

Risk Assessment Policy

Abstract

Southbank International School accepts that some of its operations may create risks to members of staff, students and others, and will take all reasonably practicable measures to reduce these risks to an acceptable level.

The School will ensure that risk assessments are carried out. They will detail the range of hazards associated with working operations, and include any necessary remedial actions.

Any employee who discovers a hazard during working operations should report the hazard to management so that the necessary remedial action can be taken.

Procedures for Dealing with Health and Safety Issues

The system for managerial interface with employees is via the Compliance Committee. The employee safety representatives will provide an avenue through which any concerns raised by employees, emanating from the risk assessments, can be brought to the attention of the senior leadership team for more formal discussion.

Whilst the normal information interchange will take place between senior and line management, the school has a Risk Assessment Coordinator, with the responsibility to work with the SLT/Principal/Facilities Manager for the implementation and operation of the risk assessment process. The Risk Assessment Coordinator will be provided with the necessary knowledge, information and resources to ensure the proper operation of this process.

Risk Assessment Method

A risk assessment is a careful examination of how people may be harmed from a particular activity or situation. The assessment will help to identify the likelihood of harm and whether the risk can be reduced to a reasonable level, through the introduction of control measures.

Hazard

A hazard is defined as something with the potential to cause harm.

Risk

A risk is the likelihood of potential harm from the hazard being realised. This is usually evaluated by considering the likelihood of the harm occurring and the potential severity of the harm.

Risk Rating = Severity x Likelihood of occurrence.

The detailed risk assessments must show the measures drawn up to remove, control or protect persons from the risks identified. Any additional controls identified as necessary and recorded in the risk assessment may bring the scores down to an acceptable level. If this assessment does not reduce the score then a decision will need to be made on whether the activity can be safely done by employees.

In all cases the School will agree the additional definitions required by the questions about severity and likelihood of occurrence of harm from the hazards and control measures required.

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Date reviewed: February 2017

Date for next review: February 2019

The School believes that a team approach to risk assessment is the most effective. The school, in conjunction with the employees' representatives, will ensure that suitable assessment teams are in place to facilitate the production and review of the assessments.

The assessment process will be part of normal working for purposes of employee conditions.

All such risk assessment shall be reviewed/ revised in the light of significant change; for new/expectant mothers; young persons (such as work placements); following any accident, incident or near miss etc. Any such revised information shall be issued to any persons likely to be affected and replace previous versions to ensure only current and valid documentation is available.

Control and Monitoring

The purpose of the risk assessment is to formulate a system of control for hazards associated with daily working environment and working practices. All items of concern arising from the completed risk assessment procedure will be discussed by the School Compliance Committee. In addition, high priority actions shall be presented to and discussed by the Senior Leadership Team.

The Risk Assessment Coordinator together with the Principal will share responsibility for implementing any necessary changes that the School Compliance Committee considers appropriate.

The Risk Assessment Coordinator together with the Principal will detail members of the team to be responsible for monitoring implementation of the recommended controls, assessing the efficiency of the controls and making any additional recommendations.

Information and Training

Members of the team will, where necessary, be given:

- a) Training to improve their knowledge of the risk assessment procedure
- b) Any additional detailed knowledge about how to assess risks within the working environment that they will be assessing.

Liaison with Non-employees

The Risk Assessment Coordinator together with the Principal is responsible for ensuring that all personnel who would require information on the range of hazards identified are informed of the necessary detail prior to the commencement of work with the school.

This will include:

- All direct, third party and non-direct contractors
- Personnel from the relevant statutory authorities who require access to the school's working environment
- Any other person who may lawfully enter on to school premises
- Liaison will also be maintained with our neighbour companies to ensure that co-operation can be achieved in the event of the need for a co-operative response to any hazard.

Once a hazard has been identified, its risk is assessed to determine how and whether it should be controlled. Systems and management standards will need to be produced and implemented, having included input from all levels of management. Co-operation is vital in this area if these standards are to be accepted.

Whilst trivial risks may require no action, the assessment will indicate the criteria used to determine this.