



DARUL ULOOM BIRMINGHAM

RISK ASSESSMENT POLICY

**Next review: August 2017
(Reviewed: August 2016)**

RISK ASSESSMENT

Introduction Risk Assessments are necessary to meet the requirements of the Management of Health and Safety at Work Regulations 1999. Under the Regulations we are required to make a suitable and sufficient assessment of the risks to the health and safety of all pupils, staff, Trustees, contractors and visitors to the school who could be affected by our activities.

Risk assessments of all areas of the school are carried out as are assessments of 'off site' activities, i.e. educational and sporting trips and visits. Overall responsibility for Health and Safety at Work (HSW) is vested in the Trustee in charge of the school, as we are the principle employers under the Health and Safety at Work etc. Act 1974. The Health and safety committee is responsible for Health and Safety at Work.

What is a Risk Assessment?

A risk assessment is a careful, formal examination of the harm or hazard to people that could result from a particular activity or situation. Risk assessment is a way of measuring the hazards posed to staff, students and visitors to the school. Then ensuring all the above are able to work in safety.

A hazard is something with the potential to cause harm. A risk is the probability that someone could be harmed by the hazard and an indication of how serious the harm could be. A risk assessment is the resulting assessment of the severity of the outcome and the risk control measures are the procedures that are put in place in order to minimize the consequences of the risk.

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 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.

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.

Step One – Identify Risk

Each area of the school needs to be assessed individually, ie R28. This is to be carried out by the main user of the area, ie playground would be assessed by PE teacher. Appendix 1 is the form to be filled in. This will give an indication of the level of risk and control measures in place. One copy of the form should be kept in the room and a second copy in the Health and Safety file in the office.

Step Two – Is the Risk adequately controlled?

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 fulfilment 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

Step Three – Hazards without control measures

Where hazards have been identified and risks assessed by 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?

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.

METHODOLOGY USED TO ASSESS THE RISK LEVEL

We use a levelling, scoring and colour coded system which makes it clear how serious the risk is and the likelihood of it happening. The scores can be clearly understood and managed effectively. The explanation of this method is below.

Risk level = Severity (S) x Likelihood (L)

Where:

Severity - judgement on the realistic outcome of a hazard; and

Likelihood - judgement on the harm occurring

Scoring/rating system

Severity

Fatality	5
Serious injury (e.g. permanent)	4
Major injury (broken bones)	3
Minor injury (less than 3-day)	2
No injury	1

Likelihood

Certainty	5
Probable	4
Possible	3
Remote	2
Improbable	1

Risk Level is obtained from the table below:

- Green areas are **LOW**
- Amber areas are **MEDIUM**
- Red areas are **HIGH**

Likelihood / Severity	1	2	3	4	5
1	1	2	3	4	5
2	2	4	6	8	10
3	3	6	9	12	15

4	4	8	12	16	20
5	5	10	15	20	25

The hazards identified are as follows, and the assessment sheets subsequently.

HAZARDS OR TOPICS	ASSESSMENT SHEET
Fire	G.1
Access/Egress	G.2
Electricity	G.3
Lighting	G.4
Temperature	G.5
Ventilation	G.6
Display Screen Equipment	G.7
Hazardous Substances	G.8
Legionella and Transmittable Diseases	G.9
First-Aid Treatment	G.10
Visitors/Intruders/ Violence Threats	G.11
Lifting and Handling	G.12
Working at Height	G.13
Working Hours	G.14
Water - Temperatures	G.15

RISK ASSESSMENT SHEET G.1

HAZARD OR TOPIC

FIRE – A Fire Risk Assessment has been carried out, see Risk Assessment File.

RISK ASSESSMENT SHEET G.2

HAZARD OR TOPIC

ACCESS/EGRESS

PERSONS AT RISK

Employees, students, visitors and contractors.

DESCRIPTION OF HAZARD OR TOPIC AND LIKELY HARM THAT MAY OCCUR

Slip, trip, fall or strike against hazards - bruising/cuts/broken bones.

EXISTING PREVENTATIVE AND PROTECTIVE MEASURES

- SMT, Maintenance Manager, and Teachers undertake daily informal inspection of the premises during their normal duties.
- Maintenance Manager is employed to ensure that the workplace is cleaned on a daily basis. The Maintenance Manager informs the General Manager of any problems with carpets, doors, stairs, windows, etc.
- Contractors are used to undertake all repairs such structural, buildings, electrical, etc.
- Teachers inform the General Manager of any problems with their classrooms.
- Students are also encouraged to report any problems to the General Manager and/or their teacher. Any unsafe conditions are immediately addressed.
- Access available for disabled persons via the main door.

RISK ASSESSMENT

Severity (3) x Likelihood (3) = 9 **Medium risk.**

FURTHER ACTION REQUIRED

- All uneven surfaces such as the external walkways should be repaired to reduce the risk of injury from tripping.
- Daily inspections using a standard checklist should be carried out on all access points including evacuation routes.
- Make sure all bags and coats hung up and placed on pegs.
- Make sure all shoes are on the shoe shelves and not on the floor.

RISK ASSESSMENT SHEET G.3

HAZARD OR TOPIC

ELECTRICAL SAFETY

PERSONS AT RISK

Employees, students, contractors and possibly visitors.

DESCRIPTION OF HAZARD OR TOPIC AND LIKELY HARM THAT MAY OCCUR

Electric shock or burns could result in serious injury or possibly fatality.

EXISTING PREVENTATIVE AND PROTECTIVE MEASURES

- Access to electrical distribution equipment is restricted to authorised persons.
- Strictly qualified electricians are used for electrical work.
- All portable electrical appliances are tested annually using a qualified external organisation. Normally tested July of each year.
- Employees / teachers / students cannot bring personal portable electrical appliances on to the premises without them first being PAT tested.

RISK ASSESSMENT

Severity (5) x Likelihood (2) = 10 **Medium risk.**

FURTHER ACTION REQUIRED

- The fixed electrical wiring installation throughout the complex should be inspected once every 5-years.
- Students, employees and volunteers should all be informed that any portable electrical appliances bought onto the premises cannot be used until they have been PAT tested and a label attached.

RISK ASSESSMENT SHEET G.4

HAZARD OR TOPIC

LIGHTING

PERSONS AT RISK

Employees, students, visitors and contractors.

DESCRIPTION OF HAZARD OR TOPIC AND LIKELY HARM THAT MAY OCCUR

Glare from light sources or lack of light causing fatigue or slip, trip or fall hazards. Injury caused through strobing effects of lighting in areas around machinery.

EXISTING PREVENTATIVE AND PROTECTIVE MEASURES

- Adequate levels of lighting on premises for general movement and work activities.
- Adequate external lighting provided.
- Windows provide good natural light in the offices and classrooms.
- Emergency lighting provided in all areas.
- There should be light diffusers placed on every tube light

RISK ASSESSMENT

Severity (3) x Likelihood (3) = 9 **Medium risk.**

FURTHER ACTION REQUIRED

- All emergency lighting should be tested at frequencies as detailed in the Fire Log Book and testing details should be recorded therein.
- Additional lighting should be provided if necessary
- Monthly inspections using a standard checklist should be carried out on the condition of internal and external lighting.

RISK ASSESSMENT SHEET G.5

HAZARD OR TOPIC

TEMPERATURE

PERSONS AT RISK

Employees, students, visitors and contractors.

DESCRIPTION OF HAZARD OR TOPIC AND LIKELY HARM THAT MAY OCCUR

Extreme temperatures can cause heat or cold stress and dehydration. Exposure to the sun can cause skin damage including sunburn, blistering and skin ageing and in the long term can lead to an increased risk of skin cancer.

EXISTING PREVENTATIVE AND PROTECTIVE MEASURES

- Central heating is provided throughout the School.
- Windows and doors open to provide good air movement in the workplaces.
- Mobile oil-filled electric radiators are provided where deemed necessary.
- Pedestal fans are provided for use by employees.

RISK ASSESSMENT

Severity (2) x Probability (3) = 6

Low risk.

FURTHER ACTION REQUIRED

- Ensure all the central heating radiators are working correctly throughout the school.
- Workplace temperatures should be reviewed during monthly Health and Safety Checks.

RISK ASSESSMENT SHEET G.6

HAZARD OR TOPIC

VENTILATION

PERSONS AT RISK

Employees, students, visitors and contractors.

DESCRIPTION OF HAZARD OR TOPIC AND LIKELY HARM THAT MAY OCCUR

Lack of air movement and removal stale air from premises, leading to high humidity or airborne high microbial contamination. Likely harm is discomfort through overheating and increased exposure to infectious agents or chemicals.

EXISTING PREVENTATIVE AND PROTECTIVE MEASURES

- Windows and doors provide adequate natural ventilation in all areas.
- SMT, and maintenance manager ensure that all the windows and doors remain in good working order.

RISK ASSESSMENT

Severity (1) x Likelihood (3) = 3 **Low Risk**

FURTHER ACTION REQUIRED

- Monthly inspections using a standard checklist should be carried out on the condition of all windows.

RISK ASSESSMENT SHEET G.7

HAZARD OR TOPIC

DISPLAY SCREEN EQUIPMENT (DSE)

PERSONS AT RISK

Staff (Office-based)

DESCRIPTION OF HAZARD OR TOPIC AND LIKELY HARM THAT MAY OCCUR

Fatigue, discomfort, injury through operation of display screen equipment including eye strain and muscular-skeletal injuries.

EXISTING PREVENTATIVE PROTECTIVE MEASURES

- Computer equipment meets the health and safety legal requirements.
- Health and Safety Officer has had accredited H & S training.
- Computers are not used for significant time periods.

RISK ASSESSMENT

Severity (2) x Likelihood (2) = 4 **Low Risk**

FURTHER ACTION REQUIRED

- Formal monthly inspections using a standard checklist should be carried out to ensure that the computers are set-up correctly and all the workstation items remain in good condition.

RISK ASSESSMENT SHEET G.8

HAZARD OR TOPIC

HAZARDOUS SUBSTANCES

PERSONS AT RISK

Employees, cleaners, students, visitors and contractors.

DESCRIPTION OF HAZARD OR TOPIC AND LIKELY HARM THAT MAY OCCUR

Exposure to substances hazardous to health leading to a variety of toxic effects or disease, by contact with or absorption of the substance.

EXISTING PREVENTATIVE AND PROTECTIVE MEASURES

- The Maintenance Manager is the main user of the cleaning substances. No other employees are authorised to do so.
- Substances are used in areas where students are not present.
- Labels are read prior to 'first time' use to ensure that the relevant controls are in place.
- Hazardous substances are stored in labelled containers in a secured room.
- Substances used at standard household type cleaners in small quantities.
- Rubber and disposable latex gloves are available to be used when deemed necessary.
- Cleaning substances such as bleaches are used with the external windows open in order to provide good ventilation.
- Science lab chemicals should be in a locked cabinet inside a locked room.

RISK ASSESSMENT

Severity (3) x Likelihood (2) = 6 **Low Risk.**

FURTHER ACTION REQUIRED

- The room used for the storage of hazardous substances should have a label displayed on the door 'Cleaning Equipment Room – Authorised Access Only'.

RISK ASSESSMENT SHEET G.9

HAZARD OR TOPIC

LEGIONELLA AND TRANSMITTABLE DISEASES

PERSONS AT RISK

Employees, students, visitors, cleaners and contractors.

DESCRIPTION OF HAZARD OR TOPIC AND LIKELY HARM THAT MAY OCCUR

Exposure to biological agents which can be hazardous to health and lead to a variety of toxic effects or diseases.

EXISTING PREVENTATIVE AND PROTECTIVE MEASURES

- All water is mains supplied.
- No water storage tanks within the school.
- Regularly monitor and review and change if necessary showerheads.

RISK ASSESSMENT

Severity (4) x Likelihood (1) = 4 **Low Risk.**

FURTHER ACTION REQUIRED

- Ensure all taps are run on a regular basis to prevent build-up of any bacterial growth.
- Ensure all shower heads are run on a regular basis to prevent build-up of any bacterial growth.

RISK ASSESSMENT SHEET G.10

HAZARD OR TOPIC

FIRST-AID TREATMENT

PERSONS AT RISK

Employees, students, visitors and contractors.

DESCRIPTION OF HAZARD OR TOPIC AND LIKELY HARM THAT MAY OCCUR

Incorrect treatment by an employee of a colleague, student or a visitor can aggravate injury and increase severity of pain and suffering.

EXISTING PREVENTATIVE AND PROTECTIVE MEASURES

- Several fully stocked first-aid boxes are available in the main office.
- Two employees were trained as 'Appointed Persons' first aiders.
- Accident book, in line with the data protection act, is available in the General Office.
- Accident investigation forms in place.

RISK ASSESSMENT

Severity (2) x Likelihood (3) = 6 **Low Risk.**

FURTHER ACTION REQUIRED

- Ensure that first aid cover is available at time within the school and during any activities away from the school.
- The General Manager and one back-up person should be provided with information on 'policy and procedures for reporting RIDDOR accidents to the HSE'.
- Refresher first aid training should be provided to the 'Appointed Persons' every 3-years.
- First aid notices, detailing the location of first-aid kit and the name of the first-aiders, should be displayed around the school e.g. reception area, Dining hall and one in each block.
- Regular injuries should be noted from the accident log book and a further risk assessment should be completed to tackle this. E.g. Football injuries during breaks
- A formal check on the contents of the 1st aid boxes and the first aid signs should be included in the monthly Health and Safety Inspection checklist.

RISK ASSESSMENT SHEET G.11

HAZARD OR TOPIC

VISITORS/INTRUDERS

PERSONS AT RISK

Employees, students, visitors and contractors.

DESCRIPTION OF HAZARD OR TOPIC AND LIKELY HARM THAT MAY OCCUR

Violence to persons from members of the public resulting in bodily harm.

EXISTING PREVENTATIVE AND PROTECTIVE MEASURES

- CCTV coverage provided inside the building and external areas.
- Landline telephones, and mobiles are available to inform others of any verbal abuse or physical attacks.
- Office staff have access to landlines and mobiles to contact other staff and/or emergency services if they feel under threat.
- No lone working takes place at the school.

RISK ASSESSMENT

Severity (3) x Likelihood (2) = 6 **Low Risk.**

FURTHER ACTION REQUIRED

None

RISK ASSESSMENT SHEET G.12

HAZARD OR TOPIC

LIFTING AND HANDLING

PERSONS AT RISK

Employees and students.

DESCRIPTION OF HAZARD OR TOPIC AND LIKELY HARM THAT MAY OCCUR

Lifting and handling of objects leading to soft tissue injuries, dislocation of or damage to spinal vertebrae or broken bones due to falling objects.

EXISTING PREVENTATIVE AND PROTECTIVE MEASURES

- Employees, teachers and older students provide assistance when moving large, heavy or lots of items.

RISK ASSESSMENT

Severity (3) x Likelihood (2) = 6 **Low Risk.**

FURTHER ACTION REQUIRED

- Provide general manual handling advice to all staff required to move items as part of the induction/re-fresher training.
- Trolley's are available for moving heavy or difficult items from the shop next door
- Condition of the lifting and handling equipment should be formally checked during monthly H&S Inspections.

RISK ASSESSMENT SHEET G.13

HAZARD OR TOPIC

WORKING AT HEIGHT

PERSONS AT RISK

Technicians and contractors.

DESCRIPTION OF HAZARD OR TOPIC AND LIKELY HARM THAT MAY OCCUR

A fall could involve a drop from any height resulting in serious injury or death. Falling items - serious injury or death.

EXISTING PREVENTATIVE AND PROTECTIVE MEASURES

- Vast majority of work is undertaken at the ground level.
- Ladders are always footed or secured to prevent the ladder from slipping or falling.
- Contractors are used for major height work.

RISK ASSESSMENT

Severity (5) x Likelihood (2) = 10 **Medium Risk.**

FURTHER ACTION REQUIRED

RISK ASSESSMENT SHEET G.14

HAZARD OR TOPIC

WORKING HOURS

PERSONS AT RISK

Employees and contractors

DESCRIPTION OF HAZARD OR TOPIC AND LIKELY HARM THAT MAY OCCUR

Long working hours or inadequate rest breaks can result in mistakes, tiredness, ill-health, stress, etc.

EXISTING PREVENTATIVE AND PROTECTIVE MEASURES

- Normal working is limited to 8-hours per day.
- Flexible working is available for staff.
- Arrangements are in place for employees to discuss working times with the Head Teacher

RISK ASSESSMENT

Severity (4) x Likelihood (1) = 4 **Low risk.**

FURTHER ACTION REQUIRED

None

RISK ASSESSMENT SHEET G.15

HAZARD OR TOPIC

WATER - TEMPERATURES

PERSONS AT RISK

Employees, students, visitors, cleaners and contractors.

DESCRIPTION OF HAZARD OR TOPIC AND LIKELY HARM THAT MAY OCCUR

Exposure to extreme water temperatures can cause scalding. Those at a high risk from scalding/burning include children and the elderly.

EXISTING PREVENTATIVE AND PROTECTIVE MEASURES

- Water temperatures can be adjusted on the heating system.
- Provide water mixers if necessary

RISK ASSESSMENT

Severity (4) x Likelihood (3) = 12 **Medium Risk.**

FURTHER ACTION REQUIRED

- Ensure all water outlets dispense water at the correct temperatures. Ensure that the temperature adjustment controls are working correctly and that they are set at the right levels.
- Where the temperature is very hot and cannot be adjusted, warning labels 'very hot water' should be displayed above the hot water outlets.
- Water mixers should be introduced also allowing pupils to run both taps and mix the hot and cold water.

RECOMMENDED ACTION PLAN

High Priority – Recommendations

Section	Action Required	Action by	Target date	Date completed
2.1	All uneven surfaces such as the external walkways should be repaired to reduce the risk of injury from tripping.			
3.1	Students, employees and volunteers should all be informed that any portable electrical appliances bought onto the premises cannot be used until they have been PAT tested and a label attached			
4.1	All emergency lighting should be tested at frequencies as detailed in the Fire Log Book and testing details should be recorded therein.			
10.1	Ensure that first aid cover is available at time within the school and during any activities away from the school.			
10.2	The AHT and H&S officer should be provided with information on 'policy and procedures for reporting RIDDOR accidents to the HSE'.			
15.1	Ensure all water outlets dispense water at the correct temperatures Ensure that the temperature adjustment controls are working correctly and that they are set at the right levels.			

Medium Priority – Recommendations

Section	Action Required	Action by	Target date	Date completed
2.4	Formal monthly inspections should be carried out to include: • All access/egress routes; • internal and external lighting; • Workplace temperatures • Windows and doors • Computer workstations • 1st aid boxes and signs • Lifting & handling equipment • Shower facilities			
4.4	Additional lighting should be provided in the playground			
5.1	Ensure all the central heating radiators are working correctly throughout the school.			
9.1	Ensure all taps are run on a regular basis to prevent build-up of any bacterial growth.			
9.2	Ensure all showerheads are run on a regular basis to prevent build-up of any bacterial growth.			
10.3	Refresher first aid training should be provided to the 'Appointed Persons' every 3-years.			
10.4	First aid notices, detailing the location of first-aid kit and the name of the first-aiders, should be displayed around the school e.g. reception area, Dining hall and one in each block.			
10.5	Identify from the accident log book where common accidents are taking place and complete a separate risk assessment for it. E.g football during breaks			
12.1	Provide general manual handling advice to all staff required to move items as part of the induction/refresher training.			
15.2	Where the temperature is very hot and cannot be adjusted, warning labels 'very hot water' should be displayed above the hot water outlets.			
15.3	Water mixers should be introduced allowing pupils to mix hot and cold water			

Low Priority – Recommendations

Section	Action Required	Action by	Target date	Date completed
8.1	The room used for the storage of hazardous substances should have a label displayed on the door 'Cleaning Equipment Room – Authorised Access Only'.			