



MANCHESTER  
MUSLIM  
PREPARATORY  
SCHOOL

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# Risk Assessment Policy

## Document Control

|                                                           |                                      |
|-----------------------------------------------------------|--------------------------------------|
| <b>This policy has been approved for operation within</b> | Manchester Muslim Preparatory School |
| <b>Date of last review</b>                                | September 2024                       |
| <b>Date of next review</b>                                | September 2025                       |
| <b>Review period</b>                                      | Yearly                               |
| <b>Owner</b>                                              | MMPS                                 |

## **1. Introduction**

Risk assessment is a way of measuring the hazards posed to staff, pupils and visitors to the school. Then ensuring all the above are able to work in safety.

Risk assessment is also a legal requirement under the Management of Health and Safety at Work Regulations. In addition, topic specific risk assessments are required by associated legislation for: fire, manual handling, computer use, substances hazardous to health, noise, young persons, new and expectant mothers, provision and use of work equipment, asbestos and Covid 19.

In determining whether a hazard poses a high, medium or low risk the assessor will need to take into account a number of factors:

- The nature of the activity being undertaken. Some activities are inherently more hazardous than others.
- The nature of the people undertaking the activity. An activity perfectly safe for an adult might be unacceptably hazardous for a young student.
- The worst result that the hazard could cause. Is it a broken toe, someone suffering long term illness, or even someone being killed?
- The frequency with which the hazard is likely to cause harm. How often does the activity take place? How close do people get to it? How likely is it that something will go wrong?
- The number of people who could be affected by the hazard. A loose floor tile in a storage cupboard might be considered a fairly low risk; a loose tile on a busy corridor, would be high risk.

## **2. Responsibilities**

In an ideal situation the risk assessor should be a qualified person. However if there is no qualified person available ( expertise could be bought in), then the HOD should carry out a risk assessment for their department on a yearly basis at the end of the year in July.

### **Employees are responsible for:**

- Assisting with and participating in the process of risk assessment

### **Heads of Department are responsible for:**

- Undertaking risk assessments, identifying and implementing control measures, effectively communicating the outcomes to employees and others as appropriate

### **Heads of Services:**

- Ensuring risk assessments for activities are undertaken, control measures identified and implemented, and the outcomes communicated to employees and others, as appropriate
- Ensuring that those that are tasked with completing risk assessments within

departments are suitably trained to do so

- Ensuring that a suitable mechanism exists to communicate the safe systems of work identified as part of the risk assessment procedures.
- Ensuring contractors on site comply with and obtain 'contractor risk assessment' and that the area they are working in is safe
- Making suitable representation to SLT if risk assessments identify an outstanding need which cannot be resourced within existing departmental resources

**SLT are responsible for:**

- Allocating resources in response to risk assessments completed within departments and determining a course of action should it be identified that a risk cannot be suitably controlled so far as is reasonably practicable
- Setting up frameworks for decision making and corporate strategies which incorporate risk assessment principles. This will ensure that decisions made take into account relevant risk factors

**Health and Safety Department are responsible for:**

- Giving competent advice on the suitability and sufficiency of risk assessments completed
- Providing training on risk assessment procedures on request by manager.

**Educational visits and Out - of - School activities risk assessment** (refer to the Educational visits policy)

**EVC – Educational Visits Coordinator is Mrs Saima Chaudhri**

### **3.Definitions.**

For the purpose of this policy the following definitions apply:

**Hazard:** Something with the potential to cause harm

**Hazardous Outcome:** A description of how someone could be hurt or damage could occur as a result of interacting with the hazard

**Risk Rating:** The overall judgement of the level of risk which may arise from the hazard, based upon the likelihood of the event occurring and the potential severity of the consequence

**Control Measures:** Method used to reduce or control risks arising from identified hazards

**Residual Risk:** The level of risk remaining once control measures have been applied to reduce risks so far as is reasonably practicable

#### 4. Hazard identification



Line managers are responsible for making themselves aware of all routine and non-routine work activities (including any foreseeable emergencies) undertaken in their areas of responsibility.

Whenever possible line managers should adopt a team approach to risk assessment and involve employees who have practical experience of the activity being assessed, as they often have the best awareness and understanding of the hazards involved with the activity and know how the activity is actually carried out



All hazards associated with each activity and all groups of persons which may be exposed to those hazards must be identified. Hazards can arise from the use of materials, substances, equipment and the location that the activity is carried out in

To assist in hazard identification:

- Observe the task to be assessed and the environment that it is to be carried out in to identify what actually occurs
- Speak to and involve the employees who undertake the task
- Refer to any existing risk assessments
- Review incident and ill-health records relevant to the activity
- Refer to legislation, supporting approved codes of practice and Health and Safety Executive (HSE) guidance documents

Groups of persons who may be exposed to the hazards can include employees, members of the public, service users, visitors, passers by, contractors, cleaners etc. Any groups that may possibly be more vulnerable, such as people with disabilities, existing medical considerations, new or expectant mothers and young persons (under 18's) should be highlighted as they require individual assessment

It is particularly relevant within a school environment to consider students as part of the risk assessment process, the potential impact of activities upon with a view to the supervision arrangements which are in place to ensure their health and safety

The risk associated with hazards such as 'inadequate supervision' and/or 'lone working' should also be closely considered as part of the risk assessment for employees

Each area of the school needs to be assessed individually, e.g. R28. This is to be carried out by the main user of the area, i.e. Hall would be assessed by PE teacher. This will give an indication of the level of risk and control measures in place. A copy of the individual room risk assessment should be kept in the room. (It does not need to be displayed)

## 5. Risk evaluation and estimation

Once hazards associated with activities have been identified, it becomes necessary to establish what the potential hazardous outcomes or events could be associated with the hazard

When identifying who could be harmed, it is important to identify how they could be harmed

The next stage is to examine **the likelihood** of a hazardous event occurring. Infrequently occurring hazards, present less risk than frequently occurring hazards

Once likelihood has been determined the probable **consequence** of the hazardous event, should be considered. Consequences can be considered in terms of severity of potential injury (is it probable that a person would die or sustain minor injuries) but consequence also can be considered in broader terms, including reputational consequences

For the purpose of illustration a five point model is suggested below:

| <b>Likelihood</b> | <b>Consequence</b> |
|-------------------|--------------------|
| 5 – Very Likely   | 5 – Catastrophic   |
| 4 – Likely        | 4 – Major          |
| 3 – Fairly Likely | 3 – Moderate       |
| 2 – Unlikely      | 2 – Minor          |
| 1 – Very Unlikely | 1 - Insignificant  |

The risk estimation process helps to determine the significance of the risks associated with the hazards. The number of people who may be affected is a relevant consideration during risk estimation

The matrix shown here illustrates how risks can be evaluated using the five point model

| Likelihood                                 | Consequences                                                                    |                                                                   |                                                                                    |                                                                            |                                                                             |
|--------------------------------------------|---------------------------------------------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------------------------------|----------------------------------------------------------------------------|-----------------------------------------------------------------------------|
|                                            | Insignificant<br>(Minor problem easily handled by normal day to day processes ) | Minor<br>(Some disruption possible, e.g. damage equal to \$500k ) | Moderate<br>(Significant time/resources required, e.g. damage equal to \$1million) | Major<br>(Operations severely damaged, e.g. damage equal to \$10 million ) | Catastrophic<br>(Business survival is at risk damage equal to \$25 Million) |
| Almost certain (e.g. >90% chance)          | High                                                                            | High                                                              | Extreme                                                                            | Extreme                                                                    | Extreme                                                                     |
| Likely (e.g. between 50% and 90% chance)   | Moderate                                                                        | High                                                              | High                                                                               | Extreme                                                                    | Extreme                                                                     |
| Moderate (e.g. between 10% and 50% chance) | Low                                                                             | Moderate                                                          | High                                                                               | Extreme                                                                    | Extreme                                                                     |
| Unlikely (e.g. between 3% and 10% chance)  | Low                                                                             | Low                                                               | Moderate                                                                           | High                                                                       | Extreme                                                                     |
| Rare (e.g. <3% chance)                     | Low                                                                             | Low                                                               | Moderate                                                                           | High                                                                       | High                                                                        |

Risk assessment is the overall judgement of the level of risk arising from the hazard, based upon the **likelihood** of the hazard occurring and the potential severity of the **consequence**, taking into account existing risk control measures that are already established to be place to educe/control the risk. Using the risk matrix as a guide, the level of risk should be assessed to identify the **risk rating**

| Likelihood    | Description                                                                                                                                                                                                   |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Very Likely   | Expected to occur in most circumstances                                                                                                                                                                       |
| Likely        | Will probably occur in most circumstances                                                                                                                                                                     |
| Possible      | Might occur at some time                                                                                                                                                                                      |
| Unlikely      | Not expected but conceivable, could occur sometime                                                                                                                                                            |
| Very Unlikely | Not expected and would only occur in exceptional circumstances                                                                                                                                                |
| Consequence   | Description                                                                                                                                                                                                   |
| Catastrophic  | Fatality or multiple fatalities due to injuries. Severe illness which may prove fatal                                                                                                                         |
| Major         | Probable major injury as defined in the Reporting of Injuries Diseased and Dangerous Occurrences Regulations 1995 (RIDDOR). May affect more than one person, could have significant reputational implications |
| Moderate      | A >7 day injury, dangerous occurrence or reportable disease                                                                                                                                                   |

|                      |                                                                                                         |
|----------------------|---------------------------------------------------------------------------------------------------------|
|                      | as defined in RIDDOR. Likely to be productivity issues and costs associated with down time              |
| <b>Minor</b>         | Injury resulting in an absence from work or being unable to undertake normal duties for >1 but < 3 days |
| <b>Insignificant</b> | Injury resulting in no absence from work or being unable to undertake normal duties for <1 day          |

Once the matrix has been used to determine the risk rating it is then possible to use the following table to establish the appropriate actions required:

| <b>Risk Rating</b> | <b>Descriptor</b> | <b>Acceptable?</b>        | <b>Actions</b>                                                                                                                                                                                           |
|--------------------|-------------------|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>16-25</b>       | Prohibited        | Unacceptable              | Work should not be started or continued until the risk has been reduced. Additional risk control measures required                                                                                       |
| <b>12-15</b>       | High              | Likely to be unacceptable | Often high risks can be reduced by improving controls. High risks may be acceptable in situations where consequences are potentially high but the likelihood of incidence has been reduced significantly |
| <b>6-10</b>        | Medium            | Could be acceptable       | Medium level risks are likely to be acceptable, if suitable controls are in place                                                                                                                        |
| <b>1-5</b>         | Low               | Likely to be acceptable   | Low risks are acceptable unless there are low cost solutions which removes the risk and improves the working environment                                                                                 |

## 6. Risk Control

The assessor will need to identify what precautions have already been put in place to protect staff, students and visitors against the identified risks. The Health and Safety at Work Act 1974 requires employers to do whatever is reasonably practicable to keep the workplace safe and healthy.

The objective is to achieve continuous reduction in the level of risk by improving existing precautionary measures.

All staff have a duty:

- To co-operate with safety representatives in the fulfillment of the objectives of the school's H&S policies and their responsibilities under the Health and Safety at Work Act
- To comply with safety rules and procedures laid down in their area of activity
- To take reasonable care to avoid injury to themselves and others by act or



- omission whilst at work
- To use such protective clothing or equipment as may be provided
- To report all dangerous occurrences promptly

Suitable and sufficient risk control measures will be identified and implemented to ensure that all risks are appropriately controlled and meet legal requirements as a minimum. All risk control measures will follow the hierarchy of risk control stated in this procedure

Risk control measures are methods used which reduce/control risks arising from the hazard

Control measures must take into account any relevant legal requirements which establish the minimum levels of risk control. Where additional control measures are required to reduce the risk, they should be considered according to the order in the following hierarchy of risk control which, as well as being in order of effectiveness to control risks, is also in order of the minimum amount of managerial effort required to maintain them

### Hierarchy of risk control

|                                      |                                                                                                                                                                     |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Eliminate the risk</b>            | Avoid the risk altogether by removing the hazard or no longer undertaking the activity                                                                              |
| <b>Substitute the risk</b>           | Reduce the risk by replacing the hazard or activity with one which entails a lower risk                                                                             |
| <b>Control the risk (physical)</b>   | Control the risk by physical isolation or separation of people from the hazard                                                                                      |
| <b>Control the risk (procedural)</b> | Control the risk by procedural methods which are understood and effectively implemented; safe systems of work, information, training, instruction, supervision etc. |
| <b>Protect the individual</b>        | Protect the individual by the provision of personal protective equipment                                                                                            |

When considering additional control measures it should be ensured that they will not introduce any new hazards

When the control measures have been identified and agreed they must be prioritized, placed into an action plan and implemented. The action plan need to be clear about exactly what needs to be done, when and by whom with **SMART** objectives (Specific, Measurable, Achievable, Realistic and Timed). Where full implementation of the control measures identified cannot be achieved rapidly adequate steps may need to be taken in the interim to minimize the risk

The implementation of the action plan must be monitored and subsequently reviewed to ensure that the remedial actions identified have been, and continue to be, adequate, appropriate and implemented

## 7. Hazards without control measures

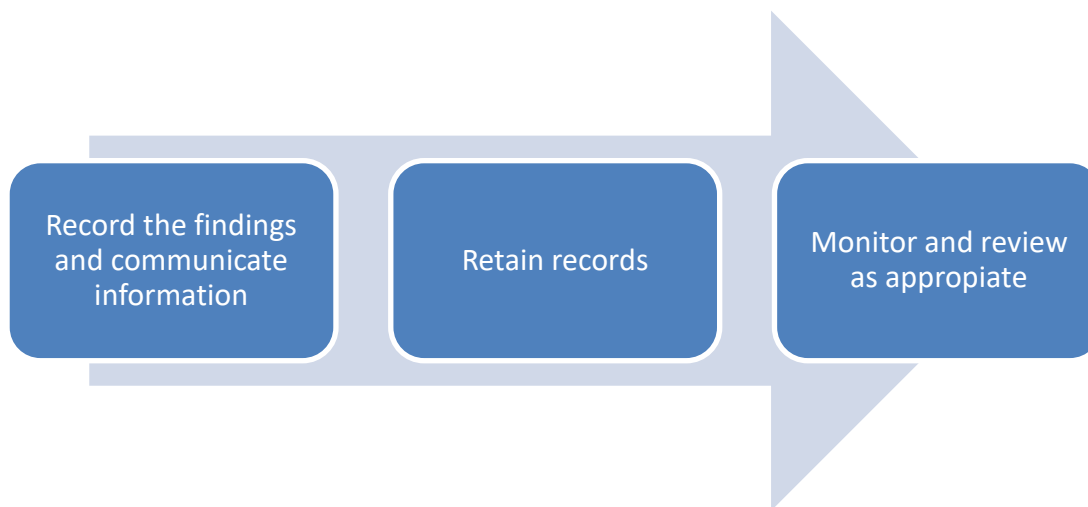
Where hazards have been identified and risks assessed, but no control measures have been established, the following questions need to be addressed:

- Can the hazard be eliminated altogether?
- If not, what control measures can be put in place to reduce the risk to a minimum?

- Can the hazard be controlled at source?
- Can the work be adapted to suit the physical capabilities of the students?
- Can the use of technology reduce the risk?
- Can steps be taken to protect the whole place from the hazard?
- If all else fails, can personal protective equipment reduce the risk to individuals?

## 8. Communication

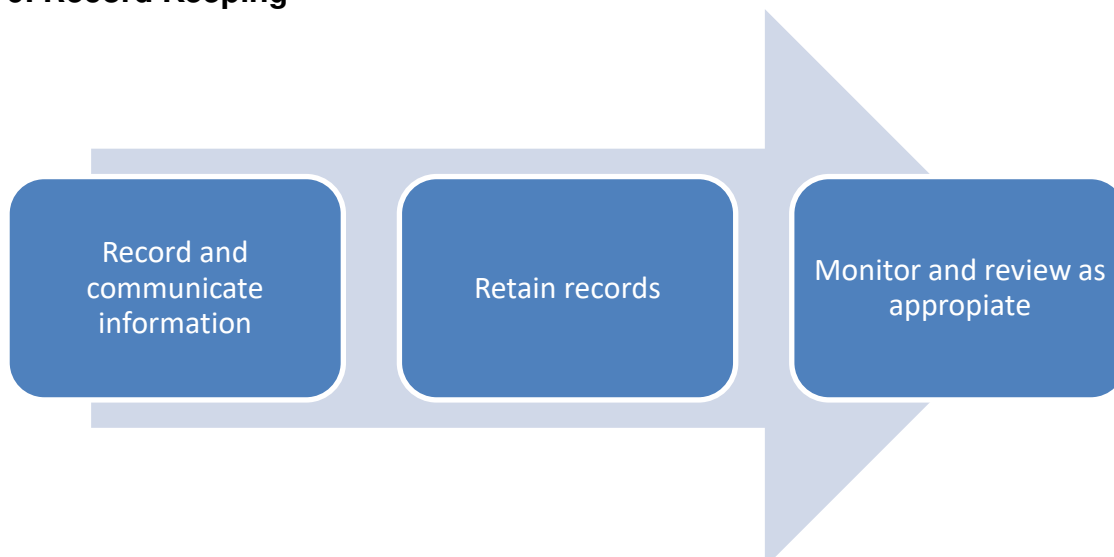
Relevant information identified in the risk assessment regarding the hazards, their associated risks to health and safety and the appropriate risk control measures must be effectively communicated, and be readily accessible to, employees and others as appropriate



Where significant risks are identified, the risk assessment must be recorded on the school risk assessment form and be readily accessible to the employees undertaking the activities and others (e.g. contractors) as appropriate

Managers need to ensure that the findings of the risk assessments and the precautions to be taken are effectively communicated to, understood and implemented by those persons covered in the assessment

## 9. Record Keeping



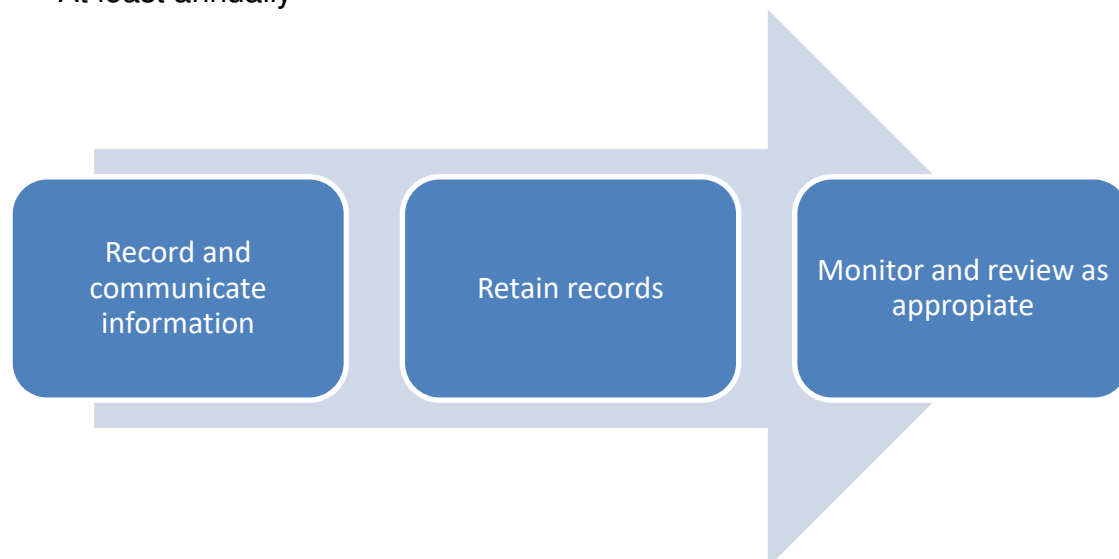
Risk assessments and associated documents must be kept for a minimum period of 4 years from the date which they are superseded as they may be required in the event of a litigation claim for compensation (note that claims for compensation can, generally, be made up to 3 years from the date of the incident occurring). It should be noted that risk assessments which relate to the use of substances may need to be kept for 40 years, in order to trace exposure to substances which are known to have ill effects e.g. asbestos

## 10. Monitoring and review

The risk assessment and control process is not a one-off activity but part of the process for continuous improvement and should be reviewed and revised as appropriate

Risk assessments must be reviewed

- If there has been a significant change in the matters to which it relates
- If there is a reason to suspect that it is no longer valid
- At least annually



## 11 Further reading

As mentioned in the introduction there are a number of supplementary regulations which include a specific requirement for risk assessment. Separate policies have been developed for the following regulations, which are available on the HSE website:

- Control of Substances Hazardous to Health regulations 2002 (COSHH)
- Display Screen Equipment Regulations 1992
- Electricity at Work Regulations 1989 (Testing and Inspection of Portable Electrical Equipment) (PAT testing)
- First Aid at Work Regulations 1981
- Fire Safety Reform Order 2005
- Control of Asbestos Regulations 2006

A separate health and safety policy has not been produced for every set of

regulations which requires a risk assessment to be in place. In most instances the requirements of specific legislation can be incorporated into one risk assessment document. However, it may be necessary to consult specific approved codes of practice in some cases

### **Summary**

- Evaluate risks and control measures – check that existing control measures are adequate to control the risks. If not new control measures must be introduced.
- Ensure all findings are recorded. The identification of hazards and people at risk, the assessment of that risk and the introduction of control measures must all be properly documented.
- Review assessments – assessment must be reviewed annually and whenever there is a significant change in the working environment.

**Following new legislation, a Fire Risk Assessment has to be kept separately.**

**A separate risk assessment has been created for dealing with the risk of Covid-19 within school.**

### **Links with other policies**

This risk assessment policy links to the following policies:

- Health and safety
- First aid
- Supporting pupils with medical condition
- Educational Visits and Out-of-School Activities
- Fire Safety & Emergency Evacuation policy

### Appendix 1: Hazard checklist

|     |                                     |  |
|-----|-------------------------------------|--|
| 1.  | Adverse weather                     |  |
| 2.  | Asbestos                            |  |
| 3.  | Biological agents e.g. microbiology |  |
| 4.  | Chemical use                        |  |
| 5.  | DSE equipment                       |  |
| 6.  | Electrical equipment                |  |
| 7.  | Fire/Emergency                      |  |
| 8.  | Lack of Training                    |  |
| 9.  | Lack of Welfare Facilities          |  |
| 10. | Ladders/Steps                       |  |
| 11. | Lone working                        |  |
| 12. | Low lighting                        |  |
| 13. | Manual Handling                     |  |
| 14. | Noise/Vibration                     |  |
| 15. | Poor posture                        |  |
| 16. | Poor signing                        |  |
| 17. | Slippery surface                    |  |
| 18. | Trailing cables/leads               |  |
| 19. | Uneven ground or floor surface      |  |
| 20. | Vacuum equipment                    |  |
| 21. | Violence                            |  |
| 22. | Working at height                   |  |
| 23. | Working with public/others          |  |

## Appendix 2: Regulations requiring risk assessment

| Work Activity                                                                                                                                                                          | Regulation and Guidance                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Work in confined spaces:</b> e.g. under floors, in roof spaces                                                                                                                      | Confined spaces regulations 1997<br><a href="http://www.hse.gov.uk/pubns/indg258.pdf">http://www.hse.gov.uk/pubns/indg258.pdf</a>                                                                                                                                                                                                                                                              |
| <b>Work at height:</b> e.g. work from ladders, on roofs, on mezzanine storage areas                                                                                                    | Work at height regulations 2005<br><a href="http://www.hse.gov.uk/pubns/indg401.pdf">http://www.hse.gov.uk/pubns/indg401.pdf</a>                                                                                                                                                                                                                                                               |
| <b>Work with Noisy and/or vibratory equipment:</b> e.g. performances and events, use of vibrating tools and equipment                                                                  | L108 Controlling noise at work<br><a href="http://www.hse.gov.uk/pubns/books/108.htm">http://www.hse.gov.uk/pubns/books/108.htm</a><br>control of vibration at work regulations 2005<br><a href="http://www.hse.gov.uk/pubns/books/140.htm">http://www.hse.gov.uk/pubns/books/140.htm</a><br><a href="http://www.hse.gov.uk/pubns/books/141.htm">http://www.hse.gov.uk/pubns/books/141.htm</a> |
| <b>Work with work equipment:</b> e.g. higher risk equipment such as woodworking equipment, workshop equipment, scientific equipment                                                    | L22 provision and use of work equipment regulations 1998<br><a href="http://www.hse.gov.uk/pubns/books/122.htm">http://www.hse.gov.uk/pubns/books/122.htm</a>                                                                                                                                                                                                                                  |
| <b>Work which involved the use of Personal Protective Equipment:</b> e.g. respiratory protection, fall arrest equipment                                                                | L25 Personal protective equipment at work<br><a href="http://www.hse.gov.uk/pubns/books/125.htm">http://www.hse.gov.uk/pubns/books/125.htm</a>                                                                                                                                                                                                                                                 |
| <b>Manual Handling:</b> refer to specific regulations if manual handling activities involve unusual loads (heavy or difficult activities) or where they are very frequently undertaken | L23 Manual Handling operations Regulations 1992<br><a href="http://www.hse.gov.uk/pubns/books/123.htm">http://www.hse.gov.uk/pubns/books/123.htm</a>                                                                                                                                                                                                                                           |

