

**AMDG**



**STONYHURST**

## **Academic Year 2019 – 20**

# **RISK ASSESSMENT POLICY**

Name of Policy:	<b>Cross Campus Risk Assessment Policy</b>
Date of Policy Revision:	May 2019
Revised by:	Health, Safety and Security Manager
Approval Body:	Cross Campus Health and Safety Committee
Date Approved:	June 2019
Date of next revision and by whom	May 2020 Health, Safety and Security Manager
Location(s) where Policy can be found	<ul style="list-style-type: none"><li><input type="checkbox"/> ISI Portal</li><li><input type="checkbox"/> Stonyhurst Website</li><li><input type="checkbox"/> Intranet</li><li><input type="checkbox"/> Hard copies in the following rooms:<ul style="list-style-type: none"><li>❖ Compliance &amp; Legal Support</li><li>❖ Headmaster's PA</li><li>❖ SMH Headmaster's PA</li><li>❖ Bursar's PA</li></ul></li></ul>

**LDS**

## **RESPONSIBILITY**

The Governors have overall responsibility for the risk management policies of the College and St Mary's Hall. In practice, however, day to day responsibility for ensuring risk management lies with the Bursar and the Headmasters. 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 fabric and structure of the premises; building and maintenance, and activities conducted by Stonyhurst 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.

#### **Part Two**

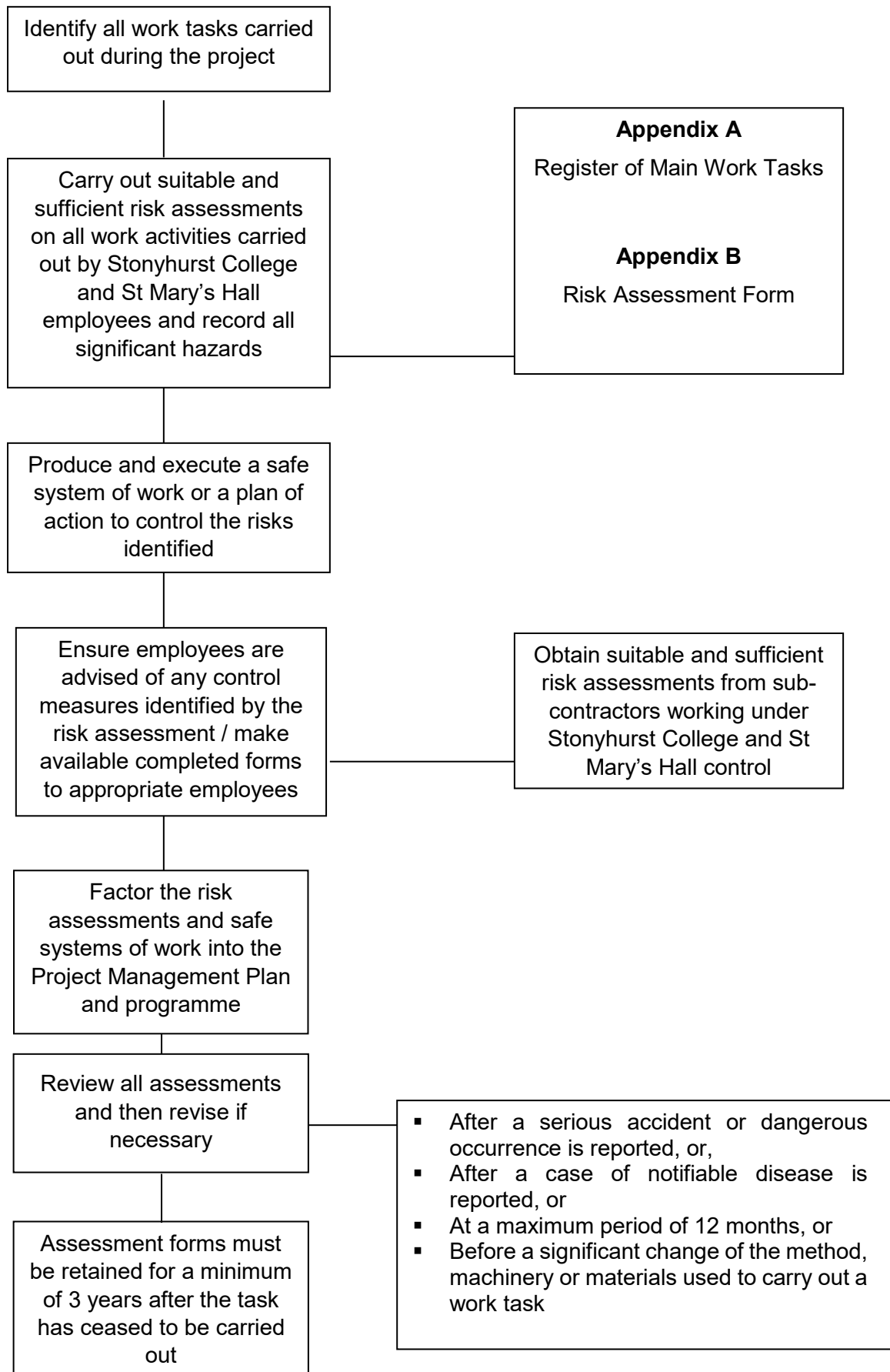
*Risk Assessment relating to the fabric and structure of the premises; building and Maintenance, activities conducted by Stonyhurst works and administrative staff.*

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

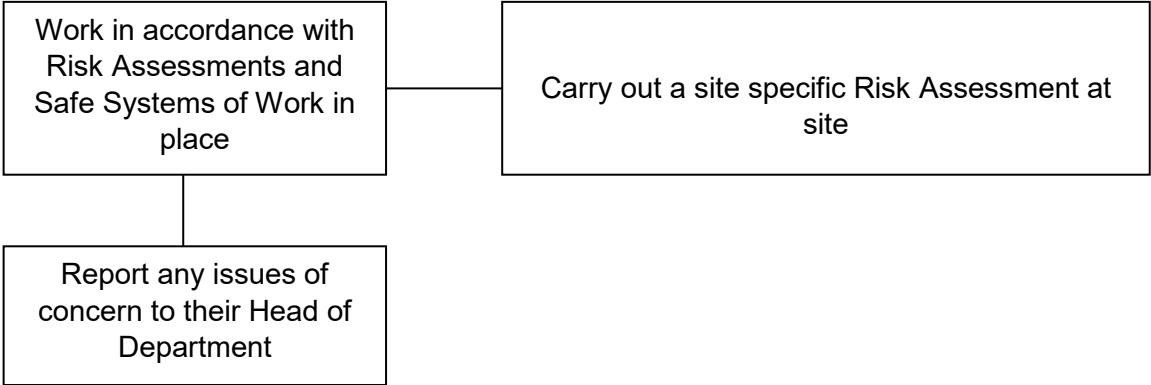
#### **Aim**

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 BURSAR AND HEALTH, SAFETY AND SECURITY MANAGER MUST:**



**EMPLOYEES MUST:**



**APPENDIX A**

**REGISTER OF MAIN WORK TASK**

<b>REGISTER OF MAIN WORK TASKS</b>				
<b>ASSESSMENT</b>		<b>RE-ASSESSMENT</b>		
<b>ASSESSMENT REFERENCE</b>	<b>WORK TASK</b>	<b>ASSESSMENT DATE</b>	<b>RE-ASSESSMENT DUE</b>	<b>RE-ASSESSMENT COMPLETED</b>

**APPENDIX B  
RISK ASSESSMENT FORM**

**Risk Assessment Form**

**Action 1: Assess the potential likelihood of risk occurring and its potential severity.**

**Action 2: Measures to Prevent, Protect and / or Manage the risk.**



<b><u>LIKELIHOOD OF OCCURANCE</u></b>		<b>RISK = Likelihood x Severity</b>			<b><u>POTENTIAL SEVERITY</u></b>
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					1: Slight inconvenience 2: Minor injury requiring first aid 3: Medical attention required 4: Major injury leading to hospitalization 5: Fatality or serious injury
<b>Project / Area / Location being assessed</b>	<b>Hazard</b>	<b>Likelihood of occurrence (1-5)</b>	<b>Potential Severity (1-5)</b>	<b>RISK High = &gt; 10 Medium = 5 - 9 Low = &lt; 5</b>	<b>DESCRIPTION of ASSOCIATED DANGERS INHERENT IN THE RISK/S</b>

Can the risk/s be eliminated?	YES	NO
Can the risk/s be reduced?	YES	NO
Where and / or when are the risks likely to arise?		
Who / which groups are likely to be affected?		

<b>Measures to Prevent, Protect and / or Manage the Risk.</b>					
<b>Project / Area / Location being assessed</b>	<b>Hazard</b>	<b>Action to reduce the risk</b>	<b>Likelihood of occurrence (1-5)</b>	<b>Potential Severity (1-5)</b>	<b>RISK High = &gt; 10 Medium = 5 - 9 Low = &lt; 5</b>

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



<b>Part B</b> Note:- <b>This is to be filled in to identify any secondary risk which may only become apparent at the workplace.</b>	Task Details:.....
---	--------------------

**Site Location:** .....(continued)

<i>Typical Site Hazard Checklist</i>	<b>If Applicable (√)</b>	<b>Secondary Risk Identified</b>	<b>Site Specific Control Measures</b>
▪ Access Restrictions			
▪ 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**

<p><b>METHOD STATEMENT FORM No.</b> .....</p>	<p>Client: .....</p> <p>Contract: .....</p> <p>Date: .....</p>												
<p><b>WORK ACTIVITY</b> ..</p> <p>.....</p>													
<p><b>DURATION OF WORK</b> .....</p>													
<p><b>START DATE:</b> ..... <b>COMPLETION DATE:</b> .....</p>													
<p><b>SITE PERSONNEL:</b></p> <p><b>Responsible Person's Name :</b> .....</p> <p><b>Operative's Names</b></p> <table style="width:100%; border:none;"> <tr> <td style="width:50%;">1) .....</td> <td style="width:50%;">4) .....</td> </tr> <tr> <td>2) .....</td> <td>5) .....</td> </tr> <tr> <td>3) .....</td> <td>6) .....</td> </tr> </table>		1) .....	4) .....	2) .....	5) .....	3) .....	6) .....						
1) .....	4) .....												
2) .....	5) .....												
3) .....	6) .....												
<p><b>EMERGENCY CONTACT TELEPHONE No.</b> .....</p>													
<table style="width:100%; border:none;"> <tr> <td style="width:60%;">Have all site personnel received appropriate training and information</td> <td style="width:10%; text-align:center;"><input type="checkbox"/></td> <td style="width:10%; text-align:center;"><input type="checkbox"/></td> <td style="width:20%;"></td> </tr> <tr> <td>If Sub-Contractors have they been assessed for competence</td> <td style="text-align:center;"><input type="checkbox"/></td> <td style="text-align:center;"><input type="checkbox"/></td> <td></td> </tr> <tr> <td colspan="4" style="text-align:right;"><i>( Delete as appropriate )</i></td> </tr> </table>		Have all site personnel received appropriate training and information	<input type="checkbox"/>	<input type="checkbox"/>		If Sub-Contractors have they been assessed for competence	<input type="checkbox"/>	<input type="checkbox"/>		<i>( Delete as appropriate )</i>			
Have all site personnel received appropriate training and information	<input type="checkbox"/>	<input type="checkbox"/>											
If Sub-Contractors have they been assessed for competence	<input type="checkbox"/>	<input type="checkbox"/>											
<i>( Delete as appropriate )</i>													
<p><b>PLANT / EQUIPMENT</b> <i>(Itemise below)</i></p>	<p><b>MATERIALS</b> <i>(Itemise below)</i></p>												
<p><b>RISK ASSESSMENT :</b> Specific Risk Assessments to be attached to this Method Statement and <b>must</b> cover all medium to high risk elements of work encompassed by this Method Statement.</p>													

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

**DETAILED DESCRIPTION :**

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Signature ..... Position .....

Print Name : ..... Date .....

METHOD STATEMENT FORM No. (continued)

**DETAILED DESCRIPTION** (continued)

A large rectangular area containing horizontal dashed lines for writing the detailed description.

**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](http://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