

# Risk Assessment Policy

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## Introduction

A risk assessment is an important tool in protecting employees, pupils and visitors to the Greek School<sup>1</sup>, by analysing hazards, identifying risks and implementing control measures. The law requires that everything 'reasonably practicable' is done to protect people from harm. In many instances, straightforward measures can be effective in controlling risks.

## Aims and Objectives

To ensure staff understand the process of risk assessment and how it can be integrated into effective practices.

## Risk Areas

There are numerous activities that are carried out at the Greek School, each of which requires a separate risk assessment. Most activities fall in to either of the following categories:-

- Educational visits and trips
- Site and Premises <sup>2</sup>
  - Maintenance
  - Security
  - Fire
  - Cleaning
  - Grounds

## Arrangements for applying the policy

Staff will ensure that suitable and sufficient risk assessments are carried out for all tasks, activities, locations and work activities that present a significant hazard in their area of responsibility.

Actions must include the following:-

- Establishing the activities/tasks/locations/work equipment to be assessed.
- Identifying competent people to carry out the assessments.
- Defining the system to manage completed assessments, any associated actions, communication and review.
- Establish communication and information sharing for the outcomes of the risk assessment with all staff and others who maybe affected by the risk.
- To involve staff in assessing the risk.
- Refer risks to the appropriate senior manager where there are areas for concern.

Employees are required to:-

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<sup>1</sup> The Greek School throughout this document refers to both Greek Preschool and Primary School.

<sup>2</sup> "The premises, including floor space and outdoor spaces must be suitable for the age of children and the activities provided on the premises. The School must comply with requirements of health and safety legislation..." (paragraphs 3.54, 3.55, 3.56, 3.57, 3.58, 3.60-3.66, Statutory framework for EYFS, published March 2014).

- Be aware of risk assessment and control measures for their area of work.
- Co-operate with the risk assessment process.
- Use and comply with control measures implemented to ensure the health and safety of themselves or others.
- Report any workplace hazards or concerns regarding health and safety of themselves or others to a senior member of staff.

## **Procedure**

### Stages of Risk Assessment

#### a) Identify the hazards

Managers and staff will identify all the hazards associated with their area of responsibility that could reasonably be expected to cause harm. Hazards can be identified by:

- Observing the task or area;
- Referring to available guidance and information about best practice;
- Looking at accident and ill-health records;
- Checking manufacturers' instructions or data sheets;
- Asking staff for their views.

#### b) Decide who might be harmed and how

For each hazard the groups of people who might be harmed and how must be identified. The groups of people to be considered include:

- Staff or pupils with particular requirements e.g. new and young workers, people with disabilities, new or expectant mothers.
- Cleaners, visitors, contractors, maintenance workers who may not be in the workplace all the time.
- Members of the public, service users, pupils.

#### c) Evaluate the risk and decide on precautions to control the risk

### Evaluating the risk

For each hazard identified the level of risk must be evaluated (High/Medium/Low). This evaluation may include the level of harm presented by the hazard, the number of people involved, and the likelihood of the harm occurring. Once the level of risk is established managers must consider what control measures are already in place and what actions are already being taken to reduce the risk, consider whether these are suitable and sufficient and whether further control measures are required.

### Controlling the risk

- When controlling risks the following principles should be applied, where possible in the following order:
  - Eliminate the hazard altogether;
  - Substitution by something less hazardous or risk;
  - Prevent access to the hazard e.g. by guarding
  - Organise work to reduce exposure to the hazard e.g. putting barriers between pedestrians and traffic

- Create safe methods of work and safe systems of work designed to reduce the risk
- Issue personal protective equipment e.g. clothing, footwear etc.
- Provide welfare facilities e.g. first aid and washing facilities for removal of contamination
- Provide suitable information, instruction and training
- Ensure appropriate supervision.

### **Recording and Reviewing the Risks**

Risk assessments should be recorded centrally; either with the person responsible for Educational Trips and visits or with the Business Managers' Office, for site and premises related risk assessments.

Risk Assessments should be reviewed annually, following accidents or, as and when circumstances change.

### **Legislation**

The Management of Health and Safety at Work Regulations 1999

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