

<b>16a: Risk Assessment</b>		<b>Implementation Date</b>	1 July 2019	
<b>Author</b>	Health and Safety Officer	<b>Reviewer</b>	Head	

## PURPOSE

To describe the policy to ensure TGS complies with Regulation 3 of the Management of Health and Safety at Work Regulations which requires TGS, as an employer, to carry out a suitable and sufficient assessment of the risks to the health and safety of their employees and to anyone else who may be affected by their work activities.

## SCOPE

This procedure applies to all pupils and employees

## RESPONSIBILITIES

Role	Responsibility
Head of School	Identifying and establishing documentation requirement.
Author	Implementing, reviewing and maintaining document control.
Staff	Ensuring the most up to date procedure is followed and report any changers required.

## INTRODUCTION

TGS have a key part to play in: tackling risk aversion, helping to provide a wider sense of perspective, and helping the school to get the balance right on managing risk.

TGS and the Head are committed to promoting the safety and welfare of all members of the school community. TGS's priority lies in ensuring that all operations within the school environment, both educational and support-related, are delivered in a safe manner that complies fully with both the law and best practice. It is recognised that risks are inherent in everyday life, and that there is a need to identify them and adopt systems for minimising them. It is also important for the pupils of TGS to be educated to cope safely with risk as part of the curriculum.

## POLICY

### What is a Risk Assessment?

A risk assessment is a tool for conducting a formal examination of the potential for harm to people (or indeed to an organisation) that could result from an activity or situation. Throughout this policy, the following definitions apply:

1. A **hazard** is something with the potential to cause harm, injury, or damage.

2. **Risk** is the evaluation of the probability (or likelihood) of the hazard occurring, and the severity of the outcome (for example loss of life, or destruction of property).
3. **Risk control measures** are the measures and procedures that are put in place to eliminate or minimise the risk.

TGS understands the hierarchy of control, and the '**Plan, Do, Check, Act**' cycle, and will use these tools to implement an effective Risk Management Strategy.

The TGS Risk Assessment Process will be used to identify potential hazards to people and property. TGS recognises that accidents and injuries can ruin lives, damage reputations, and cost money. It is recognised that preventative measures can often be surprisingly simple and cost effective, for example the application of hazard warning tape to a trip hazard, if the hazard cannot be eliminated.

### **Areas that Require Risk Assessment**

Some of the priority areas are:

- Asbestos Control,
- Road Safety,
- Fire Safety,
- Electricity,
- Gas,
- Educational Visits,
- Maintenance,
- Grounds,
- School Security,
- Science,
- Design and Technology,
- Art and Design,
- Early Years Foundation Stage (EYFS) activities,

Other areas include:

- Home economics,
- Sports and PE,
- Duke of Edinburgh Award,
- Music,
- Drama.

Other areas that require their own policies and risk assessments are:

- Pastoral,
- Medical and First Aid,
- Child Protection,
- The Boarding House
- Support areas which include: catering and cleaning, security, administrative staff.

## Conducting a Risk Assessment

As guidance, the school will use the HSE model for a risk assessment: 'Five Steps to Risk Assessment'. The steps are as follows:

1. Identify the hazard(s),
2. Decide who might be harmed and how,
3. Evaluate the risks and decide on precautions,
4. Record all significant findings,
5. Review the current assessment and update if necessary.

All risk assessments will be completed or facilitated by TGS's Heads of Departments (for departmental assessments) or the group leader organising any visits (for outside activities and/or educational visits (see Educational visits policy)).

The person carrying out the assessment will need to be a 'competent person'. A competent person is defined as someone with the relevant skill, knowledge, training, and ability to be able to identify risks and the requirements for their control. A competent person can acquire help from the Health and Safety Officer(s), or anyone else in the department. TGS notes that it is more effective to have more than one person doing the risk assessment: there will be more scope and knowledge put into the process, which results in the assessment containing a higher depth of information. Key members of TGS staff have received Risk Assessment training, and work as a group to ensure that TGS Risk Assessments are both suitable and sufficient.

External advice regarding risk assessments is available from the RedCat Partnership Ltd.

The more specialist risk assessments (for example those regarding fire and asbestos) may need to be carried out by outside companies. The Health and Safety Officer(s) will ensure that these assessments fit the School's Health and Safety culture.

For any assessment to be properly effective, TGS needs a team of risk assessors who, collectively, have full understanding of:

1. The risk assessment process, **AND**
2. The work activity, its hazards and risks, and the measures that are available to eliminate or control the risks.

TGS needs to utilise people who can answer any technical questions about the design or function of the equipment or processes being considered. Ideally, these people will have experience of the process, or the operation of the equipment. The risk assessors, working with other such competent staff, will ensure that TGS does this. Both the risk assessors and the 'utilised people' will need to have a good understanding of the relevant pieces of legislation and safety standards.

All risk assessment and accompanying templates can be found on the school shared network under a new folder called Health and Safety 2017. Electronic copies of completed risk assessments can be found in the sub folder - departmental risk assessments. Paper copies will be stored in dedicated Blue Health and Safety ring binders within the department with copies in central files in the Health and safety hub.

## Review of Risk Assessments

All TGS risk assessments will be regularly reviewed. It is good practice to review them annually, and they will also be reviewed whenever there is a change in the organisation/department.

Changes which require a risk assessment review include changes in:

- Working conditions,
- Activities,
- Staff,
- Anything that will affect the risk assessment or control measures that are already in place.
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The school maintains a copy of the completed Risk Assessments, which should be available for reference at all time. These are held on the Shared Drive – Health and Safety 2017.

### **Responsibilities of All Staff**

All new members of staff will be given an induction into the school’s health and safety arrangements (for Risk Assessments and Health and Safety Procedures) by their Departmental Head and/or the Health and Safety Officer(s). Records will be kept of all induction training.

See Appendix A at the end of the document for template.

Date	Summary of Changers	Author	Approver
Jun 2019	New procedure <ul style="list-style-type: none"><li>• information previously held in the Health and Safety Policy</li></ul>	Amanda Faye	Michael Brewer

Appendix A

<b>Thetford Grammar School</b> <i>Health and Safety Folder</i>	Risk Assessment Ref. No.;		Date;		Page;	Page 65 of 65
	<b>Risk Assessment; Hazard/Task</b>					
<b>Risk Categories;</b> H = High      M = Medium L = Low      I = Insignificant	Who is going to be harmed					
	Assessment undertaken by					
<b>Significant Hazard</b>	<b>Existing Controls</b>	<b>Risk</b>	<b>Potential Additional Controls</b>	<b>Date of Implementation or control</b>		


