



CHARTERHOUSE

HEALTH AND SAFETY RISK ASSESSMENT POLICY

Introduction

1. Employers have a legal duty to assess the risk to the health and safety of their employees, contractors, visitors and to anyone else who may be affected by their work activity. This is necessary to ensure that preventative and protective steps can be identified to control hazards, and the risk of those hazards causing injury or ill health, in the workplace. Charterhouse is committed to complying with the Regulations, not only to fulfil its legal duty, but to ensure that no-one is harmed in any way while at work, or visiting or living at the school.
2. In complying with the Regulations all work activity undertaken at Charterhouse which pose a significant risk to the either the health or the safety of pupils, staff or visitors are subject to a Risk Assessment process.

Legislation

3. Primary Legislation:
 - a. The Health and safety at Work, etc, Act 1974
 - b. The Management of Health and Safety at Work Regulations (MHSWR) 1999, Reg 3

Other Legislation: (non-exhaustive list)

- Fire: Regulatory Reform (Fire Safety) Act 2005
- Substances harmful to health including biological substances: Control of Substances Hazardous to Health Regs (COSHH) 2002
- Manual handling: Manual Handling Operations Regs 1992
- Display screen equipment: Health and safety (Display Screen Equipment) Regs 1992
- Provision and Use of Work Equipment Regulations (PUWER)
- Noise: Control of Noise at Work Regulations 2005
- Vibration: Control of Vibration at Work Regulations 2005
- New and Expectant Mothers: MHSWR 1999, Reg 16, 17 & 18
- Young persons (under 18): MHSWR, Reg 19
(NOTE: this Reg applies to under 18's who are employed and therefore does NOT apply to pupils)

Responsibilities and Arrangements

4. Objectives of Risk Assessment. The objective of a risk assessment is to reduce injury and ill-health at work and begins with identifying hazards in the workplace. If the hazard cannot be removed then the likelihood of the hazard causing harm and the seriousness, or impact, of that harm must be assessed. The 'risk' is therefore a function of the likelihood and impact of a hazard causing an injury or ill health to individuals or groups. Only those hazards that pose a significant risk need to be considered.

5. Principles of Risk Assessment. There are 5 steps to risk assessment:

Step 1: Identify the hazard

Step 2: Decide who might be harmed and how

Step 3: Evaluate the risks (likelihood x impact) and decide on control measures that reduce

either the likelihood or impact of an accident, or both.

Step 4: Record the findings and implement them

Step 5: Review the assessment and update if necessary

6. Suitable and Sufficient. A risk assessment should be systematic and must be 'suitable and sufficient'. The term 'suitable and sufficient' relates to how well they are carried out. They must be carried out by competent person(s) who have the necessary skills in hazard identification and detailed knowledge of the process or activity being assessed. For routine activities, or activities that have been undertaken on a number of occasions, the risk assessment could be done by a very experienced member of staff. More complex activities however, should be undertaken by a group or team of assessors, or in consultation with those who have expert or additional knowledge, or those who will be carrying out the activity or process. Consultation with staff is strongly advised so that, by being involved in the process, and in particular in the development of control measures, staff will feel trusted and valued. Importantly, if staff are included in the process, they will be more likely to actually abide by the measures 'they' have developed. To ensure both compliance with the Regulations and the requirement for a suitable and sufficient assessment, Departmental Managers, as the competent persons, are responsible for ensuring that the activities carried out by the staff within their departments are subject to risk assessment where appropriate.
7. Implementation of Control Measures. It is essential that staff are made aware of the control measures that have been designed to keep them and others safe, especially if they were not involved in the assessment process. In other words, the risk assessment is fundamental to influencing the behaviours and practices of those at work. In some cases, rather than issuing the risk assessment and the adherent control measures to staff, it may be more prudent to introduce 'rules' or 'standard practices'. For example, it would be inappropriate to issue pupils with a copy of the risk assessment: it would be better to have 'House Rules' to include such things as 'No running in the corridors', 'Corridors are to be kept clear of obstacles at all times', etc. Similarly, it might be easier for departments to develop 'standard operating procedures' for staff, such that the way in which tasks are undertaken and completed are intrinsically safe and become the normal routine. For example, the controls introduced to minimise the hazards and associated risks concerning vehicle movements are communicated to drivers by using the 10mph road signs.
8. Format. There are many formats for undertaking risk assessments depending on the activity or process being undertaken; however, a Standard Risk Assessment template is available on the H&S Greyhound pages and should suffice for most activities. A copy of Charterhouse's Standard RA is included as an Annex to this Policy. Activities that are more complex may require a more specific assessment template and advice from the H&S Manager should be sought if the standard format is thought to be inappropriate.
9. 'Generic' Risk Assessments. Generic risk assessments have been produced to assist those undertaking workplace / activity risk assessments, by highlighting the *likely* hazards, risks and controls. Anyone using a generic template should ensure that they are used appropriately and that any additional hazards, risks and controls, peculiar to the activity being assessed are added and those irrelevant to the specific activity are deleted. This ensures that the risk assessment is both 'suitable' and 'sufficient'.
10. Recording. Once complete, a copy of each risk assessment should be electronically filed. It is essential that all those engaged in a work activity, event, or process, are aware of the contents of the risk assessment, therefore in addition to an electronic copy, readily accessible hard copies may also be required

for those staff who do not have access to the electronic filing system. All RAs are to be retained within the Department for periodic audit by the H&S Manager, the School's External Auditor, ISI, or any other appropriate and authorised body. Department Heads and Line Managers should provide the H&S Manager with a list of the risk assessments they have carried out in their Departments. The list only needs to include RAs that have been written for, or apply to, ongoing / regular departmental activities eg. lone working, general departmental activities. Those RAs that pertain to one-off activities such as School Trips, Science Experiments, or a social event do not need to be listed.

NOTE: The RA itself does not need to be forwarded to the H&S Manager: only the title and the date it was carried out or last reviewed is required.

11. Science and Design & Technology Department Risk Assessments. The Science and DT Departments are to follow the recognised RA process and guidance issued by Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS). These RAs are to be retained within the Department for periodic audit by the H&S Manager, the School's External Auditor, ISI, or any other appropriate and authorised body.

12. Work Undertaken by Pupils. Pupils may need to complete their own RAs for parts of their course work. For example, Pupil-lead Science Project work, where the pupils design their own experiment, which they then run for a number of days/weeks. The RAs for such work must be assessed and signed-off by the responsible beak before the work commences. Where pupils are given a responsibility to organise activities and events (eg. Artifex) the proposed activities must be risk assessed. Pupils should be encouraged to write their own RAs, but these must be assessed and signed off by the responsible beak prior to the event or activity takes place.

13. Out-of-School Visits: Arrangements and procedures for risk assessing Out-of-School Visits are contained within the School's OSV Policy.

14. A Measured Approach. When completing a Risk Assessment, care must be taken to neither under-rate nor over-rate risks by taking a measured approach, and only *significant* risks need be included. By way of example, a RA for a large event to which a large number of parents or visitors are expected to attend, would include the need for traffic management (to reduce the considerable risk of vehicle accidents) but should not include the risk of an aircraft crashing onto the campus! If there is doubt about a risk, Risk Assessors should contact the H&S Manager for advice in the first instance.

15. Review. Risk assessments should be reviewed on a regular basis, usually annually, but they must also be reviewed if:

- there is a significant change to the activity in terms of how the activity is carried out
- there is a change to legislation (this will be advised by the H&S Manager)
- there is a significant accident in the workplace which relates to the activity being assessed
- an audit or inspection report recommends a review
- new staff are employed in the process, especially if they are young persons (under 18 years old), disabled or they are new and expectant mothers.
- the existing control measures are considered inadequate (usually highlighted by audit, inspection or occurrence such as an accident or near miss)
- new equipment is introduced to the workplace

16. Advice. The H&S Manager can be contacted for help and advice on all or any aspect of risk assessment.

17. Training. Training will be provided for all staff who have responsibility for completing and / or authorising risk assessments and may be delivered on a one-to-one basis or collectively in groups, depending on the need and circumstances. Training requests should be submitted to the H&S Manager.

Further Information

Further information may be found at HSE's information webpage [HSE - Controlling Risks](#)

ANNEX

A: Charterhouse Basic / Standard RA Template

RISK ASSESSMENT

Location / Event Name and Date(s) Activity / Process / Procedure

Department	
Who might be at risk?	
Who was contacted in compiling this Risk Assessment?	
Description of activity	

Name of Assessor:	Date of Assessment:	Review Date:
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Assessment of risk rating

The RISK FACTOR for each hazard is the residual risk AFTER existing controls have been considered. It is obtained by multiplying the PROBABILITY by the SEVERITY of the risk.

PROBABILITY (P)	SEVERITY (S)	RISK FACTOR (R)	COMMENTS
1 = Not very likely	1 = Minor injury	1 – 2 Low risk	The School’s objective is to introduce controls to reduce the risk for most activities to low.
2 = Possible	2 = >7 day injury or property damage	3 – 4 Medium risk	Additional controls are needed and should be planned. If additional controls require long term work (> 4 weeks) then short term procedures should be modified to reduce risk in the interim period wherever possible.
3 = Likely	3 = Major injury or death	6 –9 High Risk	Where risk remains high after exiting controls are considered then the activity should not take place until additional controls have been implemented. i.e. STOP the activity.

HAZARD and IMPACT	WHO IS AT RISK?	Existing Controls (action taken to reduce risk)	RISK RATING	Is the risk adequately controlled? If not list further action required	Target Date for Completion and who will carry out the action
			P S R		
			P S R		

