



STONYHURST

AMDG

Risk Assessment Policy July 2018

Review Date July 2019

References:

- A: Handbook for the Inspection of Schools – The Regulatory Requirements, Part 3
(<http://www.isi.net/>)
- B: Health & Safety Executive – Five Steps to Risk Assessment
(<http://www.hse.gov.uk/risk/controlling-risks.htm>)
- C: Home Office guidance on duties under the Counter Terrorism Act 2015
(www.gov.uk/government/publications/prevent-duty-guidance)
- D: National Minimum Standards for Boarding Schools September 2015
(<https://www.gov.uk/government/publications/boarding-schools-national-minimum-standards>)
- E: Charities and Risk Management (CC26), 2010

Responsibility

The Governors have overall responsibility for the risk management policies of the College and Saint Mary's Hall. In practice, however, day to day responsibility for ensuring risk management lies with the Bursar and the Headmaster. This responsibility is in turn delegated to Senior Management, Heads of Department and Pastoral Heads, who are best placed to assess risk accurately and effectively.

What is a Risk Assessment?

A Risk Assessment is a tool for conducting a formal examination of the potential harm or hazard to people (or to an organisation) which could result from a particular activity or situation.

- A hazard is something with the potential to cause harm
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring and its estimated severity
- A Risk Assessment is the resulting assessment of the probability and severity of the outcome (e.g. loss of life; destruction of property)
- Risk control measures are the measures and procedures which are put in place in order to minimise the consequences of unfettered risk (e.g. training, procedures, preliminary visits, warning signs)

A two-part policy

This policy consists of two parts. Part One deals with Risk Assessment relating to educational activities. Part Two deals with Risk Assessment relating to the the fabric and structure of the

premises; building and maintenance, and activities conducted by Stonyhurst's works and administrative staff.

Part One

Risk Assessment of Educational Activities

Examples of educational activities and areas of school life which require risk assessment include:

- Science experiments
- Design and Technology
- Sport and P.E.
- Duke of Edinburgh Award
- Art
- CCF
- Teaching and pastoral areas
- Trips and Visits
- Theatre and Drama
- Management of visitors on school premises
- Activities of new members of staff working under supervision whilst awaiting DBS clearance

Risk Assessments must be carried out by whichever member of staff is best placed to assess risk effectively, and should consider the following:

1. What could go wrong?
2. Who might be harmed?
3. How likely is it to go wrong?
4. How serious would it be if it did?
5. What can we do to reduce the likelihood of this happening?
6. How will we check that our plans are working?

See also:

- Safeguarding Policy
- Anti-Bullying Policy
- Recruitment, Selection and Disclosure Policy
- Health & Safety Policy
- Procedure for Educational Trips and Visits

When should a standing Risk Assessment be reviewed?

- When a new risk is identified
- When there are changes to the activity
- After a near miss or accident
- When there are changes to the type (e.g. age) of pupils involved
- When there are changes in legislation or good practice

- Annually (if none of the above apply)

What form should a Risk Assessment take?

Some departments or specialisms may use their own form, which will be best suited to the specific activities and risks being assessed. For most activities, however, Stonyhurst uses the following generic Risk Assessment Form:

Training

All relevant staff receive training in completing a risk assessment.

RISK ASSESSMENT FORM

Part A

Risk Assessment - Assess the potential likelihood of risk occurring and its potential severity

LIKELIHOOD OF OCCURRENCE

1. Highly unlikely to ever occur
2. May occur but very rarely
3. Does occur but only rarely
4. Occurs from time to time
5. Likely to occur often

RISK = Likelihood x Severity

POTENTIAL SEVERITY

1. Slight inconvenience
2. Minor injury requiring first aid
3. Medical attention required
4. Major injury leading to hospitalisation
5. Fatality or serious injury

Project / Area / Location being assessed	Hazard	Likelihood of occurrence (1-5)	Potential severity (1-5)	RISK High = >10 Medium = 5 – 9 Low = < 5	DESCRIPTION of ASSOCIATED DANGERS INHERENT IN THE RISK/S
COMPLETE IF RISK IS 5 – 50 inc.					
Can the risk/s be eliminated?					
NO					
Can the risk/s be reduced?					
NO					
Where and / or when are the risks likely to arise?					
Who / which groups are likely to be affected?					
Is the risk/s too great? SEEK ADVICE					
NO					

Then complete RAF – Part B: Safety Method Statement

RISK ASSESSMENT FORM

Part B

Safety Method Statements - Measures to Prevent, Protect and / or Manage the Risk

Can the risk be reduced or avoided so far as is reasonably practicable by a person / system / process / other method

LIKELIHOOD OF OCCURRENCE

1. Highly unlikely to ever occur
2. May occur but very rarely
3. Does occur but only rarely
4. Occurs from time to time
5. Likely to occur often

POTENTIAL SEVERITY

1. Slight inconvenience
2. Minor injury requiring first aid
3. Medical attention required
4. Major injury leading to hospitalisation
5. Fatality or serious injury

RISK = Likelihood x Severity

Project / Area / Location being assessed	Hazard	Action to reduce risk METHOD STATEMENT	Likelihood of occurrence (1-5)	Potential severity (1-5)	Risk High = >10 Medium = 5 – 9 Low = < 5	Is the risk now at the lowest extent reasonably practical in the circumstances?

Part Two

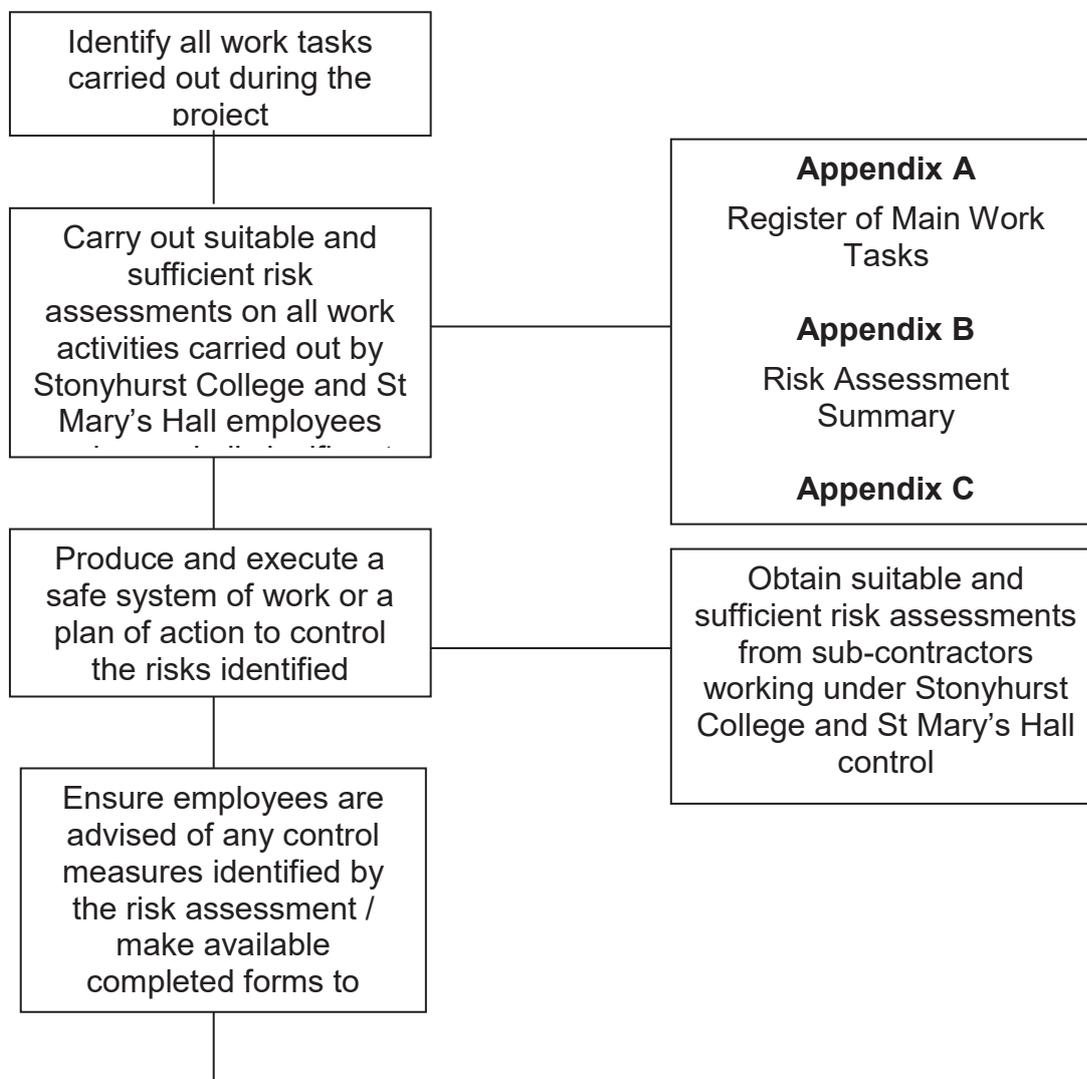
Risk Assessment relating to the the fabric and structure of the premises; building and maintenance, and activities conducted by Stonyhurst's works and administrative staff.

The following is extracted directly from the Stonyhurst Health and Safety Policy, HSP 39: Risk Assessment.

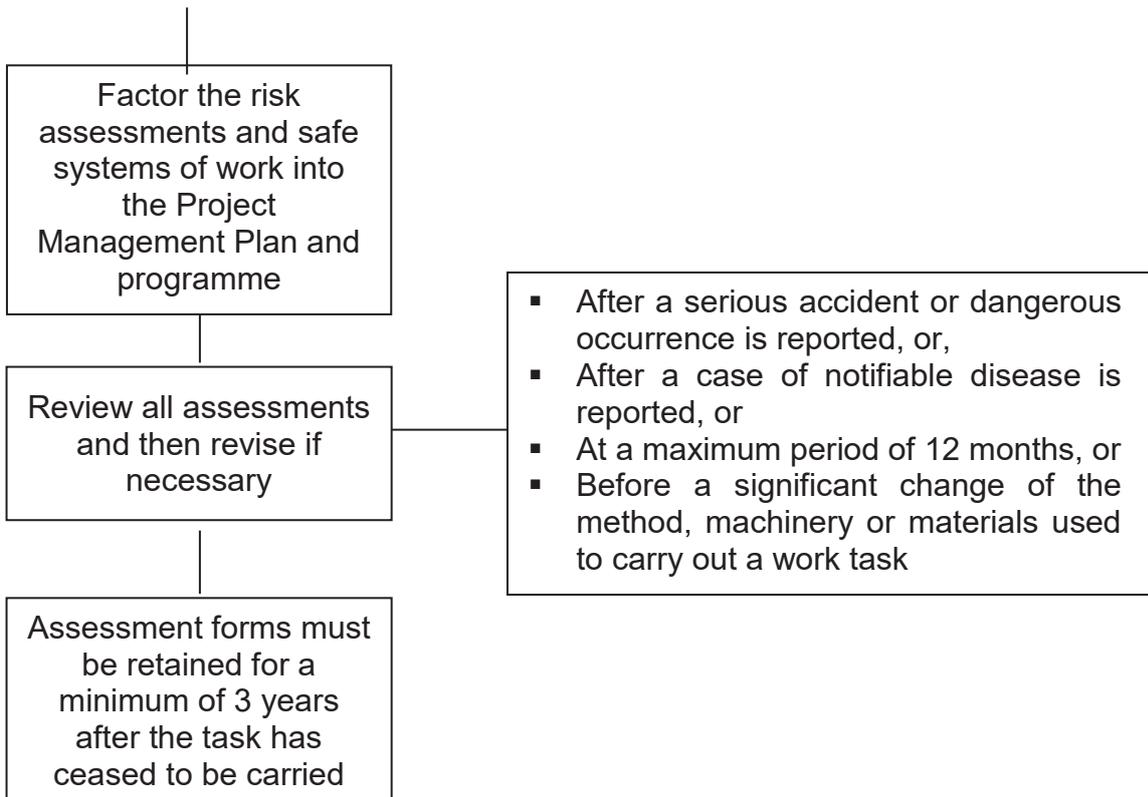
Aim

The aim of this procedure is to ensure that all Stonyhurst College and St Mary's Hall work tasks are identified and assessed to determine the measures required to eliminate or reduce and control identified hazards and risks.

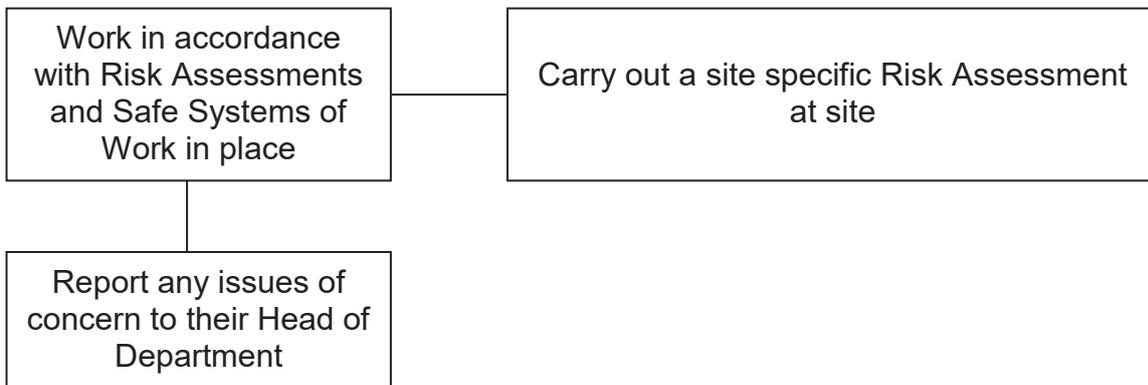
THE CHAIRMAN OF HEALTH AND SAFETY ASSISTED BY THE SAFETY OFFICER MUST:



THE CHAIRMAN OF HEALTH AND SAFETY ASSISTED BY THE SAFETY OFFICER MUST: (continued)



EMPLOYEES MUST:



APPENDIX A

REGISTER OF MAIN WORK TASK

APPENDIX B
RISK ASSESSMENT SUMMARY



HEALTH & SAFETY POLICY

HSP 39 RISK ASSESSMENT

Task Description

Date of Risk Assessment

Review Date of Risk Assessment

Name and Signature of Person Completing Assessment

Identified Hazard	might be harmed and how?	Risk rating (Low, Medium, High)	Control measures	Risk rating with control measures	Detail of action taken inc. dates



HEALTH & SAFETY POLICY

HSP 39 RISK ASSESSMENT

SITE / PROJECT SPECIFIC RISK ASSESSMENT

<p>Part B Note:- This is to be filled in to identify any secondary risk which may only become apparent at the workplace.</p>	<p>Task Details:</p>		
<p>Site Location:</p>			
<p><i>Typical Site Hazard Checklist</i></p>			
Restrictions	Applicable (V)	Secondary Risk Identified	Site Specific Control Measures
Asbestos Suspected Materials			
Confined Spaces			
Environmental Hazards			
Fire / Explosion Risk			
Floor Openings			
High Risk Areas			
Lifting Operations			
Noise Sensitive Areas			
Shared Site Areas			
Scaffolding			
Housekeeping			
Traffic Movement			
Work Adjacent to Schools/Hospitals			
Work Adjacent to Fume / Relief Vents / Air Intakes			
Work Restricting Emergency Routes			
Site Rules			
Others			

APPENDIX C
METHOD STATEMENT FORM

METHOD STATEMENT FORM No.	Client: Contract:
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WORK ACTIVITY
DURATION OF WORK
START DATE: **COMPLETION DATE:**

SITE PERSONNEL:

Responsible Person's Name :

Operative's Names

1)	4)
2)	5)
3)	6)

EMERGENCY CONTACT TELEPHONE No.

Have all site personnel received appropriate training and information (✓) Yes No
 If Sub-Contractors have they been assessed for competence (✓) Yes No
(Delete as appropriate)

PLANT / EQUIPMENT <i>(Itemise below)</i>	MATERIALS <i>(Itemise below)</i>

RISK ASSESSMENT : Specific Risk Assessments to be attached to this Method Statement and **must** cover all medium to high risk elements of work encompassed by this Method Statement.

METHOD STATEMENT FORM No. (continued)

METHOD STATEMENT : Details given must identify the control measures identified by the site specific risk assessments, and explain how they will be implemented, maintained and emphasize the appropriate use of :-

(Delete as appropriate)

Communication	<input checked="" type="checkbox"/>	Pedestrian Segregation	<input checked="" type="checkbox"/>	Sub-Management Structure	<input checked="" type="checkbox"/>
Emergency Exit Routes	<input checked="" type="checkbox"/>	Permits to Work	<input checked="" type="checkbox"/>	Supports System	<input checked="" type="checkbox"/>
Induction Talks	<input checked="" type="checkbox"/>	P.P.E.	<input checked="" type="checkbox"/>	Traffic Management	<input checked="" type="checkbox"/>
Liaison	<input checked="" type="checkbox"/>	Phasing	<input checked="" type="checkbox"/>	Welfare Arrangements	<input checked="" type="checkbox"/>
Material Management	<input checked="" type="checkbox"/>	Risk Assessments	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Means of Access / Egress	<input checked="" type="checkbox"/>	Page	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

DETAILED DESCRIPTION :

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Signature Position

Print Name : Date



STONYHURST

METHOD STATEMENT FORM No. (continued)

DETAILED DESCRIPTION (continued)

Lined area for detailed description.