



## Risk Assessment Policy

### Introduction

As a consequence of European Directives, UK health and safety legislation requires employers to identify hazards at work; assess the likelihood for harm; control these issues; and communicate this to employees. This is called risk assessment.

Our risk assessment process at St Wilfrid's takes into account the following questions:

- How likely is it that something will go wrong?
- If it did go wrong, how serious would the consequences be?
- How often does risk assessment arise (daily, weekly, monthly etc.)?
- How many people could it affect?
- Could it result in immediate effects or long term effects?
- Are these significant hazards adequately controlled?
- Do we need to improve our control measures?
- How can we communicate these risks to staff, children and adults?
- Do we have contingency plans?

### Hazards

A hazard is defined as something that could cause harm. This could be:

- A chemical
- An unguarded machine
- A school minibus
- An angry parent
- An uneven playground

### Risk

A risk is the likely hood that the hazards in a work or teaching activity will cause harm.

### Significant risk

This is a hazard that is likely to pose risk of:

- Frequent minor accidents
- Multiple minor accidents
- Occasional major accidents

### Control measures

These are steps currently taken to prevent hazards harming people

Examples

- Appropriate clothing is worn when using chemicals
- Machinery is guarded; pupils are trained to use it; and are supervised

- The school minibus is roadworthy, the driver competent and seatbelts are worn and fitted
- We have a written procedure on dealing with intruders, communicated to all staff
- Children are not allowed to play in dangerous parts of the playground

#### Further action

These are the steps that need to be taken to control a hazard properly, if we believe the current control measures are not adequate

#### Examples

Use a safe, alternative chemical

Purchase a safer machine etc

These can be added to the school improvement plan.

#### **Steps taken when doing a risk assessments**

- Risk assessments must be complete on the designated Risk Assessment form and a copy placed in the Risk Assessment file.
- Hazards with a significant risk should be selected for carrying out a risk assessment.
- The people who carry out the risk assessment should be those with the most knowledge about the activity.
- Staff take a critical look at the activity and assess what can go wrong.
- List of hazards, the people who are injured, and the current control measures.
- Action is discussed – what can be done and when it can be done.
- A review date for the risk assessment is decided.
- The risk assessment is filed in the risk assessment file
- Risk assessments are communicated to all that need to know
- The governing body is kept informed of risk assessments