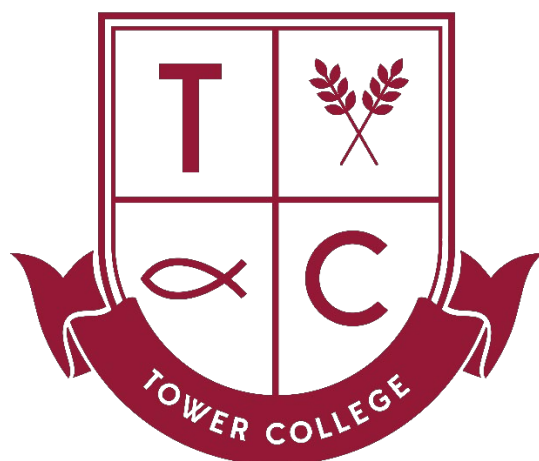# RISK MANAGEMENT POLICY

Date of Policy: August 2020

Review Date: August 2021

Coordinator (s Mr J Barr & Mrs Z Wells

Governor: Mr A Dixon

FOR COVID-19 – Please see separate *Guidance Document* and *Risk Assessment*

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INTRODUCTION

The Management of Health and Safety at Work Regulations 1999 (MHSWR 99) requires that formalised risk assessments are carried out to determine operations and / or situations which could impose a severe risk to those involved. All Tower College staff have an obligation to consider the impacts of their own actions (and omissions) on the Health and Safety of others. The procedure for Risk Assessment, as detailed in this policy, is part of the school's Health and Safety Management Plan. If properly followed it is designed to mitigate the overall risk posed to those undertaking, or associated, with school activities and operations.

With respect to the pupils of Tower College, risk assessments are created to promote their welfare. Particular attention is given to the areas in which the pupils are located and how they are supervised in these locations. Given the high-risk nature of Educational Visits, we have a dedicated Educational Visits' Coordinator (Mr Craig Wells) who ensures that all educational visits are properly risk assessed.

Mr Wells keeps documented evidence of all trips and ensures that staff follow the Educational Visits Policy. This policy includes a 'global' risk assessment that must be adhered to.

Mrs Wright, as Head of EYFS, ensures that all the relevant EYFS risk assessments are in place and holds all the appropriate documentation.

It would be impossible to Risk Assess every operation or activity that a school undertakes. To that end the legislation dictates that only activities attracting the possibility of a Severe Risk need be Risk Assessed. Notwithstanding, when considering activities attracting the possibility of Severe risk the Competent Person should also consider Medium and Low risk issues in their planning, as it is entirely possible that any combination of Low or Medium risk activities could manifest themselves as a Severe risk, should the circumstances allow. Only activities identified as Severe or Medium need be mitigated through a Safe System of Work as detailed below.

If a Risk Assessment is being produced on a new activity or for the first time, or if the assessment is following a change in the law or an incident surrounding the activity being assessed, the new Risk Assessment must be approved by the Principal and/or Bursar; this may involve seeking expert advice from our Health and Safety consultant, Mr Gary Sullivan from Citation.

Assessments should identify significant hazards to our team members and to any other person who may be affected including our students, visitors and contractors. Most assessments will include consideration of:

- The Task (people, materials, substances)
- The working environment (both immediate and surrounding)
- Working materials and tools (including plant and equipment)
- The suitability of those carrying out the task (safeguarding checks, experience, training)
- Arrangements for emergency rescue

MHSWR 99 requires that risk assessments remain up to date, which means any significant change affecting risk (e.g. a new team member, machine or work practice), should lead to a re-assessment of risk, as should any observation or incident reported through the School Incident Reporting system.

The School maintains a record of all Risk Assessments in its online Health & Safety Training Portal (Peritus). All Risk Assessments are available to be downloaded and staff are required to confirm that they have read the risk assessments.

RISK ASSESSMENTS PROCEDURES (WHO, WHAT, HOW, WHEN)

Who? – A Risk Assessment should be carried out by a Competent Person, that is to say one with experience of the situation or operation being carried out. Should anyone feel they are not competent to carry out a Risk Assessment they should seek help from their Head of Department or the Bursar. The risk assessments are carried out by Mr Taylor, Mr Barr, Mrs O' Grady and Mrs Knox.

What? – The Competent Person should list all the Activities required to carry out any Operation, from this all reasonable Hazards posed by such activities. The Risk posed by each Hazard is then quantified numerically using the formula Likelihood x Severity.

How? – To establish whether the Risk is Severe, Medium or Minor, Tower College uses the *Citassess Risk Management* System used which adopts the RISK = LIKELIHOOD x SEVERITY formula. In this systematic fashion, we ensure that the children's welfare is given the highest priority.

If a high risk rating is obtained, then Safe System of Work is then required to mitigate either Likelihood or Severity and bring the Risk score down to Minor.

Any Safe Systems of Work will not be generic and will be tailored to each specific job. It will consider the following processes as a minimum, where relevant:

- Controlling Access/Egress – consideration as to evacuation / movement of large groups
- Use of Support staff – as required to trouble shoot problems and ensure legislative compliance with buildings and fire regulations
- Compliance with School First Aid Policy and School Fire Policy through the provision of trained First Aid and Fire Marshall personnel, as required by the identified risk
- Tailoring Emergency procedures (use of personnel, radio or other communications)
- Identifying Hazardous substances
- Analysis of the Task; Housekeeping requirements, Time and duration, Lighting, Required Tools, Training and Methods to be applied, Environmental Considerations, PPE / RPE
- Facilities required / available to ensure the well-being of all concerned (comfort, temperature, nutrition, hydration, emotional and physical support)

If the implementation of a Safe Systems of Work is not sufficient in mitigating the risk to an acceptable level, then a system of Management Controls should be implemented. Implementation of such controls should follow the Hierarchy of Controls listed below:

Elimination Substitution

Engineering controls (either process or mechanical) Signage/warning and/or administrative controls Personal Protective / Respiratory Equipment

When? – The Risk Assessment should form part of the core planning process and be used concurrently with any logistical planning tools. Mr Taylor, Mr Barr and Mrs O'Grady are responsible for communicating the content of Risk Assessments to those at risk either by distribution of the RA or through a series of briefings, through the online Citation Portal or the staff website.

INFORMATION AND TRAINING

Staff will be given training to improve their knowledge of the risk assessment procedure. Risk assessments will be formulated and team members will be informed and instructed on each particular risk assessment relevant to their work. Any additional detailed knowledge about how to assess risks within the working environment that they will be assessing will also be provided within their training (in order to help with the formulation of dynamic risk assessment if required).

RECORD KEEPING

Regulation 3(4) of MHSWR requires employers with five or more employees to keep records of all assessments that will detail the significant findings associated with the assessments.

REGULATORY INFORMATION

The general legislative requirement for Risk Assessments is contained within the Management of Health and Safety at Work Regulations 1999 (MHSWR). Additionally, assessments of possible exposures to specific hazards at work (including vulnerable "at risk" school personnel, pupils, visitors and contractors) shall be made in line with the following legislation (responsible persons are detailed below):

- The Control of Lead at Work Regulations 2002 *(Site Manager)*
- The Ionizing Radiations Regulations 1999 *(Head of Science)*
- The Control of Asbestos at Work Regulations 2012 *(Site Manager)*
- The Control of Substances Hazardous to Health Regulations 2002 *(Department Heads)*
- The Control of Noise at Work Regulations 2005 (Gardener/Site Manager)
- The Health and Safety (Young Persons) Regulations 1997(Bursar)
- Disability Discrimination Act 1995 (as amended 2005) (Bursar)
- Regulatory Reform (Fire Safety) Order 2005 (Bursar)

Further to the legislation detailed above the following areas of regulatory control should also be considered when developing Risk Assessments.

- Manual Handling Operations Regulations. The Health and Safety (Display Screen Equipment) Regulations covering risk assessment of musculoskeletal injury, visual problems and mental stress from the use of display screen equipment.
- Personal Protective Equipment at Work Regulations requires the assessment of personal protective equipment for its suitability, both for the hazard and the user.

- Health and Safety (First Aid) Regulations require an evaluation of first aid requirements and are detailed for the School in its First Aid Policy (SOP 15).
- Work in Confined Spaces (MHSWR 99, regulation 3); one must carry out a suitable and sufficient assessment of the risks for all work activities in deciding what measures are necessary for safety (The Management of Health and Safety at Work Regulations 1999, regulation 3).

POLICY REVIEW

Tower College reviews its risk assessments and risk management practices every 2 years, or:

1. Whenever there to any significant changes to workplace processes or design.
2. Whenever new machinery, substances or procedures are introduced.
3. Whenever there is an injury or incident as a result of hazard exposure.