Langley Hall Arts Academy

SHPo3

MANAGEMENT OF RISK POLICY

POLICY	REFERENCE	FORM
SHPo4 - Fire Policy	SHR1 - Health & Safety at Work Act 1974	SHF2 - Child Accident Notification Form
SHPo5 - COSHH (Control of Substances) Policy		SHF3 - Accident / Incident Report (Child)
SHPo6 - Manual Handling Policy		SHF5 – General Risk Assessment
SHPo7 - Display Screen Policy		SHF6 - Health & Safety Inspection Report
SHPo8 - Accident / Incident Policy		SHF7 - Accident / Incident Report (Adult)
SHPo11 - Electrical Equipment Policy		SHF35 – Activities Risk Assessment
SHPo36– Maternity Risk Assessment Policy		SHF44 – Near Miss Report
SHPo38 – Managing Asbestos Policy		SHEVF1 – Risk Assessment Form (Educational Visits)
SHPo40 - Staff Stress and Well-being Policy		SQF8 – Accident / Incident Analysis
SQPo4 - Analysing Accidents and Incidents Policy		

There is an element of risk in all workplaces. This risk is managed using the following tools:

- Risk Assessments
- Inspections
- Record keeping and analysis of records for trends
- Investigation of incidents

Risk assessments
The three important elements to a risk assessment are:

- Identification
- Control
- Measurement

At Langley Hall Arts Academy, risk assessments:

- examine the operations and activities that occur in the building and grounds
- identify the possible hazards, i.e. the sort of accident or health risk

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- identify the level of the risk (likelihood of the event occurring and the seriousness of the consequences)
- consider the present control measures (the measures currently in place to try to prevent the occurrence of this accident)
- consider whether the control measures are adequate or whether further measures are required

Once a risk assessment is done it will stand until something changes in the nature of the activities carried out. However, even if there have been no changes the risk assessments will be reviewed every year. The risk assessment is clearly marked with the date of the last review and the date the next review is scheduled.

Part of the risk assessment process is a consideration of the cost of control measures, and whether the expenditure is appropriate depending on the likelihood of an incident and how serious the consequences would be. For example, if a particular incident is very unlikely to occur, and the consequences are likely to be minor, then it would not be sensible to spend a lot of money or put in place a cumbersome system, in order to prevent it.

So in summary, the three elements of this process are:

- cost of the control measure
- likelihood of the incident occurring
- seriousness of the consequences

To balance these three considerations, control measures have to be sensible and in proportion to the risk.

The above refers to general risk assessments, however other types of risk assessments are also completed and include:

- Fire Policy **SHPo4**
- COSHH – Control of Substances Hazardous to Health Policy **SHPo5**
- Manual Handling Policy **SHPo6**
- Display Screen i.e. computer monitors etc. **SHPo7**
- Other specific risk assessments related to activities planned for children **SHF35**
- Off-site visits risk assessment (see Educational Visits Pack, Risk Assessment Form – Generic and Additional Risks **SHEVF1**)
- Specific risks to pregnant women or those who have given birth during the previous 6 months **SHPo36**

The General Risk Assessment **SHF5** is used to carry out other risk assessments.

Health and safety inspections
Every six months the Health and Safety Officer will carry out an inspection of the premises and grounds in accordance with the Health and Safety Policy **SHPo1**. This is a different process to the risk assessment (which is a thoughtful analysis of the risks). The inspection is a detailed examination of the school, room by room and all outside areas, to see if any hazards can be identified.

These risks could include, but are not limited to:

- trailing electricity cables
- loose light fittings or ceiling tiles that could fall on people
- boxes in corridors that people could trip over
- cleaning chemicals left where children can reach them

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- shelves and cabinets that are not fixed to the wall (that children could pull over onto themselves)
- portable electrical appliances that have not been PAT tested (see Electrical Equipment Policy **SHPo11**)
- trip hazards e.g. rugs where the edges have curled up.

The inspections will result in corrective action and identify who will correct the hazard and the date it will be completed. Corrective action may be allocated to a maintenance man, the Head of school or another member of staff. A copy of the Health & Safety Inspection Report **SHF6** will be given to all staff. The Health & Safety Officer will then carry out a review after one week to ensure that all the identified hazards have been dealt with. The inspection document will be discussed at the next meeting with the management team and with all other staff at the next full staff meeting. This will ensure all the identified hazards are brought to the attention of the staff and will ensure that health and safety issues are kept "high profile" in their minds.

All completed Health and Safety Inspection Reports **SHF6** are filed and kept indefinitely.

Record keeping and the analysis of records

Recording

At Langley Hall Arts Academy, every incident, which includes both accidents and near misses are recorded. The Health and Safety at Work Act (1974) **SHR1** states that it is a legal requirement for employees to report any accidents to their employer and also for the employer to keep a record of these.

Accidents / incidents involving adults are recorded using Accident / Incident Report (Adult) **SHF7,** accidents involving children are recorded using Accident / Incident Report (Child) **SHF3** together with the Child Accident Notification Form **SHF2,** and near misses are recorded using Near Miss Report **SHF44**.

All completed forms should be kept for 3 years or until 3 months after the last Ofsted inspection whichever is the longer.

Analysis

Every three months the Health and Safety Officer and the Head of school and/or Governors will analyse the accident reports for any apparent trends (using Analysing Accidents and Incidents Policy **SQPo4** and Accident / Incident Analysis Form **SQF8**). This could be a number of accidents of a particular category suggesting that training on this subject is necessary, a procedure implemented to deal with the issue or an aspect of the school that needs changing (e.g. layout, activity management etc.). Alternatively the analysis of the reports may indicate a particularly accident prone member of staff or child, or a room where a lot of accidents occur.

The results of the analysis should be discussed at a staff meeting (by category of incident but not including names for confidentiality reasons). This will serve to keep awareness of health and safety issues high in the minds of staff.

Investigation of incidents

All incidents i.e. accidents and near misses of a more serious nature must be fully investigated. This must include reports from the person involved together with any witnesses. The report should conclude with any actions that have been taken in order to prevent the incident a recurring. Some incidents are required to be notified to outside agencies (see Accident & Incident Policy **SHPo8**).

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