



CONTENTS	Page
1.0 INTRODUCTION.....	1
2.0 RESPONSIBILITIES	1
3.0 DEFINITIONS.....	2
4.0 PROCEDURE	3
5.0 FURTHER INFORMATION.....	5

1.0 INTRODUCTION

Hillingdon Manor School / Outcomes First Group are committed to protecting the health, safety and welfare of our employees. It is our policy to ensure, as far as is reasonably practicable, that all required tasks and activities are carried out with the minimum of risk to our employees, people in our care and others. Where residual risk remains, a safety standard is established and implemented.

Risk assessment is a legal requirement and is included in the following health and safety legislation:

- Management of Health and Safety at Work Regulations;
- Control of Substances Hazardous to Health Regulations;
- Manual Handling Regulations;
- Personal Protective Equipment Regulations;
- Health and Safety (Display Screen Equipment) Regulations

Implementation: It is the responsibility of line managers to ensure that staff members are aware of and understand this policy and any subsequent revisions.

Compliance: This policy complies with all relevant regulations and other legislation as detailed in the *Compliance with Regulations & Legislation Statement*.

2.0 RESPONSIBILITIES

Managing Director

The Managing Director is accountable for compliance with all relevant legislation relating to risk assessment and providing sufficient resources to meet the requirements of the risk assessment findings.

Operations Managers, Regional Managers, Heads of Services, Head Teachers

Operations Managers, Regional Managers and Heads of Services are responsible for monitoring compliance of the Procedure.

Managers (Office Manager, Head Teachers)

Managers are responsible for undertaking and the review of risk assessments for all employees' work tasks and for activities that involve people in our care and others; and communicating the content of the risk assessments to employees and all relevant parties.



Safety Advisors

Safety Advisors will assist managers in the preparation of the risk assessments.

Employees

Employees are responsible for cooperating with managers to enable them to provide a safe working environment and following the control measures identified by the risk assessments.

Contractors

Contractors are responsible for providing suitable and sufficient risk assessment to the person who has requested the work to be carried out

3.0 DEFINITIONS

Risk Assessment

A risk assessment is nothing more than a careful examination of what, in our place of work, could cause harm to people so that we can weight up whether we have taken enough precautions or should do more to prevent harm. The aim is to make sure that no one gets hurt or becomes ill. We are legally required to assess the risks employees, pupils, contractors including visitors and members of the public. It is important we decide whether a hazard is significant and whether we have it covered by satisfactory precautions, so that the risk is reduced. We will check this when we assess the risks. As we have more than five employees we are legally required to keep a written record of what we have done to reduce the risks.

All employees are informed about risk assessment at induction, team meetings and supervision.

There is a variety of risk assessment forms within the company:

- Service task/activity risk assessment forms;
- Specific task/activity risk assessment forms;
- Maternity risk assessment form;
- Display Screen Equipment (DSE) risk assessment forms;
- Pupils risk assessment forms;
- Pupils 'handling' risk assessments;

Service, maternity and DSE risk assessments are available on *SharePoint / Health and Safety / Risk Assessments / Service Folder*.

Hazard

A hazard means anything that has the potential to cause harm, for example:

- Moving and handling of loads;
- Working from heights e.g. step stools or ladders;
- Working with people in our care with challenging behaviour;



Risk

A risk is the chance that somebody will be harmed by the hazard, for example:

- Risk of strain injury when lifting or handling a load;
- Risk of physical injury if someone falls from height;
- Risk of verbal/physical assault when working with people in our care with challenging behaviour;

4.0 PROCEDURE

Who should carry out a Risk Assessment?

The Manager and Safety Advisors should work together in carrying out risk assessments with consultation of employees who carry out the work.

Service Risk Assessment

A variety of risk assessments are available on *SharePoint / Health and Safety / Risk Assessments / Service Folder*.

The service risk assessments cover the majority of tasks and activities.

Specific Risk Assessment

Managers are responsible for carrying out specific task/activity risk assessments not covered in the service risk assessment pack, using the company risk assessment form.

There is a Risk assessment template available on *SharePoint / Health and Safety / Risk Assessments / Service Folder*.

Consider any tasks or activities that could be reasonably expected to cause harm including activities for people in our care. Ignore the trivial and concentrate on significant hazards. Employees should be involved in contributing to the risk assessment process.

Prioritise the work tasks you consider to be the highest risk, in some cases you will need to action a 'quick fix' to temporarily reduce the risk until authorisation or funds are made available for a permanent solution, e.g. flooring in a main walkway causing a major trip hazard, people in our care group with limited mobility, etc. A 'quick fix' solution would be to consider placing a hazard warning sign over the area and tape the damaged area until arrangements can be made for repair or replacement.

How to Complete the Service Risk Assessment

The risk assessment is completed by filling out the first page of the document stating the establishment name, address, assessment date, people at risk, name of the assessors.

Service hazards, risks and control measures are stated in the following pages. The assessors need to evaluate these and apply the assessment to their establishment.



HEALTH & SAFETY RISK ASSESSMENT POLICY

POLICY FOLDER: OPTIONS AUTISM & LD – HILLINGDON MANOR SCHOOL

Irrelevant hazards, risks and control measures need to be deleted and relevant hazards, risks and control measures are to be added.

For each hazard identified there should be a control measure, if this measure is in place, state 'Yes'.

If the control measure is not in place, state 'No' and identify the action to be taken in the Next Steps on the first page of the document.

The completion date of the Next Steps should be realistic and achievable. The same date will be the next review date of the risk assessment. Once further action has been carried out the risk assessment can be reviewed again and signed off as being complete.

If no further action in the Next Steps identified, the review date is in one year's time.

Who Might Be Harmed

Decide who might be exposed to the hazard, pay particular attention to expectant mothers, people with a disability, young workers, trainees, new employees, you may need to consider individual health and safety arrangements to reduce the risk to them.

New and Expectant Mothers at Work

A pupil can potentially pose a significant risk for a pregnant worker. Therefore, any female worker who believes they may be pregnant must inform their manager as soon as possible so a risk assessment can be carried out. The risk assessment will be reviewed on a monthly basis or as an when required immediately following an incident that may have put the employee at risk .

Maternity risk assessment is available on *SharePoint / Health and Safety / Risk Assessments / Service Folder*.

Young People

Where a young person may be working in the service e.g. school work experience, the manager must carry out a risk assessment which takes into account their inexperience, lack of awareness of existing or potential risks, etc.

The risk assessment must consider whether the young person should be prohibited from certain work activities, except where they are over the minimum school leaving age and it is necessary for their training or the risks have been reduced so far as is reasonably practicable, or when proper supervision is provided by a competent person.

Safety Controls to be considered

When deciding on appropriate measures to control risk consider the following options:

- Avoid the task or activity if possible;
- Try a less hazardous option;
- Avoid parts of the task or activity;
- Prevent access to the hazard;
- Organise work to reduce exposure to the hazard;
- Provide training, information, supervision;



HEALTH & SAFETY RISK ASSESSMENT POLICY

POLICY FOLDER: OPTIONS AUTISM & LD – HILLINGDON MANOR SCHOOL

- Provide equipment;
- Provide personal protective equipment/clothing;

When Should Risk Assessments be Reviewed

Sooner or later changes to the way you work will happen or new equipment is brought in which could lead to new hazards. If there is any significant change, this can be added to existing risk assessments, it is not necessary to amend the risk assessment for every trivial change. Review the risk assessment if there has been an accident and evaluate whether additional control measures need to be put in place.

It is good practice to review the assessments from time to time to make sure we are doing enough to keep the risks low.

How to save a Risk Assessment in your SharePoint Folder

There are three options of saving a service risk assessment from SharePoint in your SharePoint folder, see below:

1. Work from a service risk assessment on SharePoint and save it in your SharePoint folder
2. Save the risk assessment from SharePoint to your computer, complete it and upload to your SharePoint folder
3. Print the risk assessment, complete it by hand, scan it in and upload it your SharePoint folder.

5.0 FURTHER INFORMATION

If you require further information, contact Health and Safety. Details can be located on the *SharePoint / Public Area / Outcomes First Group, Group Contact List*.