



## **RISK ASSESSMENT AND MANAGEMENT OF (HEALTH AND SAFETY) RISK POLICY**

### **Introduction**

Collingham College is required under the Management of Health & Safety at Work Regulations to manage the level of risk in **all** of its activities. Put basically staff and managers should manage/reduce risk to reasonable levels by identifying what the basic level of risk is, and if necessary put in place controls to reduce risk. All staff should also be alert to changing circumstances and should take appropriate actions to reduce or stop an activity if the level of risk seems inappropriate. Risk assessments are also required by other legislation, i.e. COSHH, Manual Handling, Visual Display Screen Equipment etc. The results of any risk assessment and subsequent control measures should be made known to the staff, students and visitors concerned.

### **Statement of Intent**

The College will continue to assess all activities and establish written risk assessments for those areas which indicate the presence of risk.

### **Assessments**

Separate documents detailed in the Health and Safety Manual also have a bearing on the management of risk. Assessments will continue to be carried out using the College's Risk Assessment procedures by those persons having control and immediate responsibility for the activity. The assessor will keep a record of the assessment and ensure that all staff and students involved are aware of the requirements of the assessment. A copy of each assessment will be kept in a central file.

### **Training**

Staff will be appropriately trained to manage risk and write risk assessments.

### **Legislation**

Risk assessments have been implicit under the Health & Safety at Work Act 1974 and explicit under regulations such as the Control of Substances Hazardous to Health (COSHH) Regulations and the Noise at Work Regulations made under this Act. The Management of Health & Safety at Work Regulations requires a risk assessment to be carried out by employers to assess the risk to staff, students and others who may be affected by their undertaking, and to record the significant findings of the assessment and any group of employees as being especially at risk. Where an assessment is made under other regulations such as the COSHH Regulations this will meet the requirements of the assessment required by the Management of Health & Safety at Work Regulations.

### **Risk Assessment**

The college's risk assessment process covers both adults and children and includes:

- Checking for hazards and risks both indoors and outside and in all activities and procedures;
- Deciding which areas need attention;
- Developing an action plan which specifies the action required, the timescales for action and any funding required

Lists of health and safety issues are checked:

- Daily (basic), before the start of morning college;
- Termly (extensive); and
- Annually (comprehensive), when a full risk assessment is carried out.

### **What is a risk assessment?**

A risk assessment is a careful examination of what, in an employee's work, could cause harm to them, so that it can be weighed up whether the Principal has taken enough precautions or should do more to prevent harm. The

Principal is legally required to assess the risks in the workplace. In assessing the risks in the workplace, the Principal will require the Health and Safety Officer to:

- look for the hazards;
- decide who might be harmed and how;
- decide whether the existing precautions are adequate or whether more should be done;
- record the findings;
- review the assessment and if necessary, revise it.

Specialist advice will be obtained if necessary and the risk assessment will be reviewed periodically. The significant findings will be recorded and appropriate preventative and/or protective measures taken as necessary.

### **Looking for Hazards**

You can look for hazards by:

- consultation and conducting inspections of the workplace;
- analysing jobs;
- adopting a “what if” approach;
- listing all Acts and Regulations as they apply to the workplace.

Manufacturers’ instructions, accident records, ill health records, etc., can help to identify hazards.

### **Advice to all staff**

Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide: slipping / tripping hazards (e.g. poorly maintained floors or stairs); fire (e.g. from flammable materials) chemicals (e.g. Floor cleaner); moving parts of machinery, (e.g. blades); work at height, (e.g. from ladders); pressure systems, (e.g. gas systems and bottles); electricity (e.g. poor wiring); dust fume (e.g. welding); manual handling; noise; poor lighting and low temperature.

### **Is Risk adequately controlled?**

Have you already taken precautions against the risks from the hazards you listed? For example, have you provided:

- adequate information, instruction or training?
- adequate systems or procedures?

Do the precautions:

- meet the standards set by a legal requirement?
- comply with a recognised industry standard?
- represent good practice?
- reduce risk as far as reasonably practicable?

If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. You may refer to procedures, manuals, company rules, etc. giving this information. If the risk is not adequately controlled, an ‘action list’ should be written.

### **Who Might be Harmed?**

There is no need to list individuals by name, just groups of staff conducting similar work, or why they may be affected, e.g.:

- teachers;
- classroom assistants
- office staff;
- maintenance staff;
- contractors;
- people sharing your workplace;
- cleaners;
- Parents/guardians/carers.

Pay particular attention to:

- staff with disabilities;
- visitors;

- inexperienced staff;
- lone workers.

### **Recording the Findings**

If more than five staff are employed, significant hazards and conclusions must be recorded and staff should be informed of the findings. The Principal should be able to show that:

- a proper check was made;
- you asked who might be affected;
- you dealt with all the obvious significant hazards;
- the precautions are reasonable and the remaining risk is low.

Keep the records for future reference: an inspector may ask for them or if you become involved in any legal action they will be required.

Risk assessments should be recorded in one or more of the following ways:

- On a College Risk Assessment Form.
- On a specific health & safety risk assessment record form e.g. COSHH, Manual Handling, Visual Display Screen Equipment, Personal Protective Equipment.
- On an instruction or procedure document.
- Any other appropriate and approved record.

The risk assessment should be signed and dated by the person completing the form. The findings of the risk assessment should be made known to all staff and students affected by the activity assessed. A copy of all completed risk assessments should be kept within the relevant department or service area and their location made known to all staff within that area.

### **What further action is necessary to control the risk?**

What more could you reasonably do to reduce these risks which you found were not adequately controlled? We give priority to those which affect large numbers of people and / or could result in serious harm. Apply the principles below when taking further action, if possible in the following order:

- remove the risk completely;
- try a less risky option;
- prevent access to the hazard ( e.g. by guarding or fencing);
- organise work to reduce exposure to the hazard;
- issue personnel protective equipment;
- provide welfare facilities (e.g. washing facilities for removal of contamination and first aid).

### **Risk Assessments**

In order to create a safer environment at the college and also to comply with HSE regulations, we are required to carry out Risk Assessments of any activity that involves a hazard. A hazard is defined as an activity that has the potential to cause harm to either students, staff, visitors or members of the public.

#### **AREA/ACTIVITY COVERED: General classroom activities**

**SIGNIFICANT HAZARDS:** slips, trips, fall, electric shock and fire

### **Control measures**

The layout of all teaching rooms will be such as to ensure ease of exit in the event of fire. Access to the exit door, including any additional fire exit doors will be free of obstruction and readily accessible. All aisles between desks or other furniture will be sufficient width to allow easy passage taking account of the numbers using them. Fire exit routes will be clearly marked in all corridors serving teaching rooms. On entering teaching areas, staff will ensure that they are in a safe condition. This will involve ensuring that floors are free of obstructions and trip hazards e.g. trailing cables; that electric socket outlets are free of physical damage or discoloration due to overheating and that no other hazards are present e.g. inappropriate substances left in the teaching area. Any faults for accidental damage that may give rise to significant risks will be reported and remedial action taken. Immediate action will be taken to prevent danger where there is a significant risk. All electrical equipment e.g. televisions, overhead projections etc will be correctly fused and maintained in a safe condition. All new equipment will be CE marked

where appropriate. An Inspection and testing procedure will be carried out by a professional body once every fourteen months and documented.

Where manual handling has to be carried out e.g. moving large items of furniture or equipment, this will be done by the maintenance manager in the appropriate way. All equipment and other items stored in teaching rooms will be stored safely. Items will not be stored in situation where they may give rise to risk of manual handling injury or where they may fall and cause injury e.g. heavy items on tops of cupboards. Where access is required to shelves etc above head height, appropriate step stools or steps will be readily available and used. Items will not be stored where they may cause obstruction or be a trip hazard.

### **Information & Supervision**

A DBS check as appropriate will be carried out in respect of all personnel whose work may bring them into unsupervised contact with children. All teaching staff will have such specialist training and knowledge as is necessary to ensure safety in respect of the activities they are supervising.

**AREA/ACTIVITY COVERED:** Indoor and outdoor sports and games activities

### **Control Measure**

Supervision by qualified and competent staff is the principal control measure in respect of pupil safety during physical education and sports activities. There is no profession or legal requirement for a teacher to have a specific award or accreditation before teaching any physical education activity but the college must be satisfied that teachers or others who supervise such activities are competent to do so. All staff will be given relevant medical/emergency information in respect of students liable to suffer adverse medical problems arising from involvement in any physical education or sports activities. Staff will ensure that each pupil is physically fit for any activity they may undertake and that students know how to use safely all the equipment that are required to use. Where appropriate, staff will ensure that suitable warm-up exercises are performed prior to the start of games and similar strenuous activities.

All outdoor playing fields/areas and the equipment used on them, including fixtures such as goalposts etc will be suitable for the purpose for which they are used. Hazards may include damage to surfaces, glass, small potholes, stones, dog faeces or insecure/unstable/unsuitable equipment. Surfaces may also be unsafe as a result of ice, frost or excess surface water. Staff will make a simple visual inspection of playing areas etc before any activity begins to ensure the conditions and equipment are safe. Where students are to be involved in the setting out of equipment etc. they will receive appropriate instruction and supervision in respect of how to carry this out safely. In particular staff will ensure that students do not lift loads in an unsafe way not lift excessive loads having regard to their physical development. A first aid container will be maintained in, or in the immediate vicinity of, each sports area. A travelling first aid kit will be taken to all sporting events away from the college premises. Where the supervising member of staff is not a qualified first aider, there will be a reasonable access to such a person.

### **Information, Training and Supervision:**

Levels of supervision of sporting activities will be sufficient to ensure the health and safety of those taking part. Factors to consider are the nature of the activity; the age, ability, physical and behavioural characteristics of participants and any relevant medical conditions. It is recommended that the staff responsible for physical education lessons should have a first aid qualification.

**AREA/ACTIVITY COVERED:** Off-site activities and visits

**Significant hazards:** Security, slips, trips and falls; health problems arising from contact with animals.

### **Control Measures**

All offsite visits/expeditions must be authorized by the Principal. Students will only participate in off-site visits with the written consent of their parent/guardian/carer. Parents/guardians/carers will be given details of each trip and will give their consent. Adequate levels of supervision will be maintained during all off-site activities. The following factors will be taken into account:

- The number of students involved
- The duration of the journey
- The gender, age and ability of group members
- The nature of any accommodation to be used
- Any requirements of the locations to be visited

- First aid cover

Where reasonably practicable, all accommodation should be assessed for suitability prior to visits taking place. All accommodation should be clean, in good repair, well lit and well ventilated and there should be enough space to allow students to live in comfort with an appropriate number of showers/baths, wash basins and toilet facilities. Kitchen and dining facilities should be clean and well organised with food being freshly cooked and served immediately. In cases where a facility is being used for the first time, a pre-visit by a member of staff will be appropriate. If staff do not sleep in the same block there should be a duty teacher of appropriate gender whenever the students are in the accommodation. Children and staff will occupy separate rooms on residential visits, according to gender. Teachers must make themselves and students aware of fire exits and evacuation procedures. A fire evacuation practise should be carried out early in the visit. Teacher to retain pass keys in order to gain entry to all self-locking doors in and emergency. An assessment of risk will be made prior to any off-site activity or visit.

All staff will be given relevant medical/emergency information in respect of students liable to suffer adverse medical problems during in or arising from off-site visits. Staff will ensure that each pupil is physically fit for any activity they may undertake. The group leader and other staff will monitor risks throughout the visit and take necessary actions appropriate. Clear rules of conduct will be established and communicated to students in respect of acceptable behaviour during off-sit visits and journeys. Appropriate footwear, personal protective clothing and equipment will be worn by staff and students during visits. This may include wellingtons and weather resistant outer clothing. A first aid container will be available on all off-site visits.

Teachers are reminded to avoid any 1:1 situations with students that might be open to misinterpretation. All accompanying adults have a duty of care. Teachers should remember that they are loco parentis at all times on the visit and thus responsible for the well-being and safety of the children. A system of pupil recall is essential with work in the open environment, on water or during swimming activities. The system should be simple, understood by all and practised beforehand. A system is implemented to attract the attention of children when it is necessary for the students to re-join the main group. Children should never be on their own, but remain in the group. In the event of Outdoor Activity Centres being used for activities such as hill walking, rock climbing, sailing, canoeing etc and assessment of the suitability of the centre, qualifications, suitability and experience of the staff etc will be made prior to them taking place.

**AREA/ACTIVITY COVERED:** All building and grounds maintenance and related activities.

**Significant hazards:** Machinery hazards; electric shock; falls from height; slips, trips and falls.

### **Control Measures**

All machinery and work equipment will be suitable for the purposes for which it is used. It will be maintained in a safe condition. It should be stored in the locked shed and never left unattended on the college grounds or building. An inspection and testing procedure will be maintained in respect of all portable electrical appliances. This will be carried out every fourteen months by a qualified professional. Records will be kept of this inspection. All electrical equipment will be correctly fused and will be maintained in as safe condition. Suitable precautions shall be taken to reduce the risks associated with working at height. Access equipment will be suitable for the purpose. Ladders will be used when suitable. When they are not scaffolding will be used. This will be erected by competent persons and subject to inspection in accordance with statutory requirements. Staff will not undertake manual handling activities that present significant risk unless they have received appropriate training.

The building will be maintained in a safe condition. Where deterioration/wear and tear could give rise to significant risk to health and safety, monitoring will be carried out. Where appropriate, schemes of preventative maintenance will be put in place to further minimise risk. Staff will be encouraged to report accidental damage and other faults and remedial action will be taken before significant risks arise. The selection of contractors will be undertaken by the Principal. She will seek to ensure the selection of competent contractors, effective collaboration between the college and contractors in the performance of contracts and to monitor the health and safety performance of contractors. A fire risk assessment will be carried out and reviewed as necessary e.g. in the event of changes to buildings. Fire arrangements will be recorded and fire evacuation procedures established and maintained in respect of potential evacuations during the day. Suitable personal protective equipment will be provided in respect of all activities where it can further reduce risk. Cleaning of the college building will be done by competent persons and all cleaning materials kept in a locked cupboard. They will only use products that have been authorised by the Principal.

## **Staff involved in promoting Health and Safety**

All staff carry out a risk assessment of their specific rooms and surrounding areas and complete a Room Safety Audit at regular intervals.

## **Review and Revision**

If there is a significant change in working practices, e.g. purchase of new machinery or substances, employment of new staff, etc., this could present new hazards. It is good practice to review assessments from time to time to ensure precautions are still working effectively. All risk assessments should indicate on them the required review period that should be:

- at least annually where there is a generic risk assessment;
- on each occasion when it is an activity/site specific assessment;
- also at regular periods dependent of the level of risk of the activity;
- immediately following an accident (or a near miss) and
- when new activities are introduced

The review should be signed and dated by the person completing the form. A copy of the completed reviewed/updated risk assessment should be forwarded to the Principal.

## **Guide to Risk Assessment**

The activities listed below have been graded on a scale (Low, Med or High) in accordance with the seriousness of the injury they could cause.

### **Severity of hazard**

Low = No hazard

Low = Slight, could cause minor cuts or bruises

Low = Minor, could cause wound needing on site first aid treatment

Med = Moderate, could cause wound needing treatment at local surgery

Med = Could cause wound needing hospital treatment

Med = Fractures, dislocations, breakage of bones needing hospital treatment

High = Head wounds and concussion needing hospital treatment

High = Permanent maiming or disfigurement

High = Could cause permanent total disablement or death

High = Could cause multiple fatality

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## **This policy is in support of the Health and Safety Policy**

### **Legal Status:**

- Regulatory Requirements, Part 3 Welfare, Health and Safety of Students and Part 5 Premises and Accommodation of the Education (Independent College Standards) (England) (Amendment) Regulations, Section 547 of the Education Act 1997
- Prepared with regard to Health and Safety at Work etc Act 1974 and associated amendments and regulations including any relevant supporting documents including: The Management of Health and Safety at Work Regulations 1999, and The Regulatory Reform (Fire Safety) Order 2005, including any further amendments and supporting documents.
- Prepared with regard to the Equality Act 2010, Race Relations Act 1976, Race Relations Amendment Act 2000, Sex Discrimination Act 1986, Children's Act 1989 and Special Educational Needs and Disability Act 2001.
- Health and Safety: Department of Education (DfE) *Advice on legal duties and powers for local authorities, head teachers, staff and governing bodies* (DfE February 2014) and the Health and Safety Executive (HSE) *College trips and outdoor learning activities - tackling the health and safety myths* (HSE July 2011).
- The College has regard to Government recommended guidance and advice from the Outdoor Education Advisers' Panel (OEAP) on college trips and offsite activities.

**Applies to:**

- The whole College including the out of college care Including extra-curricular activities and all other activities provided by the college, inclusive of those outside of the normal college hours;
- all staff (teaching and support staff), students on placement, the proprietor and volunteers working in the college.

**Related Documents:**

- Health and Safety Policy, (displayed) Health, Safety and Welfare Procedures, Educational Visits and Off Site Activities Policy
- Safeguarding Children - Child Protection, Safer Recruitment, Anti Bullying Policies, eSafety, Behaviour Discipline and Sanctions Policy, Staff Code of Conduct, First Aid and Medication Policies

**Availability:**

- The Health and Safety Policy, along with relevant procedural documents, are provided either in hard copy or electronically to all new employees and volunteers before commencing work at Collingham College. They are required to state that they have read and understood such documents and confirm this by electronically signing the *Policies Register*.
- This policy is made available to parents, staff and students in the following ways: via the College website, and on request, a copy may be obtained from the Office.

**Monitoring and Review:**

This policy will be subject to continuous monitoring, refinement and audit by the Principal.

The Principal will undertake a review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

Date: January 2017

Dr Sally Powell  
Principal

Robert Marsden and Edward Browne  
Board of Directors