

Risk Assessment Policy



Change Control

Version	2
Date approved by board	
Post of Policy Holder	
Date Issued	January 2023
Review date	January 2024

Introduction

Petty Pool is committed to protecting the health and wellbeing of its staff, students and visitors, including the promotion of working environments within which the risks of developing a work related medical condition or suffering an injury is minimised, in so far as is reasonably practicable.

Purpose and Scope

This policy describes Petty Pool's arrangements for assessing and managing risks across all of Petty Pool onsite and offsite activities, in accordance with the Health and Safety at Work Act 1974, and the Management of Health and Safety Regulations.

Petty Pool will ensure:

- Activities of Petty Pool will be subject to suitable and sufficient assessments of risk.
- Assessment will be undertaken in line with the risk assessment procedure, kept under regular review, updated, communicated and documented where necessary
- Appropriate training and competent support will be available for all staff required to develop, review and approve risk assessments.

Objectives

As well as detailing responsibilities this policy was written to assist in:

- controlling the risks to which students, staff and visitors and others might be exposed as a result of participating in the full range of activities provided at Petty Pool;
- reduce the likelihood of an accidents and incidents

These objectives will be achieved by completing and actioning risk assessments, staff training and awareness raising and student supervision.

Responsibilities

The **Board of Trustees** has overall responsibility for health and safety at Petty Pool.

The **CEO** has delegated responsibility for the overall implementation of this policy.

The **CEO and Health and Safety Co-ordinator** will:

- provide information, instruction and facilitate training to those members of staff and their managers
- facilitate the provision of training for those staff who undertake risk assessments;
- inform the **CEO** of progress on/or any significant problems encountered; and
- provide guidance or advice as required.

The Board of Trustees will make sure that adequate arrangements and resources are available to implement this policy.

The Senior Management Team is responsible for implementing this policy and monitoring its effectiveness within their area of responsibility and will ensure that:

- staff are identified and released for training;
- suitable and sufficient risk assessments are undertaken and their findings recorded, retained and reviewed annually;
- the findings of assessments are actioned promptly;
- a specific risk assessment is undertaken where young people, women of childbearing age or new or expectant mothers may be at risk;
- all staff they manage, and other people who might be affected identified hazards receive information contained in the assessments and instruction on the control measures needed; and
- Personal Protective Equipment (PPE) is provided, following assessment, for each staff member who needs it when it is deemed necessary.

Staff will ensure that they:

- follow safety procedures;
- refer to and comply with risk assessments;
- be aware of emergency procedures;
- report any hazard or defect in safety arrangements to their manager;
- inform their manager immediately should they have an injury or condition (including pregnancy) which may need to be taken into account
- use PPE correctly, where provided;
- inform their manager of any significant change to equipment or work activities; and
- attend training in relation to risk assessments/Health and Safety

Definitions

- A hazard is something with the potential to cause harm i.e. machinery, substances, vehicles
- A risk is how people may be harmed i.e. cuts from knives

Organisational Procedure

Risk assessment procedure

Staff responsible for an activity must ensure that a suitable and sufficient assessment of risk is prepared. This covers all programmes, events, outdoor education activity, and office functions. Risk assessments should:

- ensure all areas and relevant hazards are covered
- address what actually happens in the workplace or during the work activity
- ensure that all employees and any other persons who might be affected are identified
- identify any people who may be particularly at risk; e.g. young persons, public, new and expectant mothers
- take into account any existing preventative or precautionary measures

Where required Petty Pool will undertake risk assessment related to other statutory provisions to include (not limited to):

- Control of Substances Hazardous to Health Regulations (See Hazardous Substances procedure)
- Manual Handling Operations Regulations 1992, as amended (See Manual Handling procedure)
- Health and Safety (Display Screen Equipment) Regulations 1992, as amended (See DSE Procedure)
- Regulatory Reform Fire Safety Order 2005 (See Fire safety policy)
- Controls of Asbestos (See Asbestos Policy)

When undertaking assessments Petty Pool's risk assessment procedure must be followed. Where action is identified to further reduce or eliminate risk, this must be undertaken in a timely manner commensurate to the risk presented. All risk assessment processes will be supported by the health and safety nominated person where required.

Assessor competency

Appropriate training must be provided and completed by staff and others who have specific responsibility for conducting, reviewing or approving risk assessment. Petty Pool will ensure that suitable training is available through its Training Calendar.

Staff who do not have sufficient training, knowledge or experience to act as an assessor must not conduct risk assessments. Where competency is in question, support should be requested from the CEO.

Information for staff

Staff and visitors must be given comprehensive information on the risks to their health and safety identified from risk assessment. This must include details on any required safe systems of work, prevention or protective measures and emergency procedures.

Generic risk assessments (Work activity and adventurous activity)

Organisational specific generic risk assessments are developed, and maintained by SMT. Managers and Tutors must ensure that where relevant their staff members have read and understood generic risk assessments that relate to their work activities. They must take appropriate action in line with these where required. This does not replace the need to develop specific risk assessment where required.

Recording assessments

Where required, a clear easily revisable record must be made of each risk assessment. Where it is determined that there is no risk, or that the risk is insignificant, there is no need to record the assessment.

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Risk Assessment



Date:		Area/Activity			
WHO MIGHT BE HARMED	IDENTIFIED HAZARD	ASSOCIATED RISK	RISK RATING H/M/L	CONTROL MEASURES	
			Review Due:		
Signed Assessor:				Signed Manager:	

LIKELIHOOD	SEVERITY			
	Death	Major Injury/Hospitalisation	Minor Injury/First Aid	No Injury
Likely	High Risk	Major Injury	Low Risk	No Injury
Unlikely	Medium Risk	Major Injury	Low Risk	No Injury
High risk fatal outcome or serious injuries to more than one person		Medium Risk Serious injury or Irreversible health effect		Low Risk Minor injury (may require first aid/reversible health effect)

Risk Assessment

Date: 01.09.18	Area/Activity Driveway
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WHO MIGHT BE HARMED	IDENTIFIED HAZARD	ASSOCIATED RISK	RISK RATING H/M/L	CONTROL MEASURES CURRENTLY IN PLACE
ALL	Car collision when entering or leaving site	INJURY OR DEATH BY COLLISION	Medium	<ul style="list-style-type: none"> Signs on drive to say slow (more to be ordered) Passing places with signs and right of way
Students/staff	Injury from cars whilst walking down drive	Injury or death by collision	Medium	<ul style="list-style-type: none"> High staff:student ratio at all times including one to one staffing Briefing before going onto drive Grass verges used Avoidance of walking on drive at peak times
ALL	Walking on uneven ground	Slips/trips/fall/broken bones	Low	<ul style="list-style-type: none"> High staff:student ratio during breaks including one to one staffing Regular maintenance
Students	Safeguarding	Abduction/Harm from strangers Harm from dogs	Low	<ul style="list-style-type: none"> Signs to notify people that private property and access is by arrangement Signs to ask people to keep dogs on leads Staff to approach anyone not known
Students/staff	Collision with car whilst carrying out routine maintenance	Injury or death by collision	Medium	<ul style="list-style-type: none"> Avoidance of working on drive at peak times Supervision of students and vulnerable staff members Areas to be marked with caution sign
			Review Due:	31.07.19

Signed Assessor:	Signed Manager:
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LIKELIHOOD	SEVERITY			
	Death	Major Injury/Hospitalisation	Minor Injury/First Aid	No Injury
Likely				
Unlikely				

Appendix E – Risk Assessment (Example)

High risk fatal outcome or serious injuries to more than one person	Medium Risk Serious injury or Irreversible health effect	Low Risk Minor injury (may require first aid/reversible health effect)
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