



# MILTON ABBEY

## **Risk Assessment Policy**

### **Introduction**

The identification and evaluation of risks - risk assessment - is an essential part of the management of health and safety at Milton Abbey. Documented risk assessments are also a requirement under the Management of Health and Safety Regulations. These are undertaken by Senior Managers, Department Heads, Housemasters/mistresses and Section Managers/Supervisors/Foremen. The purpose of risk assessment is to reduce the risk to staff, pupils and visitors and ensure compliance with legislation.

### **Responsibility for completing a risk assessment**

The responsibility for ensuring adequate risk assessments are undertaken lies with Senior Managers, Department Heads, Housemasters/mistresses and Section Managers/Supervisors/Foremen. They must ensure that any member of staff they appoint to assist them in the preparation of risk assessments has been trained and understands the process. The manager will be required to sign off the completed risk assessment.

### **The risk assessment process**

The school will follow the Health and Safety Executive's (HSE) 'Five steps to risk assessment' approach:

1. Identify the hazards
2. Who might be harmed and how
3. Evaluate the risk
4. Record the significant findings
5. Review the risk assessment

A risk assessment is to be carried out for a task, activity or area that may present a risk of injury or ill health. Where the risk is deemed to be significant the findings of the risk assessment and subsequent control measures must be recorded.

For low risk activities such as theory lessons a risk assessment is not required. The safety of classrooms is supported by the completion of the HSE's 'Classroom checklist'.

Where there is a significant risk, such as work at height, it may be necessary to complete method statements and safe systems of work as well as the risk assessment. Assistance for this should be sought from the Health and Safety Advisor.

## **Recording the risk assessment**

The master form for the completion of risk assessments can be found on Gateway under 'shared documents'. Where specific formats are required, such as for the Armed Forces, where they require you to follow their system, it is acceptable to use their documentation.

Where risk assessments are held electronically, staff must ensure that all persons affected by the risk assessment are able to access them when needed. Hard copy risk assessments must be available and stored in the relevant Purple File.

When taking pupils offsite staff must ensure that a copy of the risk assessment is taken with them. Adjustments to the form may need to be made 'in the field' and the risk assessment must be reviewed on return to school and a final version included in the Purple File.

Copies of all risk assessments will be held within the department in the Purple Health and Safety file. Where a member of staff does not have access to a Purple Health and Safety file they should contact the Health and Safety Advisor so one can be issued if required.

## **Reviewing the risk assessment**

It will be necessary to review the risk assessment periodically. Appropriate timing will be:

- When new work methods and/or new equipment introduced
- Following an accident, incident or ill health
- As part of the routine risk assessment review process. There is no fixed time for general risk assessment review but ideally these should be reviewed annually.

The date of the review and the name of the person carrying it out should be recorded at the end of the risk assessment form.

Where a risk assessment, undertaken for a one off event, is no longer relevant or has been significantly altered as part of the review process, the old document must be archived. Risk assessments must be retained for at least five years and not discarded.

## **Help and guidance**

A guidance document on the completion of risk assessments is available on Staff Share under risk assessments. The **External Visits Coordinator (EVC)** will be able to assist with risk assessments for offsite trips. The Health and Safety Advisor will assist individuals and can arrange training in undertaking risk assessments for small groups of staff on request.

Trade bodies and the HSE also provide assistance in risk assessment, topic specific guidance and advice together with sample risk assessments.

## **Specialist risk assessments**

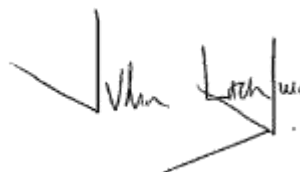
Milton Abbey will seek competent advice for the completion of specialist risk assessments such as Legionella and fire.

Specific risk assessments are also required to comply with current legislation for:

- Young workers (under 18 years of age) employed by the school or on work experience
- New and expectant mothers
- Control of substances hazardous to health

It may be necessary to risk assess a pupil or member of staff who has a permanent or temporary disability that may be unduly affected by their working environment or activity. This should be done in conjunction with the relevant professionals who can advise on the appropriate measures required. This could also include return to work plans and Personal Emergency Evacuation Plans (PEEPS).

Risk assessments are a necessary and important tool in enabling the school to operate effectively and safely. Senior Management and Governors will include a review of risk assessments during departmental visits and they will be an essential aspect of statutory inspections.



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Next Review: March 2020