



## Risk Assessment Procedure

It is a legal requirement to assess the risks to health and safety of children, volunteers, and staff in the school setting. This also must be done when young people are to be taken off-site. A risk assessment must be done in advance of new activities – on-site and off-site.

This involves:

1. Identifying the hazards (Hazard means anything that can cause harm)
  - during routine safety checks or during the course of your work
2. Deciding on the risks posed by the hazards (Risk is the chance, high or low) that somebody will be harmed by the hazard)
  - There is a basic *Risk Assessment Procedure* to follow (see below)
3. Deciding on the measures needed to adequately control the risks
  - is there anything you can do to reduce the risk to an acceptable level?
  - do you need to remove the hazard completely?
4. Implementing the control measures & monitoring their effectiveness
  - how will you check that the measures you have taken to reduce the risk are working?

### What should be happening?

- Staff and volunteers will be made aware of the requirements and the risk assessment formula at their Induction. During the Induction, time will be set aside to discuss potential hazards.
- Discussions will take place when new lessons, actions or trips take place (this would normally be part of the planning process)
- Staff and volunteers will agree the course of action to be taken if hazards are identified (e.g. all hazards should be reported in the first instance to the Project Manager)

- The Project Manager will use the recording procedure for risk assessments on the form below. This will include: the date of the assessment; the name of the person responsible; what the hazard is; who is at risk; and how the mitigating action is to be taken.

Risk Assessment records may result from hazards being discovered during routine health and safety checks. Alternatively, you may complete risk assessment forms for particular activities you are planning.

### **Making your Life Easier**

Where possible, the safety of appliances that use gas or electricity will be identified by:

- Retaining installation and servicing certificates provided by approved contractors
- Ensuring stickers on appliances show the date of inspection and maintenance
- Ensuring that appliances and meters are adequately protected and guarded to prevent access by children
- Liaising with the premises manager/care taker/owner to check that all appliances and fittings conform to safety requirements

While most supplementary schools hire their buildings, it is their responsibility to liaise with the owners/care takers of the building to ensure that the building and its contents adhere to all safety regulations.

### **Trips Off Site**

In addition to risk assessments, prior to taking children and young people off-site, it is essential that all parents/carers have completed a permission form. An example of this form is found in the G.I.F.T Health and Safety Policy.

Sign and Dated \_\_\_\_\_

Review date: March 2019

## **Risk Assessment Form**

**DATE OF ACTIVITY:**

**NAME OF PERSON COMPLETING RISK ASSESSMENT:**

**DATE OF ASSESSMENT:**

<b>What is the task/activity or environment you are assessing?</b>	
<b>What hazards are present or may be generated?</b>	
<b>Who is affected or exposed to hazards?</b>	
<b>What degree of injury can reasonably be expected? (see Risk Rating Matrix – table 1)</b>	
<b>Are there any associated risks?</b>	
<b>What precautions are already in place to either eliminate or reduce the risk of an accident happening?</b>	

<b>What likelihood/ probability is there of an accident occurring? (see Risk Rating Matrix – table 1)</b>	
<b>What is the risk rating? (see Risk Rating Matrix – table 2)</b>	
<b>What is the hazard you need to control?</b>	
<b>What additional precautions do you need to either eliminate or reduce the risk to an acceptable level?</b>	
<b>Who is responsible for implementing these controls?</b>	
<b>When are these controls to be implemented (date)?</b>	
<b>When were these controls implemented (date)?</b>	

- ❖ If all the required actions are beyond what is reasonably practical, the activity needs to be cancelled.
- ❖ Completed forms are to be given to the Project Manager for approval.
- ❖ The Project Manager will assess, review and determine whether the task/activity can proceed. This might be done in conjunction with the Management Committee. After agreement, the Project Manager will file the forms and log the content in the Risk Assessment Record to best manage the mitigating actions.

**SIGNATURE OF APPROVAL:**

## Risk Rating Matrix

**Table 1**

Potential Severity of Harm	Meaning	Likelihood of Harm	Meaning
Fatal/Major Injury	Death, major injuries or ill health causing long-term disability/absence from work.	High (frequent)	Occur repeatedly/ event only to be expected
Serious Injury	Injuries or ill health causing short-term disability/absence from work (over three days absence)	Medium (possible)	Moderate chance/could occur sometimes
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work	Low (unlikely)	Not likely to occur.

**Table 2 – Risk Rating – Degree of Injury by likelihood/probability**

	High (likely)	Medium (possible)	Low (improbable)
Fatal/Major Injury	Very High Risk	High Risk	Medium Risk
Serious Injury	High Risk	Medium Risk	Low Risk
Minor Injury	Medium Risk	Low Risk	No significant risk

**Table 3 – Action Required: Key to Ranking**

High or very high risk	<b>STOP ACTIVITY!</b> Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.
Medium risk	Implement all additional precautions that are not unreasonably costly or troublesome.
Low risk	Implement any additional precautions that are not unreasonably costly or troublesome.
No significant risk	No further action required. The risk is no more than is to be encountered in normal every day life and is, therefore, regarded as being acceptable.

### Ongoing Risk Assessment Record

<b>Hazard</b>	<b>Risk Rating</b>	<b>Control Measures</b>	<b>Outstanding Action</b>	<b>Person Responsible</b>	<b>Date</b>