

Ambler School and Children's Centre
Policy

Risk Assessment and Hazard Identification and Risk Assessment Tool

March 2016



Next review with Safety, Service and Communications Committee: March 2018

This plan is subject to on-going change and will be updated as and when required.

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1. Introduction

A risk assessment is an important step in protecting our workers and our business, as well as complying with the law. It helps you focus on the risks that really matter in our workplace - the ones with the potential to cause real harm. In many instances, straightforward measures can readily control risks, for example ensuring spillages are cleaned up promptly so people do not slip, or cupboard drawers are kept closed to ensure people do not trip. For most, that means simple, cheap and effective measures to ensure your most valuable assets - our workforce - is protected.

The law does not expect you to eliminate all risk, but you are required to protect people as far as 'reasonably practicable'. The guidance included here tells you how to achieve that with a minimum of fuss.

This is not the only way to do a risk assessment, there are other methods that work well, particularly for more complex risks and circumstances.

2. Summary

This policy framework reflects the School's commitment to meeting the requirements of the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999.

The School is required by the Health and Safety at Work Act 1974 to do what is reasonably practicable to ensure the health and safety of employees and others who may be affected by their activities. The Management of Health and Safety at Work Regulations 1999 build upon these general duties and include a requirement to assess the risks to health and safety to employees, contractors and members of the public arising out of the council's activities.

This framework is not intended to provide definitive guidance to legislation and where any doubt exists as to the action to be taken or advice or assistance being required, contact should be made with the Corporate Health and Safety team, London Borough of Islington (LBI).

Other legislation that identifies the need for specific risk assessment is additional to this framework.

3. Scope of the framework

This framework should be viewed within the overall context of the Health and Safety Policy in that the school has responsibilities as an employer for ensuring so far as is reasonably practicable the health, safety and welfare of all its employees.

The school recognises that a successful health and safety management system has risk assessment as its core element.

4. Definition and types of risk assessment

The following is the School and LBI's interpretation of some terms used within this document:

(a) Risk Assessment

The assessment of significant risk to persons, property and work equipment made by the School in accordance with the Management of Health and Safety at Work Regulations 1999 and School policy.

(b) Hazard

Something with a potential to cause harm or significant damage, such as moving and handling people or equipment, use of machinery, using hazardous substances, working at height, biological and psychological etc.

(c) Risk

The likelihood that harm may arise from an activity and the severity of that harm.

(d) Control Measures

Refers to those measures that have been identified by the assessor when completing the assessment. They are the measures to be taken to comply with the council's statutory duties and should eliminate or reduce risks so far as is reasonably practicable.

(e) Review

The formal action taken annually by a manager to consult with staff as to whether an assessment and its control measures remain valid.

There are four types of risk assessment in use within the council as follows:

(a) Generic Risk Assessments

The LBI Corporate Health and Safety team have developed a set of assessments for tasks that are carried out by a number of posts within Schools. This will cover the most common risks faced by the School and can be found on the council intranet under Health and Safety (Frontier System).

(b) General Risk Assessments

Where having looked at the generic assessments the manager finds that significant risks still exist, then a general (bespoke) assessment will need to be developed. General assessments will be developed to suit a manager's particular requirements in accordance with the 'A Guide for Managers' and carried out with the assistance of a Corporate Health and Safety Adviser and Employee Representative (if applicable).

(c) Specific Risk Assessments

For topics requiring risk assessment under specific regulations that are not suitable as a generic assessment; due to the prescribed content such as work-related stress, display screen equipment, control of substances hazardous to health (COSHH).

(d) Premises-related Risk Assessments

Assessments of a technical nature requiring a specialist risk assessor for site-related topics such as legionella, fire and asbestos.

5. Training

Training in conjunction with risk assessments will be either provided or approved by the LBI Corporate Health and Safety team. Training standards for line managers are outlined below:

Assessment	Level of understanding
Completion of Generic Risk Assessments	Successful completion of the risk assessment e-course. Reference to Guidance and offer of the manager’s briefing (half-day course).
Completion of General Risk Assessment	Successful completion of the risk assessment e-course. Reference to Guidance and offer of the manager’s briefing (half-day course). Completion of general (bespoke) assessments will be supported by the LBI Corporate H&S Adviser.
Completion of Specific Risk Assessments	Topic relevant instruction can be obtained from ‘A Guide for Managers’ and your Corporate H&S Adviser.
Completion of Premises-related Risk Assessments	Successful completion of the risk assessment e-course and completion of the Premises Manager’s Training (one-day course).

6. Organisation

6.1. Governors

Governors will be responsible for ensuring the risk assessments are suitable and sufficient and that they are implemented effectively into Ambler’s health and safety management system and ensuring overall compliance.

6.2. Headteacher

The Headteacher, as the manager will be responsible for ensuring:

1. A sufficient number of competent persons are trained and tasked to carry out assessments of risks to employees, clients/service users, contractors or visitors.

2. Sufficient time and resources are made available for the completion of risk assessments, the monitoring of control measures and the review of assessments when necessary.
3. Where it is reasonably practicable to do so, hazards will be avoided by elimination or substitution for safer systems or components etc.
4. All significant risks are recorded on the standard LBI issued risk assessment forms.
5. The relevant employees representatives are invited to participate in the assessment of risks.
6. The relevant line manager or risk assessor (when carrying out General Assessments) decides, following appropriate consultation, final risk ratings and the content of the risk assessment form.
7. All relevant risk assessments will be discussed with employees at induction and when significant changes are made to the risk assessments and made available to employees representatives.
8. Risk assessments will be annually reviewed with staff and confirmed at the performance appraisal.
9. Non-employee staff e.g. temporary staff, agency staff, partnership agencies and external contractors will where relevant be given the same level of access to risk assessments as direct employees.
10. Employees and non-employees (as outlined above) will be asked to sign to confirm they have read and understood the relevant risk assessments (where necessary). This will include any updates or changes to relevant risk assessments.
11. All persons with supervisory or line management responsibilities will ensure that control measures listed within the assessment are implemented and monitored.

6.3. Competent persons

Risk Assessments will only be carried out by those staff deemed competent by the Headteacher, sufficient independence for these staff must be allowed to prevent any conflict of interest i.e. adequate separation of accountabilities must be ensured.

"Competent person" is defined as *"any individual or body of persons with adequate theoretical and practical experience and knowledge"*.

7. Monitoring Health and Safety Performance

1. To ensure that suitable arrangements are made to monitor the implementation of this framework it is recommended that a register of risk assessments is compiled by managers detailing the dates when assessments are formally reviewed. The register is held by the Premises Manager.
2. Risk assessments and Safe Systems of Work documentation must be retained for a minimum of three years after they cease to be current. This is a requirement, as the information may be requested by the Health and Safety Executive Inspectors, or needed in any case of litigation.

8. Risk Assessment

8.1. General Principles of Risk Assessment

The Management of Health and Safety at Work Regulations, 1999 require risk assessments to be undertaken by all employers and self employed persons to assess the risks to all employees and any others who may be affected by their business and employers with 5 or more employees must record the significant findings of that assessment.

The Regulations require that employers should undertake a systematic general examination of their work activity and that they should record the significant findings of that risk assessment. Within Ambler it is accepted that the Headteacher or nominated competent person/s within the provision will carry out this work.

A risk assessment should usually involve identifying the hazards present in any business and then evaluating the extent of the risks involved, taking into account whatever precautions are already being taken.

A standard assessment sheet is available (see Appendix 3) for use and adaptation if needed, the principals and information used, as part of the risk assessment proforma should uses i.e. Hazard, Who may be harmed, Controls, Likelihood x Severity.

A “**Hazard**” is something that has the potential to cause harm;

The “**Risk**” is the likelihood of the hazard occurring and the severity it would cause.

8.2. The Purpose of Risk Assessment

The purpose of the risk assessment is to help the (Headteacher and SLT) to determine what measures should be taken to comply with their duties under either the general provisions of the Health and Safety at Work, etc. Act, 1974 or the more specific duties in the various Acts and Regulations associated with health and safety legislation.

In essence, the risk assessment guides the judgment of the Governors, Headteacher, or SLT as to the measures they ought to take to fulfil their statutory obligations.

8.3. What is Suitable and Sufficient?

A suitable and sufficient risk assessment should identify the significant risks arising out of work. This means focusing on those risks that are liable to arise because of the work activity. Trivial risks can usually be ignored, as can risks arising from routine activities associated with life in general, unless the work activity compounds those risks, or there is evidence of significant relevance to the particular work activity.

Governors, Headteachers and SLT are expected to take reasonable steps, e.g. by reading guidance from LBI Islington’s Health & Safety Department, suppliers’ manuals, or Health and Safety Executive guidance, in order to familiarise themselves with the hazards and risks in their work.

A suitable risk assessment should also enable the Governors, Headteacher, and SLT to identify and prioritise the measures that need to be taken to comply with the relevant statutory provisions. It should be appropriate to the nature of the work and

should remain valid for a reasonable period of time. This last point will enable the risk assessment and its significant findings to be used positively by management to change working procedures, or to introduce medium to long-term controls.

NOTE

For relatively static operations, the risk assessment should be such that it is not necessary to repeat it every time someone is exposed to a hazard in comparable circumstances.

However for dynamic activities, i.e. where the detailed work activity may change fairly frequently, or the workplace itself changes and develops (e.g. on a temporary work site, or where the work involves peripatetic workers moving from site to site), the risk assessment will have to concentrate more on the broad range of risks that might arise, so that detailed planning and employee training can take account of those risks and enable them to be controlled as and when they arise.

8.4. Preventive and Protective Measures

It is best to avoid a risk all together. However, if this is not possible it may be appropriate to combat risks at source, rather than by palliative measures.

Wherever possible, work should be adapted to the individual employee, especially as regards the design of workplaces, the choice of work equipment and advantage should be taken of technological and technical progress, which often offers opportunities for improved working methods.

These risk prevention measures form part of a coherent policy and approach at Ambler which allows SLT to give a priority to those measures which protect the whole workplace and all those who work there, and so yield the greatest benefit; i.e. to give collective protective measure priority over individual measures.

Ambler employees need to understand what they need to do in order to avoid, prevent, or reduce the risks at work, which needs to become an accepted part of the approach and attitude at all, levels of the organisation. This information is given to them via access to the Risk Assessments, training and meeting.

8.5. Risk Assessment in Practice

The assessment would not be expected to cover risks, which were not reasonably foreseeable. Ambler applies the same thought process to Risk Assessment and the same information is included. The assessment, however, will depend on the nature of the undertaking and the type of extent of the hazards and risks eg general risk assessments are different to pregnant worker assessment. The process needs to be practical and it must involve management, whether or not advisers assist with the detail. A standard method of assessment is the HSE "Five steps to risk" process (see Appendix 3).

Ambler has adopted a structured approach to risk assessment, ensuring that all relevant risks or hazards are addressed, with the aim being to identify the significant risks at Ambler. It should therefore not obscure those risks with an excess of information, or by concentrating on trivial tasks.

The first action is to identify the hazards, which have the potential to cause harm. It will then be necessary to determine whether there are any specific Acts or Regulations to be complied with, which may help to identify the hazards. The

assessment will then need to concentrate on the risks from the identified hazards. In a systematic look at hazards and risks it may be necessary to look at hazards or risks in groups such as machinery, transport, substances, electrical, etc. However in other cases, an operation-by-operation approach may be needed.

The basic rule to be followed by Headteacher and SLT is to ensure that all aspects of the work activity are reviewed in order to address what actually happens at Ambler, or during the work activity. The reason for this is that actual practice may differ from the works manual; indeed this is frequently a route whereby risks creep in unnoticed. It will also be necessary to think about the non-routine operations such as maintenance, cleaning, loading and unloading, etc.

The assessment must ensure that all groups of employees and others who might be affected are considered, such as office staff, night cleaners, maintenance staff security guards, visitors, etc. This will then allow an identification of a group of workers who might be particularly at risk, for example young or inexperienced workers; those who work alone; disabled employees, etc.

The assessment should also take account of existing preventive or precautionary measures, but a further question should be asked which is "Does action need to be taken to ensure they are properly maintained?"

The purpose of the risk assessment is not to catalogue every trivial hazard but to reflect what it is reasonably practicable to expect Headteacher to know about the hazards of their workplaces.

WHERE EMPLOYEES OF DIFFERENT EMPLOYERS WORK IN THE SAME WORKPLACE, THEIR RESPECTIVE EMPLOYERS WOULD HAVE TO CONSIDER RISKS TO THEIR OWN EMPLOYEES AND TO THE OTHER EMPLOYERS' EMPLOYEES AND WILL HAVE TO CO-OPERATE TO PRODUCE AN OVERALL RISK ASSESSMENT.

Care should be taken not to exaggerate the level of sophistication needed. Similar Schools/ Children's Centres containing similar activities may produce a basic model risk assessment reflecting the core hazards and risks associated with these activities. These models can then be applied by the Headteacher at Ambler provided they satisfy themselves that the model assessment is appropriate to their type of work and that they adapt the model to the detail of their own actual work situations, including any extension of information/procedures necessary to cover hazards and risks not referred to in the model.

9. Employees and Contractors

9.1. Information for Employees

The risk assessment will help identify information, which has to be provided to employees. Relevant information on risks and on preventive and protective measures will be limited to what employees need to know to ensure their health and safety.

To be comprehensible, information must be capable of being understood by the employees to whom it is addressed. Special considerations will therefore be given to any employees with language difficulties, or with disabilities, which may impede their receipt, or understanding of, information.

9.2. Person working in host employer's undertakings

Where employees carry out work in the business of an employer other than their own, there is a need to provide comprehensible information, even to those employees who work often for a short time on behalf of the first employer at any place. Such employees would include for example:

Contractors' employees carrying out cleaning, repair or maintenance under a service contract;

Employees in temporary employment businesses hired to work under the first employer's control i.e. support and supply teachers.

People who visit another employer's premises to carry out work must be provided with appropriate information and instructions regarding relevant risks to their health and safety and the visitors may also introduce risks to the permanent workforce (e.g. from equipment or substances they may bring with them or even pupils with violent and abusive tendencies). THEIR EMPLOYERS SHOULD INFORM THE HOST EMPLOYER OF SUCH RISKS, UNDER THEIR GENERAL DUTY UNDER SECTION 3 OF THE HEALTH AND SAFETY AT WORK ACT, 1974.

9.3. Capabilities and Training

When allocating work to employees, SLT will ensure that the demands of the job do not exceed the employees' ability to carry out the work without risk to themselves or others. If additional training is needed, it must be provided. **See Section 5.**

Training contributes to Ambler's health and safety culture and is needed at all levels, including top management. The risk assessment will help determine the level of training needed for each type of work as part of the preventive and protective measures.

Training needs are likely to be greatest on recruitment. New employees receive basic induction training on health and safety, including arrangements for first aid, fire, and evacuation. Particular attention should be given to the needs of young employees.

Similarly changes in an employee's working environment may cause them to be exposed to new or increased risks, requiring further training. This need for further training should be considered when take on new responsibilities, or there is a change in the work equipment, or systems of work in use.

An employee's competence will decline if skills are not used regularly and training therefore needs to be repeated periodically to ensure continued competence.

Special attention will be given to employees who occasionally deputise for others. Their skills are likely to be under-developed and may need more frequent refresher training.

Health and safety training takes place during working hours and if it is necessary to arrange training outside an employee's normal hours, this should be treated as an extension of time at work.

9.4. Employees' Duties

Employees should notify any shortcomings in the health and safety arrangements even when no immediate danger exists. This is so that employers can take such

remedial action as may be needed in pursuit of their duties under the Health and Safety at Work, etc. Act and other statutory provision.

The duties placed on employees do not reduce the responsibility of the Headteacher to comply with their responsibilities.

10. Hazard Identification and Risk Assessment Tool

A Hazard identification and risk assessment tool has been produced to assist primary schools in identifying what risk assessments are required and to assess the hazards and control measures associated with those risks.

The legal duty to undertake suitable and sufficient risk assessments of significant risks is required under the Management of Health and Safety at Work Regulations 1999. This duty has been highlighted in the School's Health and Safety Policy and by OFSTED inspectors. Registered OFSTED inspectors and Health and Safety Executive (HSE) Inspectors are now responsible for checking that schools have 'clear procedures to identify and control health and safety risks' and to 'comment on any health and safety risks observed during inspections'.

It is important that all relevant staff receive training in how to carry out risk assessments. Training on risk assessment techniques has been made available through Corporate Health and Safety Training programme by undertaking the NEBOSH Health and Safety Award.

11. Undertaking risk assessments

This information has been compiled in order to assist Head teachers and school staff in deciding which risk assessments are required for significant risks on site. The information contained in the document checklists is considered to be best practice and sets the standard for completing risk assessment records. All assessments should be made site specific according to site rules/procedures/site layouts, numbers and individuals involved and the individual features of the school.

A thorough and accurate risk assessment is difficult to achieve by a desk top exercise alone – direct observation of an activity or situation is important whenever possible. This may involve interviewing or gaining the input of relevant staff about 'actual' procedures followed and obtaining feedback or suggestions so that all staff are involved with the process. A number of completed generic risk assessments have been developed to support this guide which can be downloaded from Fronter or by contacting LBI Corporate Health and Safety.

Schools notified of an OFSTED or HSE inspection should ensure that their risk assessments are complete and available to the inspectors.

12. Specialist Advice

In some circumstances, it will not be possible to carry out a risk assessment without seeking specialist advice. In the case of risks associated with curriculum areas the appropriate DfES and Children's Services information should be included along with obtaining advice from the subject adviser. In addition, LBI Corporate Health and Safety are available to give advice on the completion of risk assessments.

13. Control measures

Once appropriate control measures have been identified they must be properly implemented. This will include information to the staff involved and may also highlight a need for extra training or materials or equipment. There may also be a need to monitor working practices to check the control measures are actually in use.

14. Review and revision of the risk assessment

Assessment is not a once and for all activity because the nature of work changes; the appreciation of hazards and risks may develop; new employees who are not familiar with the activity may well be commencing work at Ambler. A vital factor associated with the assessment is therefore monitoring which may reveal near misses or defects in plant and equipment, or adverse events which may take place even if a suitable and sufficient risk assessment has been made and appropriate preventive and protective measures taken.

THIS NEED TO REVIEW THE RISK ASSESSMENT IS PART OF STANDARD MANAGEMENT PRACTICE.

The risk assessment should remain valid for a reasonable time, which will help Head teachers/premises managers introduce medium or long term controls. Risk assessments should be reviewed when any significant changes arise, for example:

- The introduction of new equipment
- New/revised work processes
- New staff
- New legislation
- Following accident investigations
- Annually

15. Monitoring

Monitoring is a continuous process which will identify changing circumstances as highlighted above and enable revised safety controls to be implemented.

Monitoring by the school may include:

- School based safety audits
- Regular site inspections
- Examination of accident reports and near misses
- Governing body enquiries
- Agenda items on staff meetings
- Periodic examination of health and safety policy document

LBI council's Corporate Health and Safety team are available to advice on all aspects of Health and Safety including risk assessments by contacting: 020 7527 2230

16. Recording risk assessments

There are many methods available to assess risks and record the findings as required in Regulation 3 of the Management of health and safety regulations 1999. The format chosen by the council should be followed by all services.

LEVELS OF RISK:

Very High

These are classed as primary or critical risks requiring immediate attention. They may have a high or low likelihood of occurrence, but their potential consequences are such that they must be treated as a high priority for implementing a risk assessment and suitable control measures. Consideration should be given to planning being specific rather than generic.

High

These risks are classed as significant. They may have a high or low likelihood of occurrence, but their potential consequences are sufficiently serious to warrant appropriate consideration after those risks classed as "Very High" for implementing a risk assessment and suitable control measures.

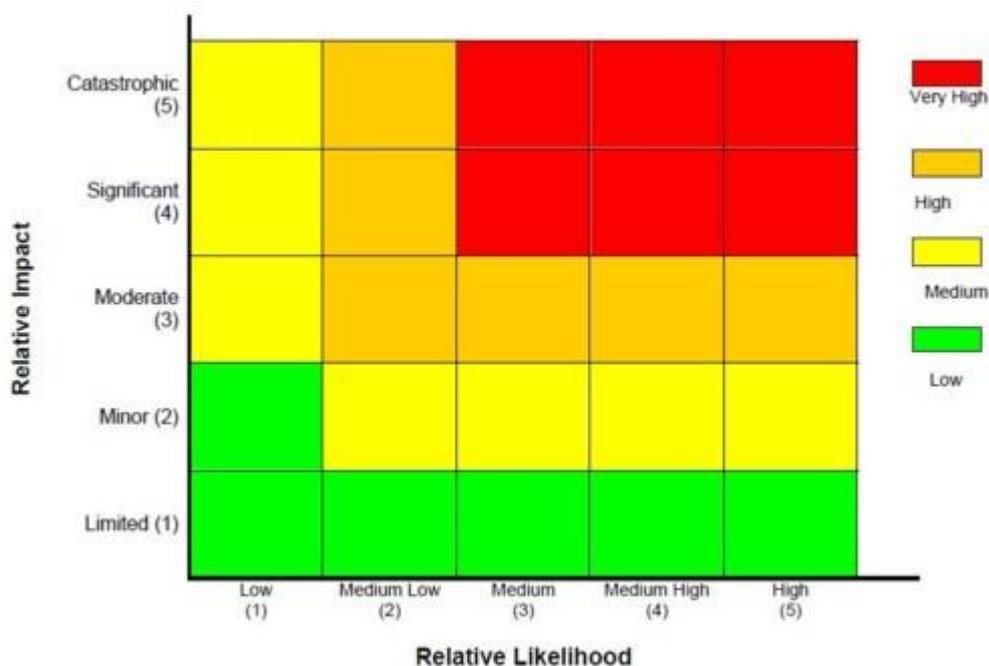
Medium

These are risks that are less significant; however they may still have serious consequences. These risks should be monitored to ensure that they are being appropriately managed and consideration is given to their being managed through suitable and sufficient risk assessments.

Low

These risks are both unlikely to occur and not significant in their impact therefore are unlikely to require a specific risk assessment so could be managed as part of an overall building or classroom risk assessment. They should require minimal monitoring and control unless subsequent risk assessments show a substantial change prompting a move to another risk category.

The matrix shown below helps in deciding whether a risk is acceptable or not acceptable and whether an assessment should be completed.



17. Prevention and control

When considering control measures to address any risks identified in a risk assessment the following list should be considered in order of effectiveness. Where people are involved, their level of competence needs to be taken into account.

- a. Elimination (e.g. buying ready sawn timber rather than using a circular saw)
- b. Substitution by something less hazardous and risky
- c. Enclosure (enclose it in a way that eliminates or controls the risk)
- d. Guarding/segregation of people
- e. Safe system of work that reduces the risk to an acceptable level
- f. Written procedures that are known and understood by those affected
- g. Adequate supervision
- h. Identification of training needs
- i. Information, instruction (signs, hand-outs)
- j. Personal protective equipment (gloves, goggles etc.)

18. Other policies

The following guidance should be reviewed in conjunction with this policy.

1. Risk Assessment – A Guide for managers
2. Risk Assessment A Guide for employees
3. Ambler Health & Safety Policy

Generic Risk Assessment

*(Note: This is not an exhaustive list. The activities listed detail possible incidents that could cause injury and suggested risk assessments required as best practice. All risk assessments using the generic forms referred to in this guide must be made **SITE SPECIFIC** taking into account the characteristics of the site, numbers and individuals involved and current site procedures)*

A General Activities

1. Fire and fire prevention
2. Use of portable electrical equipment – staff and pupils
3. Moving/transporting computers/equipment on trolleys – staff and pupils
4. Using a baby belling cooker and use of simple hot plate – staff and pupils
5. Movement of pupils round the site – including breaks and lunchtime supervision
6. Grounds maintenance
7. Contractors on school sites
8. School events
9. Using irons, sewing machines, domestic appliances – pupils and staff
10. Work at heights
11. Manual handling (lifting/carrying assisting) of pupils – SEN/Physical disabilities – staff
12. Manual handling (lifting/carrying/assisting) of pupils – Nursery – staff
13. Violence at work – staff

B Site and buildings

1. Site cleanliness – hygiene risks – staff and pupils
2. Site specific – buildings defects – staff and pupils
3. Drinking water supply – staff and pupils
4. School pond
5. Vehicles on site
6. Trip/slip hazards
7. Vandalism

C Caretaking and Cleaning

1. Use of hand tools
2. Litter picking
3. Boiler duties
4. Use of electric tools
5. Working at heights
6. Use of mobile tower scaffold units
7. General manual handling
8. Use of cleaning materials
9. Use of buffer, scrubber, vacuum cleaners
10. Working alone
11. Swimming pool duties

D Office and Administration

1. Use of computers
2. Use of office equipment – laminators, binders
3. Use of photocopier
4. Use of computer in class/on trolleys or static

E- Pupil Activities

1. Using sharp instruments
2. Swimming
3. Pupils PE activities – indoors
4. Pupils PE activities – outdoors
5. Manual handling of PE equipment
6. Design and Technology activities
7. Science studies
8. School pets
9. Use of glue guns
10. Cutting and sticking
11. Use of clay – kilns
12. Mixing and using paint
13. Needlework textiles

Specific Risk Assessments

Various specific assessments are required under other pieces of health and safety legislation and also required in the Council Policies appertaining to these legal requirements. The assessments are for:

- Premises Fire Risk Assessment
- Pupil Risk Assessments;
- Asbestos Type 2 Survey and Management Plan;
- Control of Substances Hazardous to Health Assessments;
- Manual Handling - Persons;
- Manual Handling – Static Loads;
- Display Screen Equipment users;
- New and Expectant Mothers;
- Young Workers;

Please refer to the individual Council/ Ambler Policies for more information on the above assessments.

Appendix 2 – Example of Risk Assessment Template (1)

DEFINITION
The risk assessment applies to staff who carry out work on building defects
THE HAZARDS
The hazards arising with this activity are: <ul style="list-style-type: none">➤ Slips, trips and falls➤ Falls from height➤ Collision➤ Broken glass/light fittings➤ Heating pipes➤ Hazardous projections➤ Damage to fixtures or fittings➤ Asbestos➤ Contact with heat, electricity, sharp surfaces➤ Explosion➤ Ventilation➤ Excessive heat/low temperatures
RISK CONSEQUENCE
<ul style="list-style-type: none">○ Sprains/strains○ Fracture○ Laceration○ Back injury○ Damage to property and equipment○ Burns/scalds○ Major injury○ Discomfort – extremes heat/cold○ Allergies
RISK FACTOR
The inherent risks are assessed as LOW provided that the control measures detailed in this assessment are implemented and maintained.
INFORMATION
The employees affected by the above risks should have received an appropriate standard of training in order to understand the arrangements that have been made in connection with safe moving and handling of loads: Please identify which method has been used to communicate the information: <ul style="list-style-type: none"><input type="checkbox"/> Classroom Based Training<input type="checkbox"/> On-line Training<input type="checkbox"/> On the Job Training<input type="checkbox"/> Written Instructions
MONITORING
The control measures detailed in this risk assessment are to be monitored by local management to ensure that they are effectively and consistently implemented. Any instances where effective implementation becomes impossible should be reported to the person responsible for health and safety who may seek advice from Corporate Health and Safety.

CONTROLS	In Place?		
Site hazards			
➤ Regular inspections of premises is carried out to identify defects			
➤ Records are kept of the inspections which include a list of any action required			
➤ Arrangements are made to carry out repairs according to priority			
➤ All accidents/incidents are reported and investigated if appropriate			
Fall from heights			
➤ You refer to the working at height risk assessment before commencing any work at height			
➤ Access to the roof is prohibited except to competent persons			
➤ Inspections of protective rails to roof areas and balconies is carried out			
Broken glass/light fittings			
➤ There are procedures in place to deal with the clean-up operations of broken glass			
➤ Entry to areas where glass has broken is prohibited until the clean-up can be completed			
Heating pipes			
➤ Heating pipes are inspected to identify where contact could be made with hot pipes			
➤ Heating water temperatures are at a safe level			
➤ Protective insulation is fitted to pipes in high risk areas			
➤ Hazardous pipe runs are inspected and reviewed on a regular basis			
➤ All records of inspections are kept			
Hazardous Projections			
➤ Inspections are carried out to identify where staff or pupils could fall onto/against hazardous projections			
➤ Protective caps are fitted wherever possible			
➤ Regular inspections of hazardous projections is carried out			
➤ All records of inspections are kept			
Damage to fixtures and fittings			
➤ Regular inspections of fixtures and fittings are carried out to identify failures and breakages			
➤ A reporting system is in place for staff to report failures and breakages to equipment			
➤ Where possible temporary repairs are carried out until a full repair can be acitoned			
➤ Access to areas where there are failures or breakages to equipment is restricted if hazardous to staff or pupils			

➤ There is a good level of co-operation and co-ordination between staff and premises manager			
➤ Access to areas where there are failures or breakages is restricted to unauthorised persons			
Asbestos			
➤ No work is carried out until the asbestos management register has been referred to			
➤ Contractors are issued a copy of the asbestos management pack			
➤ Advice is sought from the Asbestos Team, Islington council where there is concern about any asbestos related issue			

ADDITIONAL MANAGEMENT CONTROLS
The following controls are additional to those listed above and are the responsibility of the local/premises manager to ensure implementation:
•

This assessment was completed by (name):	Date:

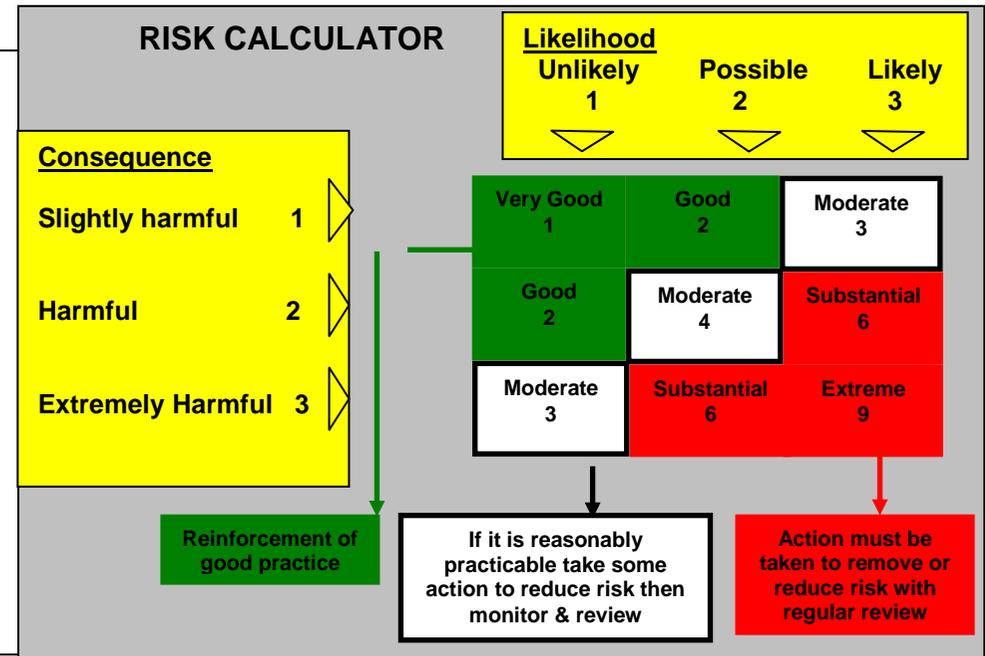
REVIEW	
This assessment should be reviewed annually or sooner if circumstances change such as significant change in procedure, equipment or supervisory personnel.	
DATE OF THE REVIEW	

REMARKS (If you complete this form manually, write remarks/comments on a separate sheet.)

IF ANY OF THE ABOVE CONTROLS ARE NOT IN PLACE (AS SHOWN IN THE 'NO' COLUMN) THE APPROPRIATE MANAGER MUST TAKE ACTION. WHEN SEEKING TO AMEND THIS ASSESSMENT, CORPORATE HEALTH AND SAFETY MUST BE NOTIFIED.

Appendix 2 Example of Risk Assessment Template (2)					
School Name:				School Assessment Number:	
Area or Activity:					
Issued By:	Approved By:	Issue Number:	Sheet Number:	Cover	

Legislation / Information Source:				
Date of Assessment:				
Assessor Signature:				
Assessment Frequency:				
Follow up Assessment Dates:				
Signed and accepted by Headteacher / Centre Manager:				
Signed and accepted by Chair of Governors:				
Key Triggers:				



Hazard Observed	Who maybe harmed?	Risk rating before controls Consequences x Likelihood =	Control measures/ notes	Risk rating after controls Consequence x Likelihood =	Control measure by: Date & Sign

N.B The aim of a risk assessment is to provide general information on the type of hazards employees and pupils as well as others who maybe involved are exposed to.
 IF FOLLOWING IMPLEMENTATION OF ALL CONTROL MEASURES THE **RISK RATING** IS STILL SUBSTANTIAL OR ABOVE, FURTHER ASSESSMENT & CONTROL MEASURES SHOULD BE CONSIDERED.

	Hazard Observed	Who maybe harmed?	Risk rating before controls Consequences x Likelihood =	Control measures/ notes	Risk rating after controls Consequence x Likelihood =	Control measure by: Date & Sign
2						
3						
4						
5						
6						
7						
8						
9						

School logo	Risk Assessment						
	School Name:						
	Area or Activity:						
	Issued By:		Approved By:		Issue Number:		Sheet Number:

Number of hazards:		Total hazard score:		Hazard score after controls:	
		Average Score:		Average Score:	

Notes/ comments:

Risk Score After Controls	Action to be taken
1 - 2	Unlikely to be a risk.
2 - 3	May produce a minimal risk.
3 - 4	Low moderate risk. Will need to be monitored.
4 - 6	High moderate risk. Will need to be closely monitored.
6 - 7	Low substantial risk. Will need to be closely monitored with staff/ pupil awareness.
7 - 8	Greater substantial risk. Will need to be closely monitored with staff/ pupil awareness. External assistance maybe required and removal or exclusion of the hazard may need to be considered.
8 - 9	High substantial risk. Will need to be closely monitored with staff/ pupil awareness. External assistance maybe required and removal or exclusion of the hazard may need to be implemented.
9 - 10	Extreme Risk. External assistance will be required and removal or exclusion of the hazard should be undertaken.

People involved in the production of the assessment

Appendix 3 – 5 Steps to Risk Assessment

<http://www.hse.gov.uk/pubns/indg163.pdf>