



The Lions Group Centre
7-9 Holmesdale Gardens
Hastings
East Sussex
TN34 1LY

Risk assessment policy

Policy	Risk assessment policy
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Date Written	23 rd September 2019
Written by	HHS
Approved by	G Sutton
Next major review date	22 nd September 2020
Location and disseminations	A copy of the policy can be found, in the Lions Centre admin office and on the Lions Centre website.

1. Introduction

1.1 What is Risk Assessment

Risk Assessment is:

- The identification of work related hazards – *anything with the potential to cause harm*
- The identification of who might be harmed – *Staff, Students, Others*
- The Identification of how they might be harmed – *Death, Injury, Ill-health etc.*
- The implementation of control measures to prevent/ remove or, where this is not possible, to reduce the risks to the lowest levels reasonably practicable.

For examples see Appendix 1: Examples of Workplace Hazards, Risks and Control Measures.

1.2 Why carry out Risk Assessments

Risk Assessment is the cornerstone of Health & Safety legislation. Most Health & Safety regulations require the School to carry out some form of risk assessment including:

- Management of Health & Safety at Work Regulations 1999
- Provision & Use of Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Health & Safety (Display Screen Equipment) Regulations 1992
- Control of Substances Hazardous to health Regulations 2002
- Control of Noise at Work Regulations 2005
- Control of Asbestos Regulations 2012
- Dangerous Substances & Explosive Atmospheres Regulations 2002
- Work at Height Regulations 2005
- Regulatory Reform (Fire Safety) Order 2005

2. Policy

Buckswood School recognises its responsibilities under the Health & Safety at Work etc. Act 1974, the Management of Health & Safety at Work Regulations (MHSWR) 1999, other regulations and recognised standards, to ensure, so far as is reasonably practicable, that the risks to the health and safety of staff, pupils, visitors, contractors and others who may be affected by its activities will be assessed and control measures implemented that will prevent, remove or reduce the risks identified to the lowest levels reasonable practicable.

3. Roles and Responsibilities

3.1 Proprietor

The Proprietor is responsible for ensuring the development, implementation and monitoring of the School's Risk Assessment Policy in conjunction with the Principals, Designated School Managers and Health & Safety Officer.

3.2 Principals

The Principals are responsible for ensuring the development, implementation and monitoring of the Display Screen Equipment Policy in conjunction with the Proprietor, Designated School Managers and Health & Safety Officer.

3.3 Designated School Managers

Designated School Managers – Heads of Department; Building Managers; House Tutors; Contract Managers.

Designated School Managers are responsible for ensuring the development, implementation and monitoring of the School's Risk Assessment Policy in conjunction with the Proprietor, Principals and Health & Safety Officer.

Designated School Managers are responsible, in accordance with the relevant School Health & Safety Policies for the work activities under their control for ensuring:

- The identification of work related hazards – *anything with the potential to cause harm*
- The identification of who might be harmed – *Staff, Students, Others*
- The Identification of how they might be harmed – *Death, Injury, Ill-health etc.*
- The implementation of control measures to prevent/ remove or, where this is not possible, to reduce the risks to the lowest levels reasonably practicable
- The recording of risk assessments.

Designated School Managers are responsible for ensuring that before they start work, the introduction of new equipment or activities all relevant persons - staff, pupils, visitors, contractors etc.- are:

- Informed of the risk assessment details
- Informed of the control measures necessary to remove or reduce the risk to the lowest levels possible.

Designated School Managers are responsible, in conjunction with the Health & Safety Officer, for ensuring that where Department staff are appointed to undertake Risk Assessments:

- They are competent to do so
- They receive suitable and sufficient information, instruction and training.
 - ❖ *Training should be provided in conjunction with the Health & Safety Officer and should be primarily practical in nature e.g. learning by undertaking risk assessment.*

Designated School Managers are responsible, in conjunction with the Health & Safety Manager, for the review, and where appropriate the revision, of Risk Assessment:

- Annually
- Following a significant accident or incident
- Following any significant changes to equipment, activities etc.
- Following changes in legislation

3.4 Health & Safety Officer

The Health & Safety Officer is responsible for ensuring the development, implementation and monitoring of the School's Risk Assessment Policy in conjunction with the Proprietor, Principals and Designated School Managers.

The Health & Safety Officer is, in conjunction with the Designated School Managers, for ensuring that where Department staff are appointed to undertake Risk Assessments:

- They are competent to do so
- They receive suitable and sufficient information, instruction and training.
 - Training will be provided by the Health & Safety Officer and will be primarily practical in nature e.g. learning by undertaking risk assessment.*

The Health & Safety Officer is responsible, in conjunction with the Designated School Managers for the review, and where appropriate the revision, of Risk Assessment:

- Annually
- Following a significant accident or incident
- Following any significant changes to equipment, activities etc.
- Following changes in legislation

4. Who should undertake Risk Assessment

Risk Assessment should be undertaken by competent persons e.g. Designated School Managers or other School staff with the appropriate qualification(s), experience etc. in the activities, equipment etc. being assessed.

5. When should Risk Assessment be carried out

Risk Assessments should be carried out:

- Before work activities are undertaken
- Before the introduction of new equipment
- Before the implementation of new processes
- Before new buildings and facilities are opened/used.

6. Risk Assessment Methodology

The School's Risk Assessment Methodology is based on the requirements of the Management of Health & Safety at Work Regulations (MHSWR) 1999 and other Health & Safety Executive (HSE) Risk Assessment Guidance. Whilst individual risk assessments may vary in their detail, they all use the same basic methodology.

Step 1: The Identification of Hazards - *Anything with the potential to cause harm*

- Examples include:
 - ❖ Staff, pupils or others not being provided with suitable information, instruction and training.
 - ❖ Use of hand, power or machine tools including contact with dangerous or moving blades, electricity etc.
 - ❖ Work at Height including the use of step-ladders, ladders etc.
 - ❖ Exposure to hazardous (to health) or dangerous (flammable etc.) materials
 - ❖ Exposure to work-related noise
 - ❖ Taking part in adventure activities.

Step 2: The Identification of who might be harmed - *Staff, students, others etc.*

- Who may be directly involved in the activities
- Who may be indirectly involved e.g. by entering the work area etc.

Step 3: The Identification of how persons might be harmed?

- Accidents & Injury
 - ❖ Death, Serious Injury, Minor Injury
 - ❖ Musco-skeletal (Back etc.) injuries
- Ill-health
 - ❖ Inhalation, Ingestion, Contact with a hazardous substance(s)
- Fire, Explosions
- Falls from Height etc.
- Noise induced hearing loss.

Risks should be significant and foreseeable & within the control of the School i.e. risks that are outside the School's 'Control' e.g. a plane crashing on the School's grounds need not be assessed.

Step 4: Identification/Implementation of Control Measures to remove or reduce risk to the lowest levels possible

- Can the risks be removed or prevented?
 - ❖ Does the activity have to be undertaken – avoid if possible?
 - ❖ Can the risk be removed by design or engineering – machine guarding, sound proofing, dust & fume extraction
 - ❖ Can the risk be removed/ reduced by using a less hazardous substance or form of substance
 - ❖ Can the risk be removed/ reduced by inspection & maintenance procedures

- ❖ Can the risk be removed/ reduced by the provision of information, instruction, training, and where appropriate supervision
- ❖ As a 'Means of Last Resort' can the risk be removed/ reduced by the provision of personal protective equipment (PPR) e.g. Head Protection – safety helmet; Eye & Face Protection – safety spectacles, goggles; Hearing Protection – ear defenders or plugs; Hand Protection – gloves; Foot Protection – safety footwear etc.
- What control measures are in place and is further action required to remove or reduce residual risks to the lowest levels possible/reasonably practicable
 - ❖ IT IS IMPOSSIBLE TO REMOVE ALL RISKS
- Risk Assessments should be recorded and held by Health & Safety Officer and Member Staff

Step 5: Inform Staff, Students & Others of Risk Assessments & Control Measures

- On completion of a Risk Assessment, staff, pupils or anyone who may be exposed to the risks identified should be informed of the:
 - ❖ Risks identified
 - ❖ Control Measures to be implemented to remove, prevent or reduce the risks to the lowest levels reasonably practicable.

Step 6: Review, and where appropriate revise risk assessments to ensure they remain valid

- Risk Assessments should be reviewed and where appropriate revise:
 - ❖ Annually
 - ❖ Following a significant accident or incident
 - ❖ Following any significant changes to equipment, activities etc.
 - ❖ Following changes in legislation
- Where risk assessments are revised staff etc. must be informed of the changes

7. Dynamic Risk Assessment

In some situations, the risks initially assessed may change repeatedly dependent upon the circumstances and require repeated re-assessment. The 're-assessment process' is often referred to as Dynamic Risk Assessment.

APPENDICIES

- 1: Examples of Workplace Hazards, Significant Risks & Control Measures
- 2: Proforma Risk Assessment Form

BUCKSWOOD SCHOOL – RISK ASSESSMENT POLICY

Appendix I: Examples of Workplace Hazards, Risks & Control Measures

EXAMPLES OF WORKPLACE HAZARDS, RISKS & CONTROL MEASURES		
HAZARDS <i>Anything with the potential to cause harm/danger</i>	SIGNIFICANT RISKS <i>Outcome/Likelihood of Hazard occurring</i>	CONTROL MEASURES <i>To remove/prevent or reduce risks to the lowest levels reasonably practicable</i>
User/Operative Staff/Students	Accidents Death/Serious Injury Ill-health	Provide suitable information/instruction & training <ul style="list-style-type: none"> • Approved/recognised training • Assessment based training • In-house best practice training • Toolbox Talks • Periodic Refresher Training
User/Operative Staff/Students	Accidents Death/Serious Injury Ill-health	Restrict Use <ul style="list-style-type: none"> • Only to be used by/under direct supervision of trained approved staff • Students only to use equipment under direct supervision of staff
User/Operative Staff/Students	Accidents Death/Serious Injury Ill-health	Prevent unauthorised use of equipment <ul style="list-style-type: none"> • Equipment power supplies isolated when not in use – Key switches/Key Control/Keys removed when equipment not in use • Workshops/Labs kept locked when not in use • Students not permitted in workshops/labs unless staff present
User/Operative Staff/Students	Accidents Death/Serious Injury Ill-health	Safe Systems of Working/Method Statements Safety Signs & Posters
Equipment Damage/Defect	Accidents Death/Serious Injury Ill-health Damage etc. to Equipment	Equipment Inspection & Maintenance <ul style="list-style-type: none"> • Inspection & Servicing in accordance with Manufacturers Specifications • Statutory Inspection & Testing – LOLER/PSSR • In-house Maintenance Inspections/Checks – Lubrication, Cleaning etc. • User/Operator PRE-USE Checks – Guards etc. • Damage/defect Reporting Procedures • Inspection Records

Equipment Damage/Defect	Accidents Death/Serious Injury Ill-health Damage etc. to Equipment	Machine Guarding <ul style="list-style-type: none"> • Fixed Guards • Adjustable guards on saws to permit cutting • Push-Sticks to prevent fingers coming into contact with rotating blades • Suitable braking systems to stop equipment quickly & safely • Workshop Emergency Stop Buttons to enable others to stop equipment if User gets into difficulties
Dust/Fumes Flying Debris/Dust	Inhalation or Ingestion Eye & Skin Contact Ill-health	Inspect, maintain & test dust or fume extraction systems – Fume cupboards/LEVs etc. Daily Pre-Use/Annual Statutory Provision & Use of suitable PPE Eye Protection – Visors; Goggles; Safety Spectacles Respiratory Protection – Dust Masks; Respirators Skin Protection - Gloves
Dangerous (Flammable etc.) & Hazardous (to Health) Substances	Inhalation, Ingestion, Contact Risks	Material Safety Data Sheets & Register D & H Substance Risk Assessments Use of less hazardous substances User Information, Instruction & Training Provision & Use of PPE Goggles; Safety Spectacles Aprons/Overalls/Lab Coats Gloves
Noise >85dB(A)	Noise induced hearing loss	Noise Prevention – Soundproofing Provision & Use of PPE Ear Defenders Ear Plugs
Hot Work Welding/Soldering Grinding/Cutting Burning Off	Flying sparks Ignition of flammable/combustible/explosive materials Face & Eye Injuries – UV/Arc Eye etc. Burns	Hot Work Permit to Work System Removal or covering of combustible/flammable/explosive material Provision & Use of Screens Exclusion Zones Provision & use of fire extinguishers Provision & use of PPE Visors; Goggles Gloves
Working at Height – Roof work	Falls from height Death/Serious Injury	Roof Work Permit to Work System Guardrails on roofs

	Falls of Equipment/Materials from height Death/Serious Injury	Fall Arrest & Travel Restraint Systems Control of Roof Access
Work at Height – Scaffolds/Tower Scaffolds	Falls from height Death/Serious Injury Falls of Equipment/Materials from height Death/Serious Injury	Erection/Alteration by Trained Approved Persons Provision of Guardrails/Toe boards/Access Ladders Secured against unauthorised access Daily User & Weekly Statutory Checks
Work at Height – Ladders/Step-Ladders	Falls from height Death/Serious Injury	User Information/Instruction & Training Equipment Pre-Use & Annual Inspection & Maintenance
Work at Height – MEWPS/Cherry Pickers	Falls from height Death/Serious Injury Falls of Equipment/Materials from height Death/Serious Injury	Only operated by trained certificated persons MEWP Pre-Use Risk Assessment/Method Statement (RAMS) Provision & Use of PPE – Safety Harnesses & Lanyard

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Member of the BGE Group