



Chigwell School

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Risk Assessment Policy & Guidance

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1.0 Introduction

- 1.1 This document sets out the approach that is to be followed by all staff to enable the School to comply with its general duties as set out in the Management of Health and Safety Regulations 1999, to conduct suitable and sufficient risk assessments.
- 1.2 The emphasis is on preventing accidents and work related ill health, rather than reacting to incidents and making improvements after the event.
- 1.3 It is important that all staff feel engaged in the risk management process and this document details the Schools approach to identifying risks and how they are to be controlled. This methodology will ensure that all relevant staff are consulted and notified of risks and control measures that are identified in their areas of work. Chigwell School staff must comply with the requirements of this guidance

2.0 Scope of Policy and Guidance

- 2.1 Chigwell School is committed to providing a safe working and learning environment for all its employees, learners, contractors and other persons that visit the School.
- 2.2 This document is relevant to all employees of the School including contract and agency staff irrespective of their hours worked and regardless of length of contract or service.
- 2.3 This guidance document also applies to all Chigwell School activities on or off site, services, buildings and departments.
- 2.4 The term 'person' will include, staff, learner, members of the public, volunteers, contractors and anyone else who may be affected by Chigwell School activities.

3.0 Legislative Requirements

- 3.1 The primary legislation relevant to this guidance is The Management of Health and Safety at Work Regulations 1999 which places an obligation on employers to look for and control risks before incidents occur. They require all employers and self-employed people to assess the risks of staff, pupils, visitors and any others who may be affected by their work or business.

4.0 Responsibilities

- 4.1 Everyone has a responsibility to share information about hazards and risks and the School expects all staff to engage in the process and in particular in regards to the specific responsibilities outlined below.
- 4.2 All Chigwell School employees including contract and agency staff
 - All Chigwell School employees are responsible for:
 - Ensuring that all findings of the assessments are brought to the attention of those exposed to the risks i.e. information sharing.

- When Identifying a hazard / risk they are to inform their manager that they believe a formal risk assessment may be necessary;
- Sharing information during formal assessments to establish the level of risk (e.g. how frequently a risk arises, and the potential or actual outcomes);
- Making suggestions to managers on how risks could be reduced;
- Keeping themselves informed of local risk assessments by reviewing the departmental risk assessments or contacting the Health & Safety Manager for guidance;
- Acting in accordance with the findings of any assessments and any resulting control measures.

4.3 Senior Management Team

Senior Management Team are responsible for:

- Setting up frameworks for decision making and strategies which incorporate risk assessment principles to ensure that decisions made take into account the relevant risk factors;
- Ensuring Heads of Departments/managers/technicians who may be tasked with completing risk assessments identify the risks and control measures, complete the necessary paperwork and communicate the hazards to pupils, and other employees within their departments as appropriate;
- Ensuring those who are tasked with completing risk assessments within departments are suitably trained to do so and enforcing training as appropriate.
- Ensuring risk assessment and health & safety remain a standard agenda item within Senior Management Team meetings, highlighting concerns accordingly and cascading upwards as well as down where appropriate.

4.4 Heads of Departments/Managers

- Responsible for:
- Undertaking risk assessments, identifying and implementing control measures, effectively communicating the outcomes to relevant employees and others as appropriate;
- Ensuring a Risk Assessment Register for their area is active, and ensuring this is updated/reviewed annually or as and when required;
- Taking the appropriate action when needs are highlighted by the risk assessments;
- Updating action plans and ensuring actions are completed and records retained of actions taken which may be subject to audit or inspection to ensure compliance whilst evidencing good practice and further evidence a robust safety management system;
- Sharing the outcomes of the risk assessments with all staff and others who may be affected by the risk(s);
- Ensuring there is a mechanism in place to communicate with staff on progress in managing risks, i.e. local team meetings, emails etc.;
- Reviewing risk assessments regularly;

- Understanding that there may be a need from time to time dependent on the situation that a dynamic risk assessment may be required i.e. when an unforeseen incident/hazard may have occurred and immediate action is required that was not documented on the formal written assessment.
- Liaise with the Health & Safety and Risk Compliance Manager if further advice is needed.
- Provide Health, Safety and Risk Compliance Manager with a copy of said risk assessment on request, this may be for numerous reasons e.g. audit or accident investigation etc.

5.0 Definitions

5.1 The following definitions are used to assist those involved in risk assessment:

- **Risk Assessment** – A careful examination of what, in your work practice or area, could cause harm so that you can consider carefully whether you have taken enough precautions or should do more.
- **Hazard** – A hazard is something which has the potential to cause injury, illness or harm, e.g. use of machinery, manual handling, trailing cables, chemicals etc.
- **Risk** – Risk is the likelihood that harm will result from the activity taking place.
- **Reasonably Practicable** – Involves weighing a risk against the trouble, time and money needed to control it.
- **Suitable and Sufficient** – The regulations state that employers have to carry out risk assessments that are suitable and sufficient, which means that assessments should:
 - Be comprehensive and cover the hazards and significant risks of all work activities;
 - Be methodical in the way in which hazards are identified, risks are assessed, and controls are identified and implemented;
 - Take into account all persons that could be exposed to the risk, e.g. staff, learners, contractors and any other persons who may work on, visit or use the premises;
 - Include risks to health as well as safety, e.g. noise, dust etc.;
 - Identify groups of people who may be particularly at risk, such as young or inexperienced persons, people with disabilities or learning difficulties, persons with health conditions or expectant mothers, or language barriers etc.;
 - Be undertaken before new workplaces are built/altered, i.e. at the design stage;
 - Ensure that all findings of the assessments are brought to the attention of those exposed to the risks.

6.0 Risk Assessment Process

6.1 Working together with colleagues, managers are to identify areas, tasks and activities that require a risk assessment by assessing working processes, physically walking

around designated areas and discussing identified hazards and activities that take place within the area with their colleagues.

- 6.2 Once an area, task or activity has been identified as requiring a risk assessment then this should be documented onto a departmental Risk Register with a date set for the assessment, by whom and a date for completion.
- 6.3 Once hazards are identified and current control measures recognised, the manager/designated person will produce a written risk assessment with recommendations for further improved controls measures necessary to manage residual risks. These further controls will be discussed where applicable within the department to ensure agreement.
- 6.4 Where the manager is unsure if they have identified all the hazards in their area or they require advice on types of controls measures that could/should be used to minimise risk, they should seek advice from the Health & Safety and Risk Compliance Manager.

7.0 Risk Assessment Procedure

7.1 A risk assessment is a simple, practical but systematic process, which:

- Identifies the hazards;
- Identifies who might be harmed and how;
- Evaluates the extent of the risk using the risk rating matrix of likelihood x severity equals risk, which can be found on the Risk Assessment Form referenced in Appendix 3;
- Checks what control measures are already in place, using elimination or substitution if possible;
- Prioritises further control measures and an action plan for improvements that needs to be implemented;
- Records significant findings;
- Requires review of the assessment within a defined period of time.

8.0 Inspection and Audit

- 8.1 As part of the Schools inspection plan the Health, Safety and Risk Compliance Manager may carry out unannounced inspections of areas where risk assessments may be referred to in order to assess compliance.
- 8.2 In addition, the Health & Safety and Risk Compliance Manager may carry out audits of departments or bring in an external auditor. Departments will be given notice of audits and a review of all risk assessment documents will be part of that process.

9.0 Educational Visits/Trips

9.1 Generic risk assessment are available on:

- 9.2 <https://chigwellgateway.fireflycloud.net/health-safety-and-compliance/educational-visits> to support staff when completing a risk assessment for trips or visit. It is the responsibility of the team leader to ensure the necessary risk assessments have been completed and forwarded onto Health, Safety & Compliance Manager prior to

any trip/visit. It should be noted that not all trips may require a full written risk assessment so if in doubt you can contact the Health, Safety & Compliance Manager for guidance. In addition you can refer to the Educational Visits & Trips Policy for further guidance.

10.0 Communication

- 10.1 At all stages of the assessment it is important that those who were first involved in assessing the risk are informed of decisions relating to the management. This should be through line management, team meetings and feedback from the respective committees.
- 10.2 It is also necessary to share the findings of risk assessments with all persons that may be affected by the hazards and this includes learners where appropriate. It is therefore good practice, particularly for practical areas of the School to have a file of current risk assessments accessible for them to refer to.
- 10.3 All copies of risk assessments will be accessible via gateway which can be accessed by staff for reference purposes, and shared with contractors who may be affected by the risks so that they are aware of the measures they need to take to avoid the risks before they work in a designated area.

11.0 Contractors/Suppliers Risk Assessments

- 11.1 Contractor: Any person(s) that Chigwell School engages to undertake work who is not an employee of the school. Work undertaken by a contractor, may include such projects and activities as:
- Repair, clean, service or maintain equipment or structures;
 - Commission or de-commission equipment or plant;
 - Install, inspect or test equipment or plant;
 - Construction, alteration or redecoration of structures;
 - Dismantling or demolition of structures;
 - Catering;
 - Cleaning (Deep Clean)
 - Installation and maintenance of mechanical/electrical service systems
- 11.2 The management/booking of contractors onto site will normally be controlled by the Buildings Manager or Operations Director and as such a great deal of responsibility will fall upon them to ensure all relevant documentation has been produced and contractors briefed on site hazards e.g. Asbestos. All assessment/relevant paperwork must be forwarded onto the Health & Safety Manager where reasonably practicable prior to work commencing.

12.0 Related documents

- 12.1 The school has a number of documents that can be referred to for further guidance relating to risk assessment a number of key policies/guidance are listed below for quick reference.
- Health & Safety Policy
 - CoSHH Policy & Procedures
 - Educational Visits & Trips Policy
 - Manual Handling Procedures

- Fire Policy & Procedures
- DSE (Display Screen Equipment) Guidance
- Management of Contractors & Site Rules

13.0 Misuse of this Guidance

- 13.1 Any misuse or breach of this policy and guidance may lead to disciplinary action where appropriate.

14.0 Policy and Guidance Review

- 14.1 It is the responsibility of the Health & Safety and Risk Compliance Manager to monitor and review this policy and guidance, and to present any necessary changes to the Bursar/Headmaster for comment.
- 14.2 This guidance will be reviewed every three years or in the event of any significant operational changes within the business, following a serious accident, incident or dangerous occurrence, or a significant change in legislation

**For and on behalf of the Governors
D.A.P. King**

Appendix 1: Policy and Guidance Review

Step 1: Identify the Hazards

Firstly, identify an area, task or activity and note the significant hazards associated with these. All aspects of the work activity must be considered, routine and non-routine activities, for example, maintenance, cleaning, deliveries, loading and unloading vehicles, response to emergencies, etc.

The table below provides examples of the types of hazards that should be considered:

Types of Hazard		
Slip and trips	Uneven flooring	Trailing Cables
Spillages	Poor Housekeeping	Poor storage
Chemicals	Oils/ Grease	Dust, fumes and Vapours
Fire	Explosion	Gas/pressurised vessels
Hot surfaces	Radiation	Use of sharps
Electrical equipment	Use of equipment	Unguarded machinery
Moving parts/Machinery	Noise & Vibration	Lifting equipment
Ergonomics/Poor design	Manual Handling	Working at Heights
Heating and Ventilation	Driving for work	Vehicle movement
Lone working	Abuse and Bullying	Stress

This list is not exhaustive but gives clear examples

Identify what in the work activity could be reasonably expected to cause harm, for example:

- Are any of the work activities carried out in unusual places such as at height or at unusual times such as at night?
- When in use does the equipment produce excessive noise or are there any emissions, etc.?
- Are the conditions of the local environment satisfactory for the work activities being performed?
- Has insufficient training led to poor practices being followed?

When you work in a place every day it is easy to overlook some hazards, so here are some tips to help you identify the ones that matters:

- Visit the Health and Safety Executive (HSE) website where they publish practical guidance on hazards and how to control them, there is also information on which hazards might affect your particular area;
- If you are a member of a trade association, contact them, as many produce helpful guidance documents;
- Check manufacturer's instructions as these can sometimes help identify additional hazards that you may not have thought of;
- Look back at accident and ill-health records;

Step 2: Decide on who might be harmed and how

By classifying who might be at risk it will help identify the best ways of managing the risk. Classification could be specific, i.e. people working in laboratories or maintenance staff, or more general to include:

- Staff
- Pupils
- Vulnerable persons, SEND pupils etc.
- Visitors / members of the public
- Contractors
- Cleaners Etc.

It is important not to forget people that have particular requirements, e.g. new or young workers, new or expectant mothers, or people with learning difficulties or disabilities.

When deciding on the how people might be harmed, careful consideration should be given to what type of injuries or ill health might occur but it is not always necessary to look at the worst-case scenario. If you have identified slips and trips as a hazard the harm is likely to be bruising or sprains, so although there is the potential for a serious injury or even a fatality, this is very unlikely. Therefore, always look through a realistic pair of eyes.

Step 3a: Evaluate the risk and decide on the precautions

In other words, what steps do you currently take to protect the health and safety of the groups of people identified?

It is important to find out if the controls put in place are actually used in practice and also if these controls are in good working order, e.g. is preventive maintenance or servicing being carried out, are any visual checks being conducted, etc.

The table below provides examples of the types of controls that should be considered:

Types of controls		
Good housekeeping	Barrier creams	Local exhaust ventilation
Signage	Machine guards	Training
Supervision	Safe routes identified	Ladder registers
Safe system of work	Washing facilities	Pat testing
Visual safety checks	Use of cable strips	First aid provision
Spills kits available	Competency	Servicing of machinery
Maintenance	User checks	Restricted access
Emergency stop buttons	Emergency procedures	PPE <i>(but be specific)</i>

This list is not exhaustive but gives clear examples

Step 3b: Assess and evaluate the remaining risks

It is important to now consider, given the existing controls, what the remaining level of risk actually is. This is where knowing how your current arrangements compare with best practice and legislative requirements is important, as how else do we know if we are doing all that is necessary to reduce health and safety risks.

This is best assessed using a risk matrix as referenced in Appendix 3 and the system used by the College is the 25-point system to calculate the risk rate. The risk rates then correspond to

a level of risk, low, medium and high. Expressing risk levels as scores can be useful when making decisions about prioritising action and allocating resources.

If the existing measures are not adequate or there are no control measures, then additional control measures need to be introduced with a means to reducing the risk. Always start with the high risks by applying the following sequence (also known as the hierarchy of control):

Eliminate

- Can the risk be removed?
- Do we need to carry out this procedure?
- Can it be done in a different way that eliminates or reduces the risk?

Substitute

- Can a different product or way of doing the task, which is less hazardous, be used instead?

Isolate / Guard

- Is there any way the hazard can be contained, i.e. putting a noisy piece of equipment in an acoustic box?
- Do guards need to be introduced to isolate moving parts from operative?

Administrative controls

- Written safe systems of work, permits to work, processes, information and training

Reduce the employee's exposure to hazard

- Job rotation, segregating vehicles and pedestrians

Personal Protective Clothing and Equipment

- This should always be considered as a last resort to control any residual risk that cannot be eliminated by any of the above methods. It will include the provision of facemasks, gloves, aprons, steel toe-capped shoes, hard hats, etc.

Research may be needed to identify up to date controls, i.e. new guards for older machines, less hazardous substances, or changes in working practices. The Health and Safety Manager can assist with advice on this matter.

If further actions are required then the action plan must state what action is necessary, by whom and by when. Once actions have been completed the responsible person should sign against the action to indicate it has been achieved.

Step 4: Record your assessment and implement them

All hazards identified in the risk assessment process must be recorded on the school standard Risk Assessment Form as referenced in Appendix 3. By recording hazards in this way, it will enable clear communication of risks to all persons and also assist in the implementation of action plans. When recording results remember keep it simple, for example:

Hazard: Tripping over rubbish

Control Measures: Sufficient bins provided, weekly housekeeping checks, etc.

It is recommended that all risk assessments are kept electronically for ease of reviewing or updating but hard copies should also be kept in the area specific Health and Safety files for ease of reference.

Step 5: Review your assessment and update if necessary

If further action was required, then the review date will be specified in this column on the form. If no further actions are required, then the risk assessment should be reviewed as a matter of course after 12 months. If there are changes to working practices or new equipment is

introduced, then the risk assessment must also be reviewed at these times to ensure that any new hazards or changes to previous risks are identified.

Risk assessments should also be reviewed following accidents within the area to ensure that current controls are working effectively and are actually being used. They may also require review following any changes in legislation or HSE updated advice.

Appendix 2: The Risk Assessment Process





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Appendix 3: Risk Assessment Form

Building/Department/Area:				Assessor(s) Print/Signature:					
Description of Task/Activity/Area/Premises:				Date of Assessment:		Date of next Assessment:			
Ref No	What are the hazards?	Who might be harmed and how?	What are you already doing? List the control measures already in place	Likelihood x Severity = Risk, (See Risk Table)			Risk Rating H, M, L	What further action, if any, is necessary, if so what action is to be taken by whom and by when? Use additional sheet if required	What is the risk rating now – H, M, L?
				L x	S=	R			

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Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first

Likelihood x		Severity =	
Very likely (Occurs Frequently)	5	Fatal (Single or Multiple)	5
Likely (Recurrent but not frequent)	4	Serious (Fracture Major injury/damage)	4
Possible (Could Occur, but uncommon)	3	Moderate (3 day injury or over)	3
Unlikely (Occurs Rarely)	2	Minor (Small cut, abrasion, basic first aid)	2
Remote (Almost Never)	1	Trivial (Discomfort, slight bruising)	1

Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
x	Severity					

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action (Identify new controls. Activity must not proceed until risks are reduced to a medium or low level)
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority (continue to implement additional reasonably practicable controls where possible and monitor regularly)
Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain or minor physiological scars	No action or low priority action (continue to review periodically to ensure controls remain effective)

Tick if any of the identified hazards relate to any of the following specific themes

Hazardous Substance	Manual Handling	Display Screen Equip	Work Equip / Machinery	Stress	Individual Person New/ Expectant Mother

If any are ticked a specific risk assessment form must be completed separately. For example, a CoSHH assessment must be completed if a hazardous substance has been identified as being used.