



IPSWICH HIGH SCHOOL
WOOLVERSTONE HALL
SUFFOLK, ENGLAND

Risk Assessment Policy



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POLICY SHOULD BE READ IN CONJUNCTION WITH HEALTH & SAFETY POLICY

H&S Officer: Lorraine Deville, Director of Finance & Operations

Introduction

Ipswich High School recognises that Risk Assessment is one of the keystones of good H&S management which can make a significant contribution to promoting welfare and reducing health and safety risks to employees, pupils, visitors and others who may be affected by the way in which the school operates

Ipswich High School will complete comprehensive risk assessments for all potentially hazardous activities and situations, regularly review them, and implement the controls necessary to reduce the risks to an acceptable level following the principles of prevention: eliminate the hazard at source, reduce the hazard, prevent contact with the hazard, implement safe systems of work, and employ personal protective equipment.

IPSWICH HIGH SCHOOL will provide training and comprehensive guidance for employees on how to complete risk assessments.

What is a risk assessment?

A risk assessment is a systematic method of looking at the school environment and activities to identify things that could happen or go wrong and cause injury or ill health, and deciding on the actions needed to prevent this. It is not always possible to remove all the risks, but they should be reduced or minimised to an acceptable level. It helps to protect:

- pupils, employees, visitors, contractors & members of the public,
- the school and its reputation,
- Ipswich High School and its reputation.



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What are the legal requirements?

Risk assessments are required by the Management of Health and Safety at Work Regulations 1999. They must be 'suitable and sufficient', ie they should show that:

- A proper check was made;
- All the people who could be affected were considered;
- All the obvious, significant hazards and risks were considered;
 - The precautions are reasonable, and the remaining risk is low;
 - The relevant staff were included in the process.
- Risk assessments must be written down if the organisation has more than 5 employees.

What are the Different Types of Risk Assessment?

There are four main types of risk assessment:

- i) Baseline Risk Assessments - these enable the school to have an overview of all the hazards and risks in the school so they can be ranked in risk order (in a Baseline Risk Register). This enables the more significant risks to be identified so that resources can be targeted at monitoring and controlling them.
- ii) Risk assessments required by specific legislation such as the Fire Safety Order, the Control of Substances Hazardous to Health Regulations, or the Work at Heights Regulations
- iii) Area / activity risk assessments such as classrooms, laboratories or offices and sports activities, educational visits and drama productions.
- iv) Individual (personal) risk assessments triggered by a specific event such as a member of staff announcing she is pregnant, or if an individual pupil or member of staff has special needs relating to H&S e.g. as a result of a disability or illness



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Who Should Complete the Risk Assessment?

Heads of Department are responsible for completing and regularly reviewing the risk assessments for all the areas and activities they are responsible for.

It is good practice for all the relevant staff in the department to be involved with completing and reviewing the risk assessments as they will have useful information about how the tasks or activities happen in practice, what can (and sometimes does) go wrong, and they are the people who will implement the controls – so they need to know what they are!

Who Should be Told About Any Significant Findings From the Risk Assessment?

If the risk assessment identifies significant risks which need specific action to control them, these must be brought to the attention of the affected people, e.g. staff, pupils or visitors. This could be in the form of a training session for staff, e.g. if a new piece of equipment is introduced; safety reminders at the beginning of a practical science lesson for pupils; or in a letter to parents prior to pupils going on a school trip or to an adventure activities centre,

Storage of Risk Assessments

Risk Assessments should be stored in a central location, with the exception of Science, which are stored within the teaching area of that department. Paper copies can also be made available.

H:\Admin\Health and Safety\DEPT H&S SEFs

H:\Admin\Health and Safety\Department Risk Assessments

Risk Assessments must be recorded on the [Risk Register](#).

Each department should list all their risk assessments on the index sheet. This should include the following information:

- Name of risk assessment,
- Date of completion / last review,
- Name of person who completed / last reviewed RA
- Date RA is next due for updating
- Where RA is stored (soft or hard copy)



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Review & Monitoring

There are no official requirements for the length of time records relating to risk assessments should be kept. However it is recommended that records should be kept for three years at the very least, since this is the period in which a civil claim can be made by an employee following an incident. If health risks are involved, then the length of time may have to be much longer e.g. 40 years, as claims can be made within three years of the disease or ill health being diagnosed.

Risk Assessments should be reviewed when there is a **material change** in the risk that will alter the assessment i.e. following an incident, or change in environment, type of activity etc. **As standard, risk assessments should be reviewed annually, even if no material change has taken place.**

Risk assessments are reviewed annually in each department as part of the Health & Safety Annual Department Self Evaluation which takes place during the first half term.

Training

Ipswich High School Portal has a variety of example Risk Assessments and resources under the Health & Safety page. Staff who have to complete Risk Assessments will be given one of the following:

- Personal induction by the H&S Coordinator