Beacon Academy Trust

A COMPELLING VISION FOR SUCCESS

RISK ASSESSMENT POLICY

Approving Body	Trust
Date of Last Amendment	May 2018
To be Reviewed	May 2021
Statutory (Y/N)	Y
Signed/Authorised	

I. INTRODUCTION – PURPOSE, SCOPE AND DEFINITIONS

1. This policy is designed to ensure that BMAT complies with its duties as an employer, under the he Management of Health & Safety at Work Regulations 1999, as follows:
    a. To undertake a suitable and sufficient assessment of the risks to the health and safety of BMAT employees, to which they are exposed whilst at work, to identify the measures that need to be taken to comply with health and safety legislation;
    b. This duty extends to cover the risks to the health and safety of non-employees who may be affected by the employer's activities; and
    c. To undertake specific risk assessments for new and expectant mothers and young persons, to identify any additional control measures that may need to be taken.
2. Links to other policies: This policy supplements and shares the aims of the BMAT Health and Safety Policy and Procedure, and links to the BMAT Accident Investigation Guidance document and the BMAT Educational Visits Policy. This policy contains the BMAT Hazard Register at Appendix B.
3. Scope – this policy applies to all BMAT employees. Specific roles and responsibilities are outlined at Section II of the BMAT Health and Safety Policy and Procedure.
4. Definitions - the following terms are used throughout this guidance:
    a. Hazard - Something with the potential to cause harm. This may be a substance, machine, activity or even a person.
    b. Risk - The likelihood that harm may result and the severity of the outcome (Risk = severity x likelihood). Risk can range from trivial to catastrophic. The number of people affected will influence the degree of risk (risk rating).
    c. Harm - Physical injury, death, ill health, property damage, equipment damage, or any other form of associated loss.
    d. System of work – A formal procedure for undertaking work tasks.
    e. Competent person – A person who understands the risk assessment process and has practical knowledge of the work being assessed. Competency is based upon training, knowledge, skill and experience.
    f. Reasonably Practicable – A judgement made by a manager when weighing up risks against the cost of implementing control measures aimed at reducing those risks, where costs include resources in terms of time, trouble and financial costs.
    g. Risk assessment – A systematic examination of a task, process, workplace, person or item of equipment in the workplace, to identify what could cause harm to people and to determine if enough precautions have already been taken or whether more can be

done to prevent harm. The aim is to enable managers to identify and prioritize potential health and safety risks in the workplace and to ensure that control measures are implemented to reduce risks to as low a level as reasonably practicable.

II. OUTLINE - UNDERTAKING RISK ASSESSMENTS

5. The HSE publication "Five Steps to Risk Assessment" lists the following steps: Looking for the hazards;
    a. Deciding who might be harmed and how;
    b. Calculating the risks and deciding whether existing precautions are sufficient or if more should be done;
    c. Recording the assessment;
    d. Reviewing the assessment and revising it if necessary.
6. The procedure is outlined in more detail at Appendix 1 to this Policy.
7. Risk assessments should be carried out by a competent person, or persons, with an understanding of the risk assessment process and practical knowledge of the work being assessed. It is advisable to include the employees who are involved in the activity being assessed, to identify practical control measures.
8. A written record of the assessment must be made and kept. The risk assessment must be reviewed on a regular basis, or at least annually, and updated as necessary.
9. Generic risk assessments: Carried out on activities or tasks that are similar each time they are undertaken, and/or are undertaken by all/most establishments
10. Specific risk assessments: In addition to the activities and tasks covered by the generic risk assessments, there will be activities, tasks or hazards specific to each establishment. For each of these a specific risk assessment must be undertaken. Examples of work, activities or hazards that will require specific assessment include:
    a. Biological agents;
    b. Caretaker duties;
    c. Communicable diseases;
    d. Events;
    e. First Aid (assessment of need);
    f. Letting of educational establishment;
    g. Storage;
    h. Traffic management;
    i. Use of pond;
    j. Violence and security;
    k. Working at height;
    l. For new and expectant mothers (see Appendix C);
    m. For young workers (see Appendix C);
    n. Specific risk assessments must also be undertaken for all teaching/lessons where a specific hazard has been identified, for example in applied or practical subject areas;

o. Specific risk assessments must be carried out if certain hazards have been identified in a risk assessment and the relevant Regulations require a specific assessment, for example (COSHH, display screen equipment, fire, manual handling, noise).

11. Educational Visit Risk Assessments (see BMAT Educational Visits Policy)

III. STEP 1 – IDENTIFY HAZARDS

12. It is necessary to identify all the significant hazards associated with the activity or area being assessed and this should be approached by walking around the workplace and examining systematically all the aspects of work also taking into account, unplanned but foreseeable events/emergencies. Hazards may be:
    a. Physical hazards – obstacles, steps or stairs, wet or damaged surfaces causing slips, trips or falls, people (i.e. violent or abusive parents, or pupils with challenging behaviour).
    b. Biological Hazards - blood and other body fluids, bacteria, viruses, fungi, animal or insect bites/stings etc.
    c. Chemical hazards – cleaning materials, paints, solvents, oils, adhesives, laboratory chemicals, insecticides etc.
    d. Mechanical hazards– Contact with moving parts of machinery may result in crushing, shearing, cutting/severing, entanglement, drawing in, ejection of material, abrasion, and stabbing/puncturing etc.
    e. Electrical hazards – faulty electrical equipment and cables, overloaded extension leads, contact with live parts causing shocks or burns etc.
    ~~f. Ergonomic hazards – Poorly designed seating and workstation design etc.~~
    ~~g. Stress Hazards- poor work life balance, excessive workload, lack of control over pace of work, poor relationship with colleagues or management, lack of support, conflicting roles, poor or no communication within workplace etc~~.

13. When identifying hazards, the employer should:
    a. Consult the employees/their representatives for their perception of hazards and the adverse effects.
    b. Consider human factors, which may arise, such as lapses of attention, mistaken actions, misperceptions etc.
    c. Take into account any accident and/or ill health records, which may help to identify particular hazards associated with a workplace or work activity.
    d. Refer to manufacturers' operating instructions, suppliers' hazard data sheets etc, which should clearly indicate the hazards of a particular machine or substance.

IV. STEP 2 – IDENTIFYING AND RECORDING WHO MAY BE HARMED, AND HOW

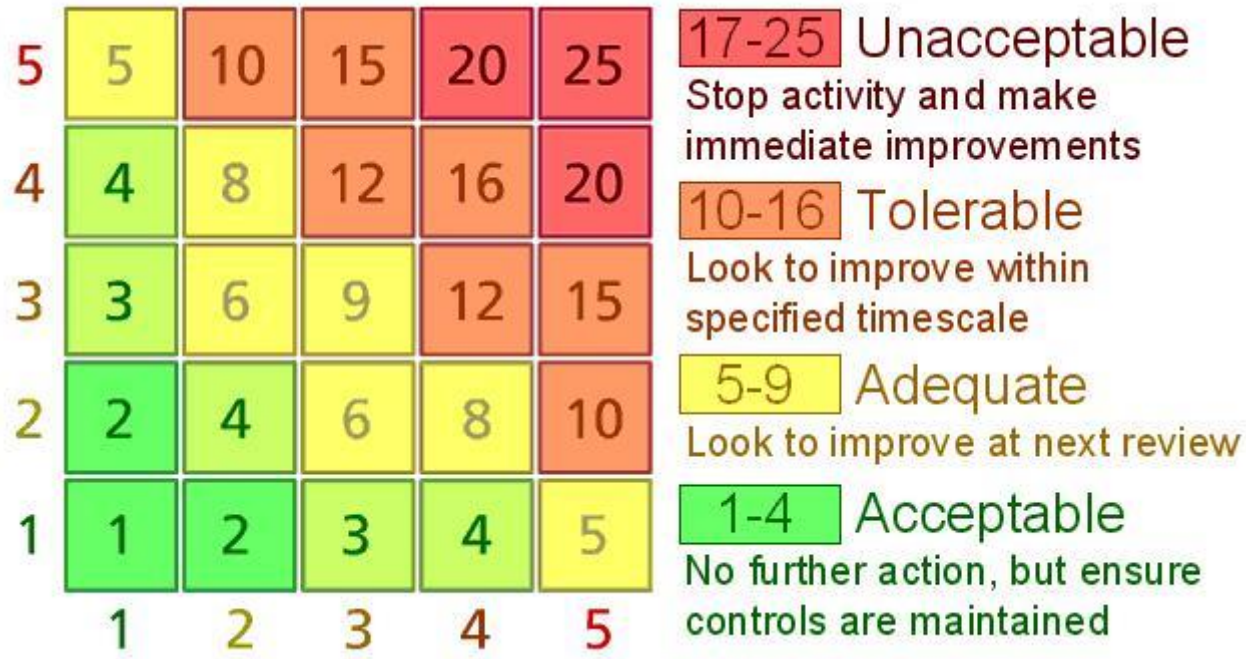
14. For each hazard decide who may be harmed i.e. employees, contractors, operators, cleaners, members of the public (including pupils/students and parents), visitors, and people sharing the workplace.
15. When considering how they might be harmed, take into account groups of people doing similar work or who may be similarly affected by a particular work activity whether directly or indirectly e.g. a worker painting a surface is directly exposed to solvents, while other workers in the vicinity, engaged in other activities, are inadvertently and indirectly exposed; or fall from ladder caused by a broken rung may result in injury to the ladder user, and/or anyone passing by or underneath the ladder.
16. Some hazards may present a higher risk to certain individuals or groups of people. The following categories of people may be at increased risk:
    a. Children
    b. Young Persons
    c. New and Expectant Mothers
    d. New Employees
    e. Lone Workers
    f. Individuals with disabilities or medical conditions.

V. STEP 3 - EVALUATE THE RISKS

17. At this stage information should be provided on the control measures, which are already in place as part of normal working practice. The extent of the risks should then be evaluated with the existing control measures to determine whether they are adequate.
18. The risk may be High, Medium, Low or Not Significant, based on the likelihood of the risk occurring and the possible severity of injury, along with the potential number of people likely to be affected.
19. Risk = Severity x Likelihood
20. Severity of harm - The severity is expressed in terms of the effect on the person, whether injury or ill health, and ranging from minor injury to death.
21. Likelihood of Occurrence – The likelihood should be based on the worst-case scenario, ranging from ‘unlikely’ to ‘certain’. Factors affecting the likelihood include Number of times the situation occurs
    a. Location of the hazard
    b. Duration of the exposure
    c. Environmental conditions

d. Competence of the people involved
e. The condition of equipment.

22. In circumstances where the level of risk is considered unacceptable (i.e. high or medium) further controls measures must be specified in order to further reduce the risk to acceptable levels.
23. To help evaluate risk, it is good practice to use a matrix scoring system. Numerical scores are given to the severity and likelihood of risks and these scores are multiplied to get a rating for the risk. This means the risk rating is a measure of the likelihood that harm from a particular hazard will occur, taking into account the possible severity of such an occurrence.
24. Risk rating - By multiplying the scores for the severity and likelihood, the risk is given a rating ranging from 1 to 25. For example, if the likelihood of occurrence is Unlikely (2) and the severity is Minor (2), multiplying these figures will result in a risk value of (4), which indicates an acceptable level of risk. Risk ratings of 10 or more will require some action to be taken in respect of additional control. The higher the risk factor the greater is the priority for action.



VI. STEP 4 – IMPLEMENTING CONTROL MEASURES

25. For the risk assessment to be suitable and sufficient, all relevant control measures should be taken, where reasonably practicable.
26. The term reasonably practicable allows a balance to be made between the level of risk and the cost in terms of expense, time, effort and technical feasibility. The cost would be expected to be comparable to the level of risk; hence an expenditure of considerable cost would not be expected to control a low level of risk, but it may for a high level of risk.

27. When determining what control measures to implement, the following hierarchy should be followed:
    a. Eliminate the hazard, activity or task if reasonably practicable, if not:-
    b. Replace with a safer alternative where reasonably practicable, if not:-
    c. Isolate the hazard where practicable, if not:-
    d. Reduce exposure; segregate people from the hazard, reduce the number of people affected, the number of times the hazard or hazardous activity is undertaken;
    e. Reduce the quantities of hazardous materials that are used;
    f. Use mechanical controls e.g. mechanical guards, local exhaust ventilation;
    g. Use people reliant controls, safe systems of work, permit to work schemes;
    h. Personal Protective Equipment (PPE), this should only be used if the risks cannot be reduced to an acceptable level by any other means; and
    i. Employees must be provided with information, instruction, training and supervision, along with suitable discipline measures to cover non-compliance;
28. Different control measures may be required to protect different categories of people, for example the controls required to protect employees carrying out a task would differ to those required for other employees who may only be affected if in the immediate area. Control measures to protect them may include erecting barriers to segregate the area, ensuring the area is well signposted to prevent unauthorised access and ensuring employees are aware of the restrictions.
29. The three main groups of people to be considered are employees, students, and non-employees (contractors, parents and visitors etc.). Any higher risk groups (as identified in “who may be harmed and how” above) must also be considered and adequate control measures put into place to protect them.
30. Once additional control measures have been identified, the level of risk should be re-evaluated to ensure it has been reduced as far as reasonably practicable. If any identified risk cannot be adequately controlled, the work must be stopped and further advice sought.
31. Where controls cannot be immediately implemented, it is recommended that an action plan be produced to include how the additional controls identified will be put into place, what systems need to be put into place for employees to follow, how employees will be informed, who will be responsible for each measure, and dates for the implementation of each measure.
32. One of the main outcomes of a risk assessment should be a safe system of work; i.e. in the form of a written procedure or lesson plan, which will enable the control measures to be implemented on a day-to-day basis.

33. Serious and imminent danger: As part of the risk assessment process, written procedures must be prepared to deal with situations of serious and imminent danger. In most instances this will relate to emergency procedures to be followed in the event of a fire or bomb threat. The aim should be to provide clear guidance on when employees and others at work should stop work and how they should move to a place of safety. People who work with machinery and other work equipment must be informed of the procedure to be adopted should a fault develop which may place them in a situation of serious or imminent danger. In such circumstances the most appropriate course of action would be to stop work and if possible switch off or immobilize the machine and report the fault immediately to the line manager.

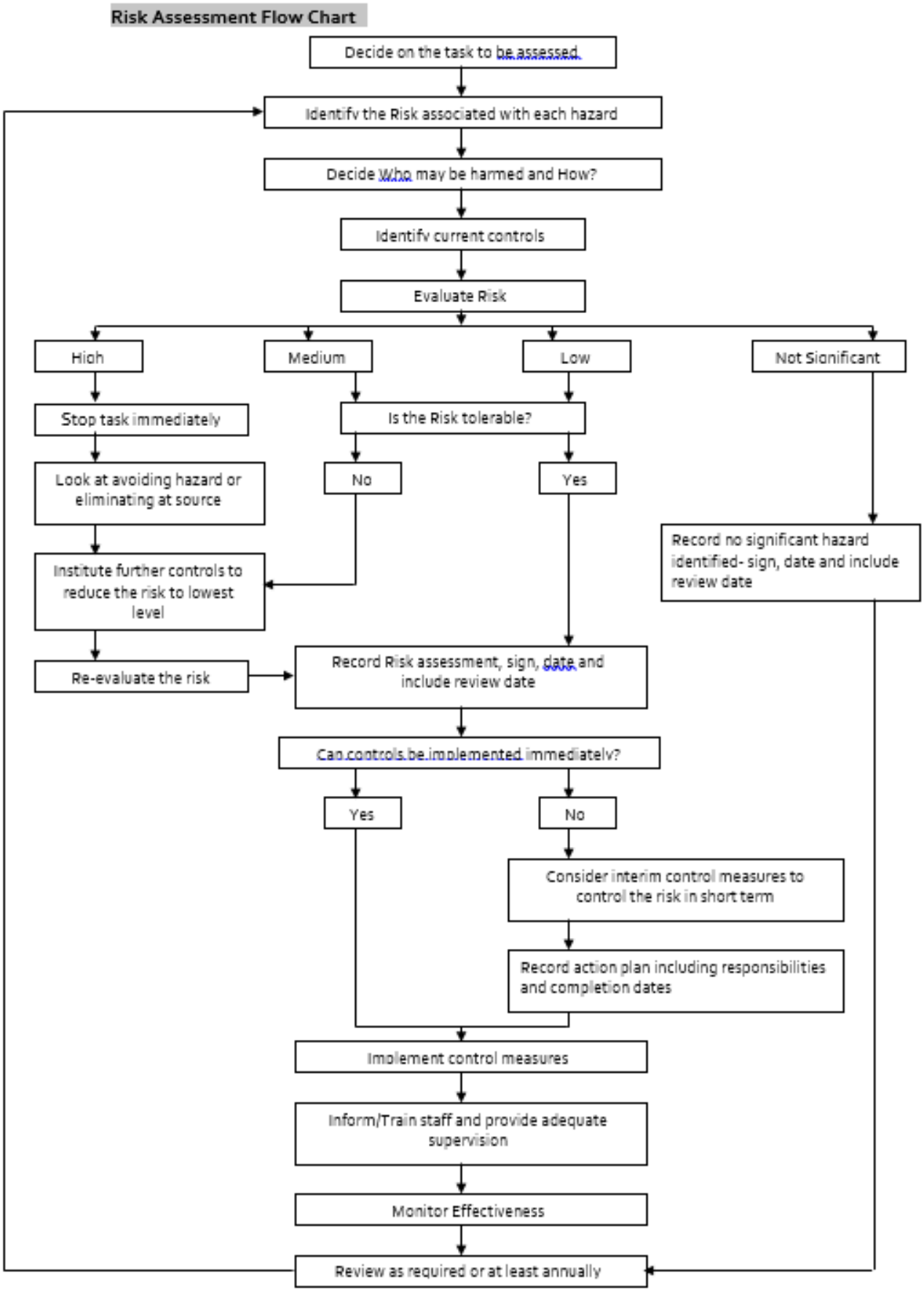
VII. STEP 5 – RECORDING THE ASSESSMENT

34. Each risk assessment must be recorded, ensuring that it is signed and dated by the competent person undertaking the assessment, and that a review date is included.
35. The risk assessment, or its outcomes, should be communicated to all relevant employees. The Establishment needs to ensure that all relevant employees are aware of the control measures identified in the risk assessment, and how they are to be used or followed.
36. Once completed, a copy of the risk assessment must be stored securely in a central location (with the BMAT HSO), for reference and should be made available to persons who may require access to it, for example during a health and safety audit.

VIII. STEP 6 – REVIEW THE RISK ASSESSMENT

37. The assessment needs to be reviewed and revised on an annual basis, or if it is considered to be no longer valid. Triggers for such a review could include any of the following:
    a. An accident or incident involving the staff group or work activity assessed
    b. Changes to work practices or working environment
    c. The introduction of new technology or new equipment
    d. Changes to the management structure or other personnel
    e. The publication of new legal requirements and/or official guidance
38. The Safe Systems of Work must also be reviewed at least annually to ensure they are still suitable and sufficient and effectively control the risks.
39. The reviewed risk assessment must be signed and dated with the date of the review.

APPENDIX A – RISK ASSESSMENT FLOW CHART



APPENDIX B – HAZARD REGISTER

Hazard Register					
TASK	**HAZARDS**	**Notes**	**Is a full risk assessment required (Y or N)**	**Risk Assessment in place (date)**	**Person responsible**

APPENDIX C – ADDITIONAL GUIDANCE FOR SPECIFIC GROUPS

New and expectant mothers (employee who is pregnant; who has given birth within the previous six months; or who is breast-feeding)

- When a member of staff notifies the Establishment that they are pregnant, a specific risk assessment must be carried out to cover the activities and tasks that person undertakes and any specific hazards that may be involved during the course of her work.
- The main areas of concern for new and expectant mothers fall into three main categories of physical, biological and chemical. A brief description of the range of hazards is given below.
- Physical Agents
    - Shocks and Vibration - Regular exposure to shocks or vibration e.g. riding on off-road vehicles or excessive movement, may increase risk of miscarriage.
    - Manual Handling - Pregnant workers who are involved in manual handling activities may be increasingly susceptible to injury due to hormonal changes that can affect the ligaments. Postural problems are likely to increase as the pregnancy progresses.
    - There can also be risk to those who have recently given birth, especially if the delivery was by Caesarean section.
    - Noise - There appears to be no direct risk to the new/expectant mother or to the foetus. However, prolonged exposure may lead to increased levels of stress, which may manifest itself in the form of high blood pressure and tiredness.
    - Ionising Radiation - Significant exposure to ionising radiation can be harmful to the foetus or nursing mothers and therefore clearly defined limits have been set. However, this is unlikely to be a problem within educational establishments.
    - Electromagnetic Radiation - Display screen equipment emits both visible light and electromagnetic radiation. At high levels electromagnetic radiation can be harmful but the amounts given out by a display screen fall well below all national and international safety levels. Therefore there is no need to take any special precautions against radiation when working with display screen equipment. Moreover, levels of electromagnetic radiation from a display screen equipment fall well below those of domestic appliances such as televisions and microwave ovens.
    - There is however a recognised problem of the stress caused by the belief that the display screen equipment may in some way be harming any unborn child and the effects of this should not be taken lightly.
    - Fatigue & Physical/Mental Pressure - Prolonged standing and other physical work has been associated with miscarriages. Excessive physical or mental pressure may cause stress and give rise to anxiety and raised blood pressure. General fatigue may pose a problem with driving.
    - Pregnant workers may experience problems working at heights e.g. ladders or platforms. Tight fitting workplaces and workstations, which cannot be adjusted, to take into account increased abdominal size at the latter stage of pregnancy may lead to strain/sprain injuries.
    - Odema or fluid retention may require the pregnant worker to take regular breaks with the legs in an elevated position. Dexterity, agility, speed, reach and balance may also be impaired, thus the possibility of an increased risk of accidents may need to be considered.
- Biological Agents**:** Some biological agents affect the new-born child if exposed through close physical contact i.e. breast-feeding or if the mother comes infected during pregnancy. Some examples are: Hepatitis B, HIV, TB, Herpes, Chicken Pox,

Cytomegalovirus (an infection common in the community) and toxoplasma which is connected to animal (cats/dogs) faeces.

- Chemical Agents**:** Some chemicals have specific effects on the developing embryo for example;
    - Carcinogens –chemical agents that promote mutation at the cellular level (i.e. cancer).
    - Mutagens -chemical agents that promote mutation at the genetic level.
    - Teratogens -chemical agents causing malformation of the embryo.
- It is necessary to undertake a COSHH assessment for any biological or chemical hazard identified in the generic or specific risk assessment.

Young Persons (18 or under)

- Young persons are prohibited by law from the following activities:
    - Any activity beyond the young person's physical or psychological capability.
    - Any activity involving exposure to substances that are toxic, carcinogenic, mutagenic, teratogenic or have other long-term effects.
    - Any activity involving exposure to harmful radiation.
    - Any activity involving exposure to noise, vibration or extremes of temperature.
    - Any activity with an inherent risk of accidents which the young person is unlikely to be able to recognise or avoid, due to their immaturity, lack of experience, training or attention to safety.
- In the event of a young person being employed or taken on as a work experience placement (e.g. from an organisation such as Trident and not to be confused with trainee teacher work placements), then a specific risk assessment should be undertaken before the placement begins.
- There is also an additional requirement on the employer to provide the parents or guardians of the children at work (i.e. those work experience placements below the minimum school leaving age) with information on the key findings of the risk assessment and the control measures taken, before the child starts work.
- This information can be provided in any appropriate form, including verbally either directly to the parents or guardians, or to the organising body (i.e. the school or work experience agency)
- It should be noted that work experience placements are often only 14-15 years of age and therefore are minors.
- When carrying out a risk assessment of work involving young people it should be taken into consideration that young persons tend to be at a greater risk from hazardous work activities than older employees due to their:
    - Lack of experience.
    - Immaturity.
    - Lack of awareness of existing or potential risks.
    - Physical or psychological capability and/or their physiology.
    - Lack of confidence.
- Existing risk assessments can be used but must be amended and updated for any activity involving a young person at work (or work experience placement) to reflect the increased risk and also to outline the additional control measures that will be employed.
- Young persons, by their acts or omissions, may pose an additional risk to other employees. It is therefore important to ensure that control measures include adequate information, instruction and competent supervision. It is also important that the control measures are communicated to relevant employees, especially those involved in training and supervising the placement student