



AL-ISLAH GIRLS HIGH SCHOOL

Risk Assessment Policy

“Sensible risk management is about practical steps to managing real risks, not bureaucratic back covering. Address the real risks, not only to pupils, but also to the health and well-being of your staff. And remember, risk assessment is just good planning – keep it fit for purpose and act on it.” Sir Bill Callaghan, former Chairman, HSC

The Governors of Al-Islah Girls High School are fully committed to promoting the safety and welfare of all in our community so that effective education can take place. Their highest priority lies in ensuring that all the operations within the school environment, both educational and support, are delivered in a safe manner that complies fully with not just with the law; but with best practice. Risks are inherent in everyday life. We need to identify them and to adopt systems for minimising them. Our pupils need to be educated into how to cope safely with risk.

Risk assessments are updated normally and the responsibility for administering the completion of these lies with the Assistant Health & Safety Officer.

C.O.S.H.H. regulations 1988 place a statutory duty on employees to make an assessment of the potential health risks to employees arising from work involving the use of hazardous substances.

C.O.S.H.H. also requires that except in very limited circumstances a written record must be maintained.

General assessments of risk are best carried out by staff in the curriculum areas concerned.

Risk assessment procedure

Introduction

It is a general legal requirement of the Management of Health & Safety at Work regulations (1999) to carry out risk assessments. There are also specific requirements under other regulations to carry out specialised assessments, for example, manual handling, the use of chemicals, noise, machinery etc.

The following procedure should be adopted for general risk assessment of an area or a job/task. It is based on the HSE guidance “Five Steps To Risk Assessment”.

Risk assessment should be undertaken systematically so as to ensure that all significant hazards and risks are identified and, where appropriate, controls are put in place to either eliminate the risk or reduce it “as far as practicable”.

What is a Risk Assessment?

A risk assessment is a careful examination of how people may be harmed from a particular activity or situation. The assessment will help you to identify the likelihood of harm and whether you can reduce the risk to a reasonable level, through the introduction of control measures.

Hazard: A hazard is defined as something with the potential to cause harm.

Risk: A risk is the likelihood of potential harm from the hazard being realised. This is usually evaluated by considering the likelihood of the harm occurring and the potential severity of the harm.

Hazard & Risk

An examination of the workplace should be undertaken and should include identification of the following:

- Hazards – identify anything in the workplace that could cause harm. Common workplace hazards include:

<i>Chemicals</i>	<i>Screen</i>	<i>Equipment</i>
<i>Display</i>		
<i>Dust</i>	/	<i>Fumes</i>
<i>Electricity fire</i>		<i>Handling:</i>
<i>Machinery</i>		
<i>Manual</i>		
<i>Noise Poor</i>		<i>Lighting</i>
<i>Slippins</i>	/	<i>Tripping</i>
		<i>hazards</i>

Vehicles

Working at height Generic Risk

Assessments

These generic risk assessments have been produced to assist establishments with risk assessment, and provide a basis for individual sites to consider their specific circumstances. Some assessments may not be relevant to your establishment, others may need customising to suit your specific location and/or work activity and others may not need changing at all.

The forms are only partially completed and will need to be adapted by a competent person from the establishment, who can complete the rest of the form having considered the generic hazards, risks and control measures listed on the form and add any site specific items identified.

The assessments require the risk to be evaluated before and after the suggested controls are in place. This will help identify the urgency of control measures and whether, following the introduction of controls, the risk can be reduced sufficiently. The following matrix may help to determine your risk rating. It is unlikely that all risks can be reduced to low levels. Table 1 will help you to determine action that needs to be taken.

Risk matrix:

Severity likelihood	Slightly harmful (e.g. Superficial injury or temporary afssomfort or distress)	Harmful (e.g. Sprains, minor fractures, ill health leading to disability)	Extremely harmful (e.g. major fractures, amputations, fatality, life shortening illnesses)
Highly unlikely	LOW (L)	LOW (L)	MEDIUM (M)
Unlikely	LOW (L)	MEDIUM (M)	HIGH (H)
Likely	MEDIUM (M)	HIGH (H)	VERY HIGH (VH)

Table 1:

Risk Rating	Action required	
	Initial risk rating	Residual risk rating
Very high (VH)	May only take place if good control measures can be implemented.	Must not take place. You will need to identify further controls to reduce the risk rating.

High (H)	May only take place if good control measures can be implemented.	Seek further advice
Medium (M)	If it is not possible to lower risk further, you will need to consider the risk against the benefit.	
Low (L)	No further action required.	

The completed generic assessments will need to be signed off by the person completing the assessment and the establishment manager. They will then need to be reviewed and if necessary updated, at least annually. A review will be required sooner if an incident or accident occurs, or there are significant changes to the premises, staff or procedures.

Records

The assessment should be recorded on the standard Risk Assessment Form and should be kept in a visible/accessible folder identified for this purpose in the work area in question. The form also acts as an improvement action plan and should be used for tracking implementation of control measures. The findings should be made known to the employees it affects and information / training must be given.

Review

A risk assessment must be reviewed if there is any significant change to the area / job / task or if there is any other reason to suspect it is no longer valid. Risk assessments should be reviewed after accidents/incidents involving the task assessed. In any event, it is good practice to review assessments regularly to ensure they are still accurate and controls remain in place.