



Ashton House School

# **Hazard Identification and Risk Assessment**



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<b>Policy Title:</b>	<b>Hazard Identification and Risk Assessment</b>
<b>Version:</b>	1.0
<b>Policy Summary:</b>	The objective of this process is to support through its content, the successful implementation of the Safety Management System, Hazard Identification & Risk Assessment Policy.
<b>Policy Owner:</b>	Proprietor
<b>Relevant to:</b>	All staff, volunteers, contractors and service providers, parents and guardians
<b>Date introduced:</b>	November 2016
<b>Next review date:</b>	November 2017
<b>Related School Documents:</b>	<ul style="list-style-type: none"><li>• Health &amp; Safety Policy</li><li>• Risk Assessments</li></ul>
<b>Date(s) modified/reviewed:</b>	



# Ashton House School

## I. Objective

The objective of this process is to support through its content, the successful implementation of the Safety Management System, Hazard Identification & Risk Assessment Policy.

This process sets out the key actions that may be taken by management along with all employees

Additionally the process aims to ensure that Ashton House School meets its legal obligations. The process outlined below shall be followed to ensure that the organisation protects its employees, visitors and contractors to its site.

## II. Responsibilities

The designated and responsible person is responsible for ensuring that an appropriate level of resource and structure is in place to allow the delivery of identified safety management arrangements for example through ensuring:

- All employees, contractors, agency workers & temporary staff, are competent and approved where applicable and are capable of undertaking their duties in an effective and efficient manner in accordance with all applicable health and safety legislation
- General Risk Assessments are completed for all work areas and activities
- Detailed Risk Assessments are completed where appropriate and required
- Safe System of Work Briefing Notes are applied and/or developed where appropriate and required
- Controls necessary to reduce the risk of an accident or injury are identified and implemented
- All staff are trained on Risk Assessments and the application and development of safe systems of work/briefing notes
- All staff are provided with job-specific training where appropriate
- Any generic risk assessments held should be regularly reviewed, taking into account changes in legislation, working procedures and safe systems of work/briefing notes applied and/or developed

## III. What you need to do

In undertaking any risk assessments, the following principles shall be applied:

- Simply look to identify the things that may cause harm (the hazards)
- Then consider the likelihood and possible consequences of that harm from actually occurring (the risks)
- Then take a suitable & sufficient level of preventive action to ensure that all the hazards and risks are identified and adequately controlled at all times (safe systems of work)

## How to complete Risk Assessments

Risk Assessment for any activity, hazard or group of persons is a simple procedure if the following logical process is followed.

There are 7 easy steps:

1. Divide the working environment into clearly identifiable areas, e.g. kitchen, office areas, stores, workshops, dining rooms etc. List them on the 'Risk Assessment Register' form. Appoint a responsible person or small representative group to identify all the hazards in each area.

2. List all the hazards in each area on a 'General Risk Assessment' form. Carefully assess the hazards that are relevant by
  - Assign a severity score to each of the hazards using the following scale – think of the worst-case scenario
  - Assign a frequency score to each of the hazards

The scoring scales may be referenced through guidance note GN\_003 Annex A

3. Multiply the severity and frequency scores together to give you the Risk Rating for each hazard. If the score is less than 9, the risks are already satisfactorily controlled. Now cross reference and list the number(s) of the relevant 'Safe Systems of Work' in the last column of the table, or you may need to write your own Safe System of Work if an existing SSW/BN is not available.
4. If the Risk Rating score is 9 or more cross reference and list the number(s) of the relevant 'Safe Systems of Work' in the last column of the table and then complete a 'Detailed Risk Assessment' form, for each of those hazards. Specify the controls or procedures that will reduce the risk to an acceptable level, i.e. a risk score below 9 you may need to write your own Safe System of Work if an existing SSW/BN is not available.
5. Where SSWs/BN have been identified, they should be applied and implemented accordingly following the approved SMS guidance on their application
6. Implement the controls that you have identified through risk assessment and/or SSWs applied, as necessary to reduce the risk of an accident or injury to an acceptable level. The controls will often include training. Ensure that all training given is recorded where appropriate.
7. If you cannot identify suitable controls, or it is not possible to implement them, the activity may be too dangerous for staff to undertake. Contact your organisations safety representative or Safeguard for further advice
8. Periodically review the Risk Assessments. Reviews should be undertaken
  - At least annually
  - In the event of an accident or incident
  - If Safeguard audits or Local Authority Environmental Health Officer (EHO) inspections identify key controls are not in place, e.g. inadequate training or dangerous practices
  - Where there are significant changes to the equipment, layout of the premises, type of work being undertaken in the unit, whether permanent or temporary
  - Due to any other change in circumstances that impacts on the work activities and which may alter the risk assessment currently in place, whether that change is permanent or temporary
9. Simple, low risk manual handling tasks can be assessed using the General Risk Assessment form, but more complicated/high risk tasks manual handling should be assessed using manual handling RA form.

#### **IV. Training & Competence**

Staff must be trained on all risk assessments that are relevant and in accordance to their work activities. Copies of General Risk Assessments and any Detailed Risk Assessments shall be made readily available to all staff

## V. Record Keeping

Record the fact that you have undertaken a review of the Risk Assessments on the Risk Assessment Register.

Risk assessments also need to be undertaken for specific hazards and activities.

These include:

- Dangerous Substances & Explosive Atmospheres(DSEAR), e.g. LPG
- Employee Pregnancy/Nursing Mothers
- Fire (to be undertaken in conjunction with your client)
- Manual Handling
- Noise and Vibration
- Use of Chemicals
- Use of Visual Display Equipment
- Working at Heights
- Young Persons

Ensure updates and copies are held of

- Copies of certificates, qualifications

## VI. Further Guidance

Guidance is available relevant to all types of risk assessment, reference may be made to the relevant sections of the SGOL Safety Management System via Safeguard online.

- Core Safety Management Policy PO\_003V1
- General Risk Assessment form GU\_003\_GRAFaV1
- Detailed Risk Assessment form GU\_003\_DRAV1
- Risk Assessment Flow Chart GU\_003\_RAFCV1
- Risk Register form GU\_003\_RARV1
- Safe System of Work GN\_032V1

Annex A



MANUAL HANDLING RISK ASSESSMENT										
LOCATION:					TASKS:			Date:		Revised risk
PERSONS AFFECTED:										
		Yes/No	High	Med	Low	ACTION TAKEN		High	Med	Low
<b>THE TASKS - DO THEY INVOLVE:</b>										
Holding loads away from the trunk?										
Twisting?										
Stooping?										
Reaching upwards?										
Large vertical movements?										
Long carrying distances?										
Strenuous pushing or pulling?										
Unpredictable movement of loads?										
Repetitive handling?										
Insufficient rest or recovery time?										
A work rate imposed by the process?										
<b>THE LOADS - ARE THEY:</b>										
Heavy?										
Bulky?										
Difficult to grasp? (e.g. round, wide, slippery, etc.)										
Unstable or unpredictable?										
Intrinsically harmful? (e.g. sharp, hot, electrical, etc)										
Unwieldy? (e.g. lightweight but difficult to lift)										