

# Killowen Primary School



## Risk Assessment

## INTRODUCTION

This policy is designed to assist the school in fulfilling their legal duties in assessing risks. Risk management is the consideration of the risks that arise in the workplace and then putting in place sensible health and safety measures to control them.

In accordance with our duties under the Management of Health and Safety at Work Regulations 2000, the school is required to undertake regular risk assessments and take any necessary action arising from these according to provisions set out in the Health and Safety policy and elsewhere.

The Principal is responsible for making sure that risk assessments are completed, logged and effectively monitored. Reviews are conducted when there is any change to equipment or resources, any change to the school's premises, or when particular needs of a child or other visitor necessitate this.

The Principal is further responsible for conducting any necessary reviews or making changes to the school's policies or procedures in the light of any potential risks that they or other members of staff discover.

A visual inspection of both the equipment and the entire premises – both indoor and outdoor – will be carried out daily. This will, ordinarily, be carried out by a designated member of staff (Caretaker) on arrival at the school and will be completed before any children arrive.

During the school day, staff will be vigilant and continuously aware of any potential risks to health and safety arising from:

- the School's environment, both indoors and outdoors;
- all surfaces, both indoors and outdoors;
- all equipment used by children or staff.

On discovering a hazard, staff will take all steps necessary to making themselves and any other people potentially affected safe. They will then notify the Principal and ensure that a record is made in the Incident Record Book.

The Principal is then responsible for ensuring that any necessary action is taken.

As already stated, the Management of Health and Safety at Work Regulations (NI) 2000 require that suitable and sufficient assessments of the risk arising out of work are carried out.

**Put simply, a risk assessment is finding out what could cause harm to people and deciding if you have done enough or need to do more to protect them.**

# The Process of Risk Assessment

## What can be risk assessed?

A risk assessment can be undertaken on an object or substance, a process, a location, an activity, or a person. It is a five step process:

Step 1: Identify the hazards

Step 2: Decide who might be harmed and how

Step 3: Evaluate the risks and decide on precautions

Step 4: Record your findings and implement them

Step 5: Review your assessment and update if necessary

## What is a hazard?

A hazard is anything which can cause harm e.g. electricity, chemicals, etc.

## What is risk?

Risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

## Evaluating the risk

Having spotted the hazards, you then have to decide what to do about them. The law requires you to do everything 'reasonably practicable' to protect people from harm. You can work this out for yourself, but the easiest way is to compare what you are doing with good practice. There are many sources of good practice, for example HSE's website ([www.hse.gov.uk](http://www.hse.gov.uk)) CLEAPSS, etc.

So first, look at what you're already doing think about what controls you have in place and how the work is organised. Then compare this with the good practice and see if there's more you should be doing to bring yourself up to standard.

In asking yourself this, consider:

Can I get rid of the hazard altogether? If not, how can I control the risks so that harm is unlikely?  
When controlling risks, apply the principles below, if possible in the following order:

- try a less risky option (e.g. switch to using a less hazardous chemical);
- prevent access to the hazard (e.g. by guarding);
- organise work to reduce exposure to the hazard (e.g. put barriers between pedestrians and traffic);
- issue personal protective equipment (e.g. clothing, footwear, goggles etc); and
- provide welfare facilities (e.g. first aid and washing facilities for removal of contamination).

Involve staff, so that you can be sure that what you propose to do will work in practice.

## WHAT IS A RISK ASSESSMENT?

The Health and Safety Executive (HSE) defines a risk assessment as "a careful examination of what in your work could cause harm to people so that you can weigh up

whether or not you have taken enough precautions or should do more to prevent harm". The assessment will help you to identify the likelihood of harm and whether you can reduce the risk to a reasonable level, through the introduction of control measures.

### **The five step process is as follows:**

#### **Step 1: Identify the hazards**

Divide your work into manageable categories considering:

- Location
- Activities
- Equipment
- People

Identify the Hazards:

- Chemical – paint solvents/exhaust fumes
- Biological – bacteria
- Physical – noise/vibration
- Psychological – occupational stress

#### **Step 2: Decide who might be harmed and how**

For each hazard you need to be clear about who might be harmed, identify the groups of people – such as staff members or members of the public/pupils. Identify how they might be harmed i.e. what type of injury or ill health might occur.

#### **Step 3: Evaluate the risks and decide on precautions**

Consider how likely it is that each hazard will occur and what control measures you already have in place. Have the control measures in place got rid of the hazard altogether or reduced the risk so that harm is unlikely, if the task has not been adequately controlled what further actions are required. If any further actions are required the name of the person responsible for actioning the task should be recorded along with the projected completion date with the actual completion recorded in the completed column.

#### **Step 4: Record your findings and implement them**

Putting the results of your risk assessment into practice will make a difference when looking after our staff.

Writing down the results of your risk assessment, and sharing them with the staff, encourages you to do this.

#### **Step 5: Review your assessment and update if necessary**

Risk assessments need to be reviewed and if necessary updated every year. However a review will be required sooner if an incident or accident occurs, or there are significant changes to the premises, staff or procedures.

## **DEFINITION OF A HAZARD AND A RISK**

**Hazard:** A hazard is anything that may cause harm such as chemicals, electricity, working from ladders, an open drawer, etc.

**Risk:** The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

## **TYPES OF RISK ASSESSMENTS**

There are three different types of risk assessments. These are generic, specific and dynamic.

Generic activities are those which although they are carried out at different times and locations, the hazards and risks are largely the same and do not change. For this type of activity generic risk assessments can be produced as a model for guidance only.

A specific risk assessment may be applicable where the hazards and risks are only applicable to a certain activity and also where there is a requirement in legislation to undertake a specific assessment for example COSHH, new and expectant mothers.

A dynamic risk assessment is a continuous process of identifying the hazards that occur in for example an emergency situation, assessing the risks and taking immediate action to eliminate or reduce these to an acceptable level.

## **GENERIC RISK ASSESSMENTS**

This policy contains a generic risk assessment template which has been produced to assist our school with the risk assessment process and should form a good foundation for identifying hazards, assessing risks and implementing controls. However, you must also pay attention to our own school environment.

The risk assessment template used is based on the format contained in the HSE publication “Five steps to risk assessment”, see Figure 1. The template should list the hazards identified in the school environment and their associated risks and also a range of control measures that should be in place to eliminate or reduce the risks. The form needs to be adapted by a competent person from our establishment, who can complete the rest of the form having considered the generic hazards, risks and control measures listed on the form and adding any site specific items identified.

## **HOW TO ADAPT A GENERIC RISK ASSESSMENT**

1. The person carrying out the assessment identifies which template is applicable to their particular activity. They would take the following steps:
2. Review the list of hazards within the “what are the hazards” box and decide if these are applicable to the task/activity.

**Figure 1**

<b>School:</b>		<b>Activity:</b>			
<b>Assessment carried out by:</b>		<b>Date:</b>		<b>Date of Review:</b>	

  

<b>What are the Hazards</b>	<b>Who might be harmed and how?</b>	<b>Existing Control Measures What are you already doing?</b>	<b>What further action is necessary?</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>Completed</b>

3. Review the list of people and the consequences of the identified hazards in the “Who might be harmed and how” box and amend to suit individual school circumstances.
4. Review the list of control measures in place in the “What are you doing already” box and amend the list to reflect those procedures, safe working practices that have been implemented within the school.
5. A decision should then be made to determine whether the task/activity is adequately controlled. If additional control measures are identified these should be listed in the “What further action is necessary” box. If controls in place are deemed to be adequate then this box would remain empty.
6. When the “What further action is necessary” box is completed the name of the person assigned responsibility for ensuring that the control is put in place should be inserted in the “Action by who” box with a projected completion date added to the “Action by when” box.

The actual completion date for any additional recommended measures should be recorded in the “Completed or Done” box. When actions/controls have been completed, the assessment form will need to be signed off by the person completing the assessment and forwarded to the Principal. Any action that cannot be closed off by the person carrying out the assessment should be brought to the attention of the appropriate person/s, e.g. building supervisor, Principal and a plan put in place to close out such actions. Some actions may be on-going and this should be indicated in the “Action by when” box. It would be good practice that any action plan arising out of the risk assessment process is presented to the Board of Governors for their information, approval and action if required.

The risk assessments will then need to be reviewed and if necessary updated, every year or so. A review will be required sooner if an incident or accident occurs, or there are significant changes to the premises, staff or procedures.

## **FURTHER GUIDANCE**

If you require any further assistance with completing these generic risk assessments contact the Health and Safety Section.

For guidance on carrying out risk assessments for curriculum activities please check the information available from the following sources:

CLEAPSS School Science Service Laboratory Handbook [www.cleapss.org.uk](http://www.cleapss.org.uk)

## Example risk assessment: Icy playground

School		Date of risk assessment	
Activity	Icy playground		

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Icy playground Falls	Pupils Staff  Broken limb Bruising	<ul style="list-style-type: none"> <li>Surface salted prior to school opening</li> </ul>	Ensure supply of salt in school prior to arrival of winter months	School	Immediate	
Icy playground over which vehicles travel	Pupils Staff  Impact with vehicle Serious injury	<ul style="list-style-type: none"> <li>Surface salted prior to school opening</li> </ul>	Stop/limit vehicles entering school grounds	Mr/s Smyth	Immediate	

Signature:

Date:

Assessment review date:



## Example risk assessment: Use of ladder

School		Date of risk assessment	
Activity	Use of ladder		

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Falls	Pupils Staff  Broken limb Bruising	<ul style="list-style-type: none"> <li>Instruction and training of staff</li> </ul>	Review training	Mr/s Green	Jan 2013	
Failure of ladder	Pupils Staff  Broken limb Bruising	<ul style="list-style-type: none"> <li>Annual safety inspection</li> </ul>		Mrs White		
Items falling from ladder	Pupils Staff  Injury to head	<ul style="list-style-type: none"> <li>Hand tools secured before ascent</li> </ul>	Cordon off area around ladder	Mr/s White	Immediate	

Signature:

Date:

Assessment review date:

# SAMPLE RISK ASSESSMENT

School:		Activity:	Outdoor play - Sunburn		
Assessment carried out by:		Date:		Date of Review:	

What are the Hazards	Who might be harmed and how?	Existing Control Measures What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Completed
<b>High Level of exposure to Sun</b>	<b>Pupils, Staff</b> -Sunburn -Dehydration	<ul style="list-style-type: none"> <li>• Sunhats must be worn.</li> <li>• Sun cream to be applied to pupils prior to arrival at School.</li> <li>• Shaded play areas provided in outdoor playground.</li> <li>• Outdoor play time limited as required.</li> <li>• Staff are not permitted to apply sun cream to pupils.</li> <li>• Pupils are not permitted to bring sun cream into school</li> <li>• Drinking water available at all times</li> <li>• Parents are informed of school procedures in relation to application of sun cream prior to the pupil beginning school and reminders are sent out at the beginning of third term</li> </ul> <p>You may have other existing precautions you may wish to add</p>	<p>Principal, parents and staff are to ensure pupils wear long sleeves on school trips</p> <p>You may have other further actions that you may wish to add</p>	Name of person responsible to be added here	Realistic time frame to be added here	Sign and date when further actions have been completed

# SAMPLE RISK ASSESSMENT

<b>School:</b>		<b>Activity:</b>	Dining Hall		
<b>Assessment carried out by:</b>	Principal & Supervisory Staff	<b>Date:</b>	March 2016	<b>Date of Review:</b>	Annual

<b>What are the Hazards</b>	<b>Who might be harmed and how?</b>	<b>Existing Control Measures What are you already doing?</b>	<b>What further action is necessary?</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>Completed</b>
<b>Defective flooring</b> Slips, trips, falls <b>Spilt food and liquids</b> Slips, falls <b>Broken Glass</b> Cuts <b>Obstacles</b> Trips, falls		<ul style="list-style-type: none"> <li>• Inspection of flooring prior to use</li> <li>• Prompt reporting and repair of defects</li> <li>• Regular cleaning of floors in line with cleaning guidelines</li> <li>• Prompt clearing of spillages</li> <li>• Adequate signage</li> <li>• Use of plastic items if possible</li> <li>• Breakages cleared up promptly</li> <li>• Chipped or damaged items discarded</li> <li>• Walkways to be kept clear of bags etc.</li> <li>• Adequate space allowed between tables for access</li> </ul>	You may have other further actions that you may wish to add	Name of person responsible to be added here	Realistic time frame to be added	Sign and date when further actions have been completed

<p><b>Defective furniture</b> Injury <b>Hot food and liquid</b> Scalds, burns <b>Electrical equipment &amp; sockets</b> Electrocution</p>		<ul style="list-style-type: none"><li>• Regular inspection routine with prompt remedial action</li><li>• Staff trained</li><li>• Trays provided</li><li>• Adequate supervision in relation to age of children</li><li>• Portable appliance testing and regular visual inspection</li><li>• Children informed of good code of behaviour, no running, reporting all spills and no horseplay.</li></ul> <p>You may have other existing precautions you may wish to add</p>				
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## SAMPLE RISK ASSESSMENT School Outings

Activity/Trip Location: Kilbroney Park

Assessment carried out by: Anne Clarke

Activity Date: 01.02.11

Date of Review:01.03.16

1.What are the hazards?	2. Who might be harmed	3. What are you already doing? Control measures at present	4. Further action required) (if any)	Action by who?	Action by when?	Completed
<p>1. Child left behind at the School.</p> <p>2. Child not properly clothed for weather.</p> <p>3. Child requires toilet on the way to the play trail</p> <p>4. Child needs toilet on arrival at trail</p> <p>5. Child becomes ill whilst on outing</p>	<p>Child</p> <p>Child</p> <p>Child</p> <p>Child</p> <p>Child</p>	<p>Register taken before leaving School and head count on the bus.</p> <p>Parents informed prior to trip and checks made on the arrival at School.</p> <p>Children taken to toilet prior to setting off.</p> <p>Keys are obtained from school for toilet area on arrival</p> <p>Visit/ trip parental consent form taken with medical consent form and emergency contact numbers. First Aid kit taken.</p>				
<p>6. Child suffers from travel sickness</p> <p>7. Dog fouling on play trail/ play area or broken glass</p> <p>8. Child becomes sunburnt</p>	<p>Child</p> <p>Child/Staff</p> <p>Child</p>	<p>Children identified who suffer from travel sickness and seated appropriately on bus next to member of staff. Staff equipped with plastic bag, disinfectant wipes etc.</p> <p>Play Trail area checked prior to use.</p> <p>Sun block ( Has parental consent obtained) applied and children to wear hats to protect from heat.</p>				

<p><b>9. Children become dehydrated</b></p>	<p>Child Child/Staff</p>	<p>Plenty of drinks taken and children encouraged to help themselves when they are thirsty.</p>				
<p><b>10. Children/ staff have accident whilst on trip</b></p>	<p>Child/Staff</p>	<p>First Aid kit taken and first aider always present on trip. Emergency contact numbers taken.</p>				
<p><b>11. Play Trail insecure resulting in intruder or child going missing</b></p>		<p>The play trail fence and gates checked to see if secure.</p>				

The risk assessment template will be reviewed yearly

Date of Review: 10/3/16

Signature:

# Risk Assessment - Activity - \_\_\_\_\_

Completed by:

Date:

Review Date:

<b>Hazard</b>	<b>To Whom</b>	<b>Severity</b>	<b>Likelihood</b>	<b>Risk</b>
<b>Existing Precautions</b>	<b>Additional Precautions</b>		<b>Who</b>	<b>When</b>

# RISK ASSESSMENT FOR SCHOOLS (ELB GUIDANCE)

The generic risk assessments for schools contained within this guidance have been developed using the formulas below. It is unlikely that the generic assessments will be totally appropriate for each individual school which may have different circumstances. They should therefore be modified by each school by applying the criteria below to the generic assessment, making that assessment specific to the school.

For example:

The risk rating in the generic assessments is calculated using the formula

Likelihood X Severity

e.g. something 'unlikely' to occur in your opinion (2) multiplied by severity rating of 'significant' (2) would result in a risk rating of 4 which is 'Tolerable' and only requires the control measures to be monitored and reviewed.

This calculation must be made with your school's existing precautions (control measures) in place. If you do have all, or more, of the existing precautions in the generic assessment operating at your school then the risk factor may be lower.

If however, you have identified a particular hazard covered by a generic risk assessment and you do not have all, or any, of the existing precautions listed in place, then your risk factor will be higher and will require further action on your behalf to reduce the risk. This may involve adopting some, or all, of the 'existing precautions' listed and listing them as 'additional precautions' which are in effect further measures you need to implement to control the risk. You may also have other control measures in mind that are not listed and which are equally valid in controlling the risk. It is important that a person (or organisation e.g. ELB) is identified as the person (body) responsible for the remedial measures. A feasible date for implementation should also be recorded and no action by this date should prompt a reminder to the responsible person (body).



When the 'additional precautions' are implemented and the risk assessment is reviewed then the 'additional precautions' become 'existing precautions' and the risk factor is recalculated.

<b>Probability Rating - Likelihood</b>		
very likely	Likely to occur immediately or in the short term	4
likely	Could occur in time, or if repeated enough	3
unlikely	Though unlikely, may occur over time	2
very unlikely	Unlikely to occur	1

<b>Severity Rating</b>		
very serious	Single or multiple fatalities, widespread illness, large scale property/equipment damage	4
serious	Serious injury or illness, serious property/equipment damage	3
significant	Significant injury or illness, significant property/equipment damage	2
minor	Minor injuries and/or illness, minor property/equipment damage	1

# Risk Assessment Matrix

<b>X</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>1</b>	1 Ins ign ificant / Tri via l	2 Low/ Triv ia l	3 Toler able	4 Toler able
<b>2</b>	2 Lo w/ Tol era ble	4 Low/ Tol era ble	6 Medi um/ Sub st antia l	8 Medi um/ Sub st antia l
<b>3</b>	3 Lo w/ Tol era ble	6 Medi um/ Sub st antia l	9 Medi um/ Sub st antia l	12 High/ Intol era ble
<b>4</b>	4 Lo w/ Tol era ble	8 Medi um/ Sub st antia l	12 High/ Intol era ble	16 High/ Intol era ble

Risk Level Description	Numerical Value
High – Intolerable. Immediate action required. Activity should be stopped until control measures can be implemented to reduce risk	12 - 16
Medium – Substantial. Activity can proceed, but with caution, ensuring control measures are maintained. Efforts should be made to control/reduce the risk.	6 - 9
Low – Tolerable. Activity can proceed. Control measures must be monitored and reviewed as required to ensure they remain suitable and sufficient.	2 - 4
Insignificant – Trivial. Monitor activity/task for future changes that would increase the risk	1

## **GENERIC RISK ASSESSMENT INDEX**

### **BLANK FORM**

### **BUILDING SUPERVISOR/ CLEANING DUTIES**

- Access to Plant Room
- Accidental Damage to Asbestos
- Adverse Weather Conditions
- Cleaning of External Ground
- Controlling Spread of Infectious Disease
- Lifting & Carrying/ Manual Handling
- Lone Working
- Repair and Maintenance Work
- Responding to intruder alarms
- Slips, Trips and Falls

- Use of Cleaning Equipment
- Use of Cleaning Products
- Use of Electrical Equipment
- Use of Hand Tools
- Use of Ladder for Light Work
- Use of Stepladder

### **GENERAL SCHOOL ADMINISTRATION**

- Accessing Office Filing and Storage (Using a Stepladder)
- Child Running out of School
- Controlling Spread of Infectious Disease
- Climbing Equipment
- Cookery Activities
- Display Screen Equipment
- Door Closing on Fingers
- Farm Visits
- New and Expectant Mothers
- Office
- Opening and Closing Windows/ Adjusting Blinds
- Outdoor Play - Sunburn
- Provision of First Aid
- Putting up Display
- Use of Electrical Equipment

### **SITE PREMISES**

- Contractors on Site
- Dining Halls
- Fire Safety
- Goal Posts and Nets
- Outdoor Play Areas
- Outdoor Supervision

- Playing fields
- School Premises
- Site Security
- Storage Areas
- Traffic Management