpose of risk assessment is to:

- Identify hazards
- Assess the hazard
- Reduce or eliminate the hazard
- Monitor the effectiveness of controlling measures
- Re-evaluate the hazards on a periodic basis
- Record significant findings

Risk assessments are to be repeated on at least the following occasions:

- Every three years with the action plan reviewed annually
- When there is a significant change to working practice

2. METHOD ADOPTED IN CARRYING OUT RISK ASSESSMENTS

Crosshall Infant School is a 'low' risk environment and therefore, the method adopted in carrying out the risk assessments is a combination of a general RA, in conjunction with an assessment of those areas (by room or task) that have been identified as requiring a specific risk assessment.

3. RISK ASSESSMENT PROCEDURE

Apart from the General RA the procedure used is to multiply a 'probable frequency rating' by a 'severity rating' to produce a 'risk rating'. The ratings and meanings of those ratings are given in Table 1, Table 2 and Table 3 below. Individual ratings are allocated using prior experience and previous knowledge.

| Probable Frequency Rating | |
|---------------------------|---------------|
| Probable Frequency | Meaning |
| 1 | Very unlikely |
| 2 | Unlikely |
| 3 | Fairly likely |
| 4 | Likely |
| 5 | Very likely |

Table 1: Probable Frequency Ratings Explained

| Severity Rating | |
|----------------------|---------------|
| Severity of Injuries | Meaning |
| 1 | Insignificant |
| 2 | Minor |
| 3 | Moderate |
| 4 | Major |
| 5 | Catastrophic |

Table 2: Severity Ratings Explained

The Risk Rating then gives an idea of the priority that needs to be applied to the elimination, control etc of each risk. Table 3 below gives a summary of the risk rating and the associated actions to be taken.

| Risk Rating Matrix | |
|--------------------|--------------------|
| Risk Rating Range | Meaning |
| 1-2 | No action |
| 3-6 | Monitor |
| 8-12 | Take action |
| 15-16 | Take urgent action |
| 20-25 | Stop all work |

Table 3: Severity Ratings Explained

4. SUMMARY

In summary the risk assessment is a legal obligation, it consists of allocating numerical weights to the probable frequency of a risk and the severity of the risk. The product of these 'weightings' is then taken and used to estimate the priority that a particular risk has to be given.

5. GLOSSARY OF TERMS AND ABBREVIATIONS

| Term/Abbreviation | Meaning | Comment |
|-------------------|--|---------|
| RA | Risk Assessment | |
| MHSWR | Management of Health and Safety at Work Regulations 1999 | |

6. GENERAL ASSESSMENT

This is a general Risk Assessment covering the routine day-to-day tasks carried out at Crosshall Infant School. Where a specific hazard is identified (either to a group of personnel or an actual hazard) a detailed risk assessment is carried out. During this process the entire school is inspected, only those areas that have been identified as needing risk assessment are in the individual risk assessments. Any areas not individually recorded are considered to be covered by the general risk assessment, e.g. the classroom areas were all dealt with as one unit.

All cleaning chemicals used in the school are stored in locked cupboards.

7. HAZARDS IDENTIFIED

The risks at Crosshall Infant School's premises are assessed to mainly those that are normal for a school. The risks identified include:

- Electrical Equipment (shock, fire)
- Display Screen Equipment (DSE)
- Packaging and Manual Handling
- Slips, Trips and Falls
- Fire
- Water
- Falls from Stepladders

8. EXISTING CONTROLS AND PRECAUTIONS

Actions to be carried out are defined in the school's Health and Safety policies, which are brought to the attention of each member of staff as part of staff induction.

Health and Safety training and updates are given as appropriate.

8.1 Electrical Equipment:

- All portable electrical equipment is checked and tested on a biennial basis by either the site manager or outside contractor for electrical safety.

- All electrical and electronic equipment is to be used in accordance with manufacturer's instructions.
- All electrical fixtures are checked / serviced on a 5 yearly basis by a recognised contractor.
- All electrical work is carried out by qualified electricians.

8.2 Gas Equipment:

- All kitchen gas equipment is checked annually by a recognised contractor, in accordance with current regulations.
- All gas equipment is to be used in accordance with manufacturer's instructions.
- All gas boilers are serviced annually.
- All gas heaters (Kids Club) are serviced annually.

8.3 Display Screen Equipment (DSE):

- Refer to DSE Policy.

8.4 Manual Handling:

- All personnel required to lift heavy objects are trained in the correct methods of lifting and carrying of heavy objects
- Objects heavier than 15kg are lifted only on an infrequent basis, therefore a risk assessment is to be carried out before each task involving heavy objects.
- Staff use a lifting aid (trolley) where possible.

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