



HITCHIN BOYS' SCHOOL
An Academy Trust

RISK MANAGEMENT PROCEDURE

General

This procedure provides a framework to enable the School to identify, evaluate and manage significant risks arising from hazards to Safety, Health and the Environment (SHE) associated with the School activities and services that it controls and over which it can be expected to have influence. To implement adequate systems of control for the significant SHE issues identified through the risk assessment process.

Monitoring and Review

The monitoring of works to maintain compliance with the agreed safe systems of work is the responsibility of the Senior Leadership Team. Risk assessments should be reviewed when there is a significant change in circumstances or when identified as requiring review during an audit, inspection or following an incident.

Risk Management

Risk management is underpinned by the risk assessment process and those findings used to develop Safe Systems of Work (SSW) which must be agreed with and communicated to all relevant parties prior to works commencing. SSW are subject to appropriate monitoring and review.

Refer also to the Premises Management Procedure

The risk management process for a task may require consideration of issues such as occupational health, special processes, environmental matters etc. where specialist advice should be sought.

Any work involving significant risk must not commence until a risk assessment has been undertaken and suitable controls implemented.

Risk Assessment

A documented risk assessment must be produced for a task which involves significant risk to:

- Identify the tasks
- Identify the hazards associated with the tasks
- Identify the individuals or groups of people who are at risk
- Identify the risks to the health and safety of those who are likely to be affected
- Eliminate the hazards where reasonably possible

Where hazards cannot be eliminated, identify and implement appropriate measures to reduce and control the risks, using the following general principles of prevention:

- Evaluate risks that cannot be avoided.
- Identify any existing control measures and assess their continued adequacy in the circumstances.
- Substitute the dangerous with less dangerous.
- Combat risks at source.

- Give priority to collective measures over individual protection.
- Make use of technological developments.
- Adapt the method of working to suit individuals.
- Provide appropriate instruction and training.
- Provide effective monitoring and review to ensure measures remain effective.

Risk assessments and supporting documents must be prepared by a competent person. All risks assessments must be evaluated and agreed by a competent member of staff prior to works commencing. Should revisions or subsequent review amendments be necessary these are to be re-evaluated and agreed accordingly.

Sufficient time must be allowed for preparation, evaluation, revision and approval of documents prior to works commencing.

Generic risk assessments may be suitable for repetitive tasks. Where these are carried out, any task specific requirements at the point of work must be identified within the risk assessment.

Should a variation in the task occur, a specific assessment for the variation in the task or environment is to be carried out, which may require additional control measures.

Recording Findings

Risk assessment findings and associated documentation will be recorded and kept for future reference.

Communication

The risk management process enables staff to be consulted and have the opportunity to provide input into the production of safe systems of work.

Prior to works commencing or the system of work being changed, the staff are briefed on the content of the method statement and are invited to comment.

Reviewed by Resources Committee June 2019.

Approved by Main Board July 2019.