



Anchored in Christ

Health and Safety Policy and Management Manual

**Approved by Governor committee:
Finance (14th June 2017)**

**Date to be reviewed:
Nov 2018**

**Responsibility of:
Director of Finance and Operations**

**Date ratified by Governing Board:
6th July 2017**

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1.0 Introduction

1.1 Organisation Description

Chelsea Academy is a secondary school that is sponsored by both the Church of England and the Royal Borough of Kensington and Chelsea. The Academy has 1100 students and 150 staff.

1.2 Scope of Certification

Chelsea Academy is fully committed to meet the requirements of BS OHSAS 18001 at the following address: Lots Road, London SW10 0AB. The provision of secondary education within an Academy environment; the provision of building and facilities management at Chelsea Academy including the management of supply chain partners, Mechanical & Electrical (M&E), cleaning and catering.

1.3 Description

The H&S management system is documented within this manual. The documented H&S management procedures are listed in Appendix C.

This manual shows the relationship between the H&S Management System and BS OHSAS 1800.

1.4 Implementation and Maintenance

It is recognised that documenting the H&S management system is only the first step towards fully implementing its requirements. For this reason the H&S Director will brief all new and existing personnel on the requirements of the H&S Management System and ensure full compliance.

The effectiveness of the implementation is measured through regular scheduled inspections and internal audits (see Appendix G for scheduled audit plan) of the H&S management system requirements by appointed personnel, as well as annual audit by Third Party Consultant. Where implementation is deemed inadequate then steps are taken to resolve the situation in a timely manner. Non-conformities generated from the inspections and audits will be recorded and the progress tracked on Spiceworks log. Preventative actions are recorded and tracked on Spiceworks log.

New legal and other requirements, together with any updates on existing legal and other requirements that have a direct impact on the business will be recorded in the Legal and Other requirement Register. Evaluation of compliance is carried out twice a year in April and October to ensure the system is compliant to changes in legislations. The Register is revised on a 6-monthly basis and the Principal and Leadership Team will be informed of any changes to the Register in the quarterly management review meeting, or immediately in urgent cases.

The H&S management system as a whole will be reviewed during quarterly management review meetings where the completeness and effectiveness of the system and any steps necessary to improve it are discussed and actioned.

Whenever the H&S management system is changed the H&S Director will make all relevant personnel aware of the new or revised systems and monitor them to ensure that they are implemented effectively.

2.0 Organisation

2.1 Roles and Responsibilities

The following personnel are based within or working from the Academy.

2.1.1 The Principal and Leadership Team

The Principal is responsible for ensuring that the H&S strategy and organisation of Chelsea Academy is clearly defined and implemented to ensure effective and operational H&S management system is in place.

2.1.2 H&S Director

The Operations and Finance Director is responsible for setting up and implementation of the H&S management system, making sure it is compliant with all up-to-date legislations and any other requirements, develop relevant procedures, ensure documents are controlled, organize regular audits, liaise with relevant personnel to carry out Risk Assessment and COSHH (Control of Substances Hazardous to Health) assessment and review CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services), propose objectives and targets to The Principal and Leadership Team and present H&S performance on annual management review.

2.1.3 Operations Manager

The Site Services & Branding Manager assists the H&S Director in implementing and maintaining the H&S management system. Carry out risk assessments. Act as lead buddy to the contractor's, conduct health and safety briefings and issue work permits. Organize regular emergency practises, checks, internal audits and HSE training for all staff members.

2.1.4 H&S Working Party

The H&S Working Party is responsible for carrying out and reviewing risk assessments in the Academy, its equipment and activities, ensure staff conduct their daily work in a safely manner. Relay all relevant information, including near-misses and incident reports, brought up by staff and students and supervisors to the H&S Director and vice versa.

The Working Party is responsible for carrying out risk assessments in maintenance related work, as well as the installation, scheduled maintenance and repairs on all equipment and for carrying out and reviewing risk assessments and data sheets in the Science Laboratories and Technology and PE departments and their activities, as well as COSHH Assessments on all raw materials and finished products. Ensure staff conduct their daily work in a safe manner. Relay all relevant information, including near-misses and incident reports, brought up by staff to the H&S Director and vice versa.

2.1.5 General Staff and Site Team and Contractors

Responsible for day-to-day implementation of the relevant procedures and ensure any necessary changes/preventative actions to the procedure, first aid ill health, incident or new hazard/risk arising in the working environment are reported to the Operations Director, Operations Manager or the Working Party using an incident report form available on the CALC.

2.1.6 Incident Wardens

In the case of fire or major incident, they are responsible for checking designated areas to ensure everyone has vacated, use fire-fighting equipment to tackle the fire if it is safe to do so, encourage others to use the most appropriate escape route, shutting down fatal or dangerous equipment, assist fire and rescue service on arrival and perform a supervisory/management role in any incident situation

2.1.7 HR (Health, Safety and Return to Work)

HR is appointed to take care of all employees in terms of Health checks, safety and return to work.

3.0 Policy Statement

The Academy, through the Board of Governors is, committed to ensure, so far as is reasonably practicable, that it operates an integrated management system governing all aspects of the Academy H&S operations in compliance with BS OHSAS 18001 accreditation. We are committed to continuous improvement in the health, safety of students, staff, contractors and visitors by maintaining a framework for establishing, implementing and reviewing the objectives to drive improvement forward.

This document should be read in conjunction with our H&S Manual and Policy. We aim to ensure that:

- the health and safety risk to users of the Academy who enter the premises during the course of their business or course of education are minimised.
- no work is carried out by the Academy or its sub-contractors that is liable to expose Users of the Academy unless suitable and sufficient assessments of the risks or hazards to health are made and necessary controls to prevent or control the risk have been introduced. This also applies to the storage and transportation of articles and substances.

The Academy has the ultimate responsibility for the implementation of this Policy and through the Board of Governors will ensure that the requirements of health and safety legislation are established.

The Academy's objectives are, so far as reasonably practicable:

- to provide conditions of work where risks to health and safety are low. This requires risk assessments to be carried out to enable hazards and risks to be identified to enable the standards of safety to be adapted and enforced.
- to ensure that all plant and equipment is maintained properly and that it will not be used knowingly if it presents any risk to the safety of Users of the Academy.
- to provide means of access and egress which are safe and without risks to health.

The success of this policy is dependent upon the co-operation of every Sub Contractor and their employees who have a legal duty to:

- take reasonable precautions in safeguarding the health and safety of themselves and others.
- observe all health and safety rules and procedures as laid down by their Academy and use all health and safety equipment provided.
- alert management to any potential hazard that they have noticed and report all accidents or incidents that have led, or may lead to, illness or damage.

Chelsea Academy intend to comply with the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and is fully committed to meet the requirements of BS OHSAS 18001 and all other relevant legislation, so far as is reasonably practicable.

This policy will be monitored to ensure it is effective and will be regularly reviewed and revised as necessary.

4.0 H&S Management System

4.1 General Requirements

Chelsea Academy has established this H&S Management Manual, integrated procedures and forms to enable the implementation of BS OHSAS 18001 and is compatible with its H&S management system.

As an organisation the following steps have been taken to ensure compliance:

- a) All requirements of BS OHSAS 18001 have been specified within this document to ensure that all personnel concerned with its operation are aware of the requirements.
- b) The H&S Director shall take the lead to ensure that the H&S management system is fully implemented by all personnel.
- c) Quarterly management review meetings will be held to review the implementation of the requirements and identify any actions that are required to maintain and improve the system.

The scope to which this H&S management system will be applied is defined as all operations which it conducts at and from the address stated in section 1.2

4.2 Health & Safety Policy

The H&S Director ensures that the policy is made known to all personnel including persons working under the control of the Academy and is available to interested parties upon request.

4.3 Planning

4.3.1 Hazard Identification, Risk Assessment and Determining Controls

The H&S Director shall ensure that all hazards associated with the Academy's activities are assessed for risk so that precautions can be identified and actioned. The Risk Assessment Form in Appendix H will be used for this purpose.

Note: The following aspects will be considered for risk assessment form preparation when carrying out an internal audit:

- a) Routine and non-routine activities
- b) Hazards originating externally to the workplace
- b) Work operations including contractor activities
- c) Use of infrastructure, equipment and materials
- d) Whenever change occurs to systems, processes equipment, personnel, materials etc.
- e) Changes in legislation
- f) Normal and abnormal situations and potential incidents
- g) Contractors and visitors to the workplace
- h) The capabilities of personnel including human behaviour

4.3.2 Legal and Other Requirements

The H&S Director determines all relevant H&S legislation with reference to the HSE website (<http://www.hse.gov.uk/legislation/index.htm>) and any other service twice a year and where required. In addition, the Third Party Consultant provides the Academy with legal advices in general legislation which includes Health and safety. A legal and other requirement register is drawn up and maintained. The evaluation of compliance of legislations and other requirements is carried out twice a year in April and October when new legislations/updates are released. Where actions are generated from the evaluation of compliance, they are recorded in the Spiceworks log to help tracking and completion progress.

Updates made to the register are listed in the Health & Safety legislation section of the quarterly management review meeting to ensure the Principal and Leadership Team is aware of all relevant changes that may have a direct impact on the business. All relevant personnel and other parties will be informed on the legal and other requirement that they must comply with by their departmental managers before any work is commenced. Where the change of legislation and other requirements have led to a risk assessment revision, H&S Director is to ensure all relevant personnel are aware of such revision and provide refreshment training whenever necessary.

4.3.3 Objectives and Programme

Chelsea Academy will set out and review its health & safety objectives and targets on a yearly basis (or more regular if needs be) within the health & safety programme section of the management review meetings. Details of program dates and responsibilities will be defined in the management review meeting. The health & safety objectives will be aimed at relevant functions and levels within the business.

When setting objectives and targets the Academy will ensure that they are consistent with the H&S policy and BS OHSAS 18001 taking into account, financial, operational and business requirements as well as technological options.

In order to determine whether or not the objectives and targets are being met they will be measured, in the form of Spiceworks log to allow progress to be monitored.

4.4 Implementation and Operation

Appendix D is an index of management procedures.

4.4.1 Resources, Roles, Responsibility, Accountability and Authority

The H&S Director has overall responsibility for the H&S management system and will assign personnel to the necessary duties outlined in this manual and make available all necessary resources to ensure that the management system is fully implemented.

Roles and responsibilities are defined and communicated through this management manual and any other referenced documentation and will communicate with all designated personnel to ensure that they are fully aware of their roles and what is expected.

4.4.2 Competence, Training and Awareness

The Principal and Leadership Team ensures that only personnel with suitable qualification and experience are employed on work tasks which have the potential to cause harm. Line managers will take action to ensure that training requirements are met and that the effectiveness of training to meet requirements is monitored. All personnel are appraised with respect to competence.

The H&S Director will liaise with H&S Manager to ensure that all persons understand the importance of their training and experience and how they can work effectively to ensure safe working. She will also ensure that personnel are aware of the health and safety consequences of their work activities and the benefits of following safe working practices.

It is the duty of Line Managers to ensure that records of training, education, qualification and experience are maintained. Copies of training certificates are maintained and listed in the document control register.

4.4.3 Communications, Participation and Consultation

4.4.3.1 Communication

The H&S Manager will ensure that all personnel including contractors, visitors and any other external interested parties are made aware of issues regarding health and safety. The H&S Manager and H&S Working Party will act as the persons responsible for receiving, recording and responding to any health and safety communications. Important outcomes from communications are presented to The Principal and Leadership Team at quarterly management review meetings and to the rest of the Academy as and when required.

4.4.3.2 Participation and Consultation

Due to the size of the Academy the employer is able to consult employees directly on health and safety matters via departmental meetings, daily team meetings, team briefings and individual meetings. Employees are actively involved in incident investigation, hazard identification, risk assessment and the appropriate precautions to be taken. In monthly departmental meetings, all staff will have an opportunity to contribute towards the development and review of H&S policies and

objectives.

Contractors and visitors are made aware of any changes that affect their H&S in an induction meeting that is carried out on their arrival on site. For contractors they are asked to supply public and employer's insurance certificates, HSE policy, method statements and risk assessments and relevant training records for the job when an order is placed and those statements are checked both before their arrival on site and at the start of the job, any non-conformances are addressed immediately. A permit-to-work system has been implemented for effective management of contractors on-site.

4.4.4 Documentation

Documents that are necessary to meet the requirements of this H&S management manual shall be maintained as evidence of compliance.

Documents specifically retained as evidence include but are not limited to:

- a) The H&S policy (point 3) should be displayed on the Academy CALC and website as well as across the premises
- b) The H&S objectives recorded and maintained within the minutes of the Management Review Meeting
- c) The scope of the H&S management system is defined within section 1.2
- d) A description of the main elements of the H&S management system is set out in Appendix C
- e) A legislation register is kept and updated frequently to ensure compliance to relevant legal requirement
- f) Training content and records are kept
- g) Internal audit reports are kept and maintained as an assessment on the effectiveness of the H&S management system
- h) Risk assessments are carried out and regularly reviewed
- i) Statutory Inspection reports and Health Surveillance records
- j) Maintenance records and completed checklists

4.4.5 Control of Documents

Documents required by this management manual shall be approved for issue and reviewed and updated as often as necessary. The revision status and page numbering of documents shall be included to ensure that incorrect documents are not inadvertently used. In particular superseded documents shall be marked as such or removed to avoid inadvertent use.

Documents required by this manual shall be updated and re-approved to ensure that they are current. Pertinent documents at the correct versions will be made available for use and it will be ensured that they are identifiable and legible.

Only limited people have full access to all documentation, most of the documents are read-only for ordinary employees.

4.4.6 Operational Control

The H&S Manager shall ensure that the controls and any necessary operating criteria are stipulated where the risk assessment process has identified precautionary measures to be implemented (see section 4.3.1).

Where necessary to ensure compliance with safe working practices documented procedures will be prepared, implemented and maintained to define the working methods to be employed.

Operational controls shall be specifically considered when considering the purchase of goods, equipment and services.

4.4.7 Emergency Preparedness and Response

The Academy has identified the potential emergency situations and incidents pertaining to its business operations and undertaken appropriate risk assessments (see section 4.3.1). Where required they are regularly reviewed and tested.

Where necessary documented procedures have been prepared, implemented and maintained to define the emergency response.

4.5 Checking

4.5.1 Performance Measurement and Monitoring

The Principal has appointed the H&S Manager to undertake routine inspections of the workplace and ensure safe day-to-day operations of the Academy. The H&S Director will undertake monthly inspections and report on performance and effectiveness of the controls. Any findings that warrant corrective action shall be recorded on an Incident Report form (Appendix G) and on the Academy's Spiceworks Job Log which is used to progress the corrective action to a conclusion.

The H&S Director will collect data related to the H&S performance and report this to the Principal in quarterly management review meetings. Performance measures include accidents, incidents, near misses etc. Where calibrated equipment is used to measure performance it will be ensured that it has a current calibration certificate.

4.5.2 Evaluation of Compliance

Conformance with legislation and other requirements is reviewed in accordance with section 4.3.2 in the same Register. Evidence of evaluation is maintained through an internal evaluation of compliance procedures, documents, reports, legislation register, contractors' RAMS and management review process.

4.5.3 Incident Investigation, Nonconformity, Corrective Action and Preventive Action

4.5.3.1 Incident Investigation

All personnel are required to record all incidents on a Incident Report Form (Appendix F) which shall be passed to the H&S Director for processing. The H&S Director will ensure suitable corrective actions have been assigned and recorded on the Spiceworks log. The form will be used to monitor progress until the Incident report can be signed off as closed by the H&S representative.

The following (although not limited to) are to be considered incidents for the purposes of reporting:

- Accidents
- Near misses
- Any situation that may lead to harm which is not subject to a current risk assessment

In order to achieve continual improvement, the causes of health and safety incidents that become known will be investigated and action taken to avoid recurrence completed in a timely manner.

4.5.3.2 Nonconformity, Corrective Action and Preventive Action

All incidents, near misses, external party issues, results of inspections and internal audits are recorded in forms of Incident Reports, corrective actions that generated are then logged on the Spiceworks log. The H&S Director shall take responsibility for ensuring that appropriate corrective actions are added to the form and communicated to all relevant personnel. She will ensure that the corrective action takes account of the root cause of the incident.

The H&S Director will progress the corrective action to a conclusion and ensure that the Incident Report is effectively closed following a review of its effectiveness using Spiceworks to draw reports and review outstanding work. Where necessary the H&S Director will ensure that the issue is subjected to a revised risk assessment.

Chelsea Academy understands that it is preferable and more effective to prevent health and safety problems occurring. Acting in a proactive way is preferable to acting reactively. The Principal and Leadership Team in consultation with other parties will therefore take opportunities to reflect on situations and take preventive action wherever possible. All preventive action will be recorded and tracked on the Spiceworks log for implementation.

4.5.4 Control of Records

The organisation shall maintain records as evidence that the requirements of this H&S management manual have been met. The records will be maintained so that they can be located and referred to easily.

These records include but are not limited to:

- Management Review / Working Party meeting minutes
- Audit / Inspection form
- Non-conformance reports
- 14001 and 18001 Spiceworks log
- Risk and COSHH Assessments and register
- Evaluation of procedures
- Incident and Accident investigation
- Incident and Accident reporting and records
- Training records

4.5.5 Internal Audit

An annual audit is carried out and a report is generated from the visit and non-conformities raised are recorded on Spiceworks log and assigned to relevant personnel. The H&S Director is responsible to ensure the non-conformities are closed out and update management in the management review meeting.

In addition, internal audit programme is devised on risk basis ensuring that all parts of the management systems (as defined within this H&S management manual) are reviewed to ensure that they continue to meet the requirements of BS OHSAS 18001. The quarterly internal audits are undertaken by the H&S Manager and H&S Director to ensure impartiality. The outcome is recorded on an Internal Audit Form (Appendix H) together with any audit findings recorded on the 14001 and 18001 Spiceworks log and the results fed back to the staff. Internal audits should be conducted at the highest level.

Note: Internal audits are supplemental to monthly inspections (section 4.5.1) and are directed towards ensuring that the systems defined in this manual are implemented correctly.

4.6 Management Review

Management review meetings are undertaken to the requirements of BS OHSAS 18001 and all pertinent aspects are reviewed and actions taken as required.

The meeting is undertaken at quarterly basis in accordance with the agenda outlined in Appendix E. The meeting is attended by the Directors, H&S Director and H&S Manager and any other interested parties. Minutes are taken and stored on the server.

The management review meeting is used as the pivotal means of ensuring that the Academy's systems are fully implemented and effective.

Appendix A Definitions

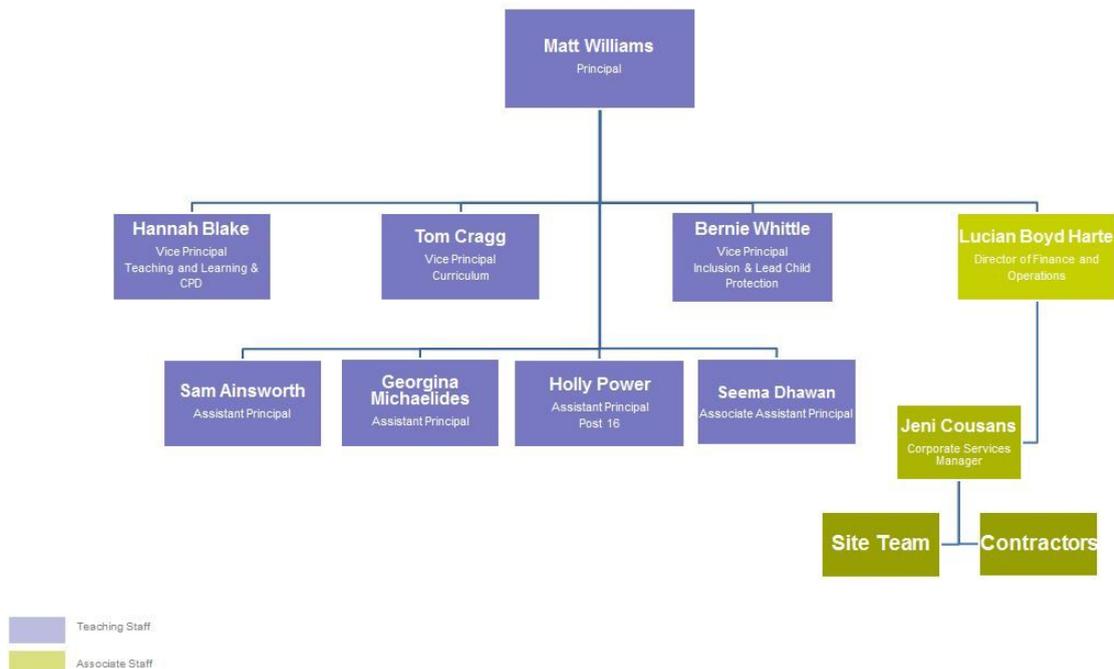
“acceptable risk”	Risk that has been reduced to a level that can be tolerated
“accident”	An incident that has given rise to harm
"controlled copy"	The issue of a document that will be updated whenever it is revised.
"controlled issue"	The issue of a document where proof of receipt is sought
“corrective action”	Action to eliminate the cause of a problem or issue
“hazard”	Source, situation or act with potential for harm to persons
“incident”	Events which can lead to harm
“management manual”	The documented health & safety system including other documented procedures
“management procedures”	The procedures documenting the health & safety systems
“management system”	The defined methods, practices and organisation to meet the health & safety requirements. The term “H&S Management System” is synonymous
“H&S”	Health & Safety
“preventive action”	Action to eliminate the cause of a potential problem or issue
“risk”	Combination of the likelihood and severity of an event
“risk assessment”	Process of evaluating risk
“the standard”	BS EN BS OHSAS 18001

Note: The words "shall", "must" and "will" denote a mandatory requirement and "should" denotes a recommendation. The word "may" denotes permission and is neither a recommendation nor a requirement.

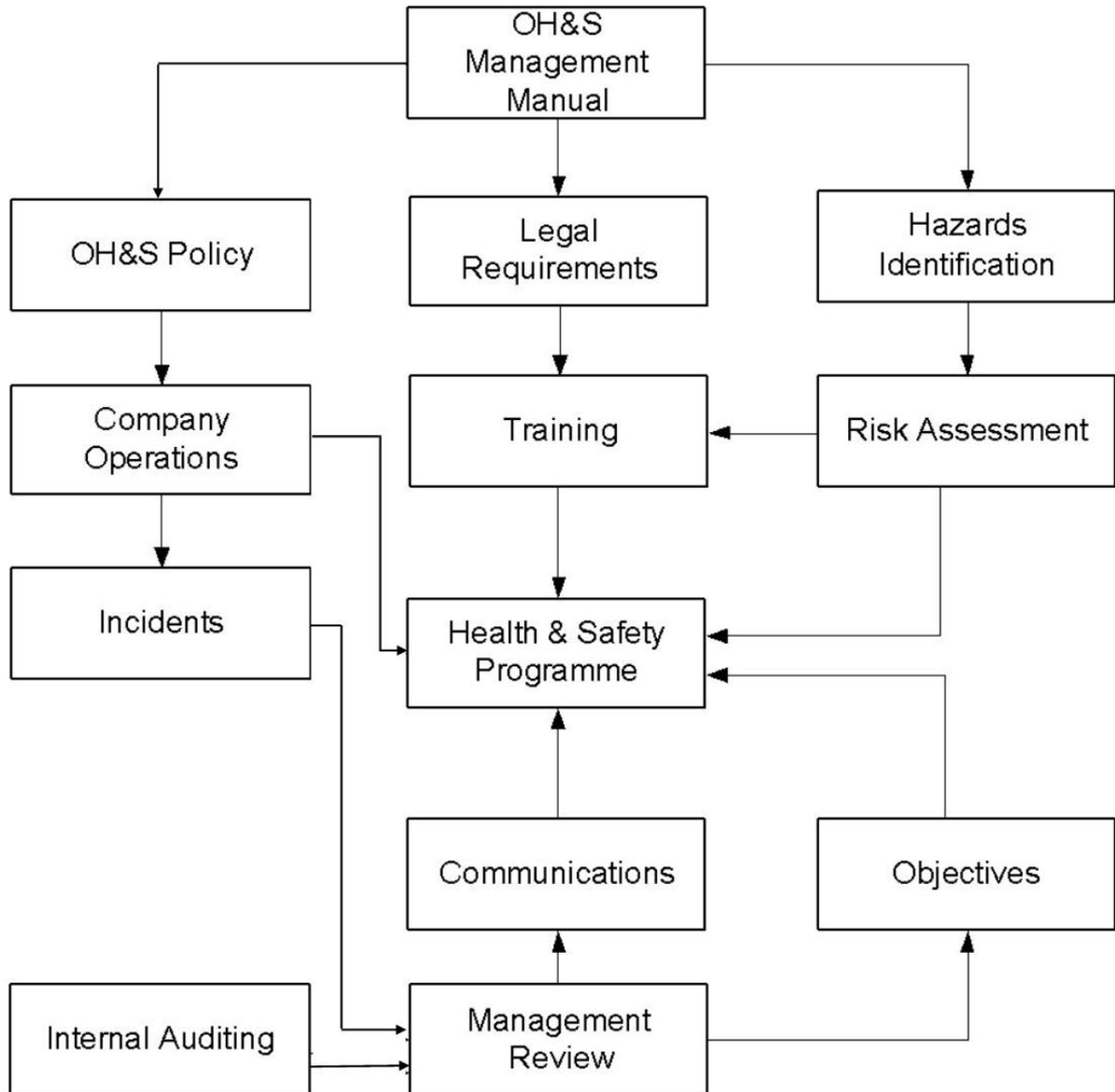
Appendix B Organisation Chart



H&S ORGANISATION CHART SEPTEMBER 2016



Appendix C
H&S Management Processes



Appendix D
Index of Management Procedures

Title	Reference
<u>H&S Procedures Issue 6</u>	
Hazard Identification and Risk Assessment	Section 4.3.1 – 1
COSHH Assessment	Section 4.3.1 – 2
Legal and Other Requirements	Section 4.3.2
Training and Awareness	Section 4.4.2
Communications	Section 4.4.3.1
Emergency Preparedness and Response	Section 4.4.7
Performance Measurement and Monitoring	Section 4.5.1
Incident Investigation, Nonconformity, Corrective Action and Preventive Action	Section 4.5.3.1 and 2
Internal Audit	Section 4.5.5

**Appendix E
 Management Review Meeting Agenda Template**

Attendance:		Date:
Item	Agenda Item	Action by
1	Actions from previous meeting	
1.1	“Discuss and detail progress and closure of actions from the previous meeting”	
2	Internal audit results	
2.1	“Discuss the results for the internal audits that you have undertaken during the previous period. Show analysis of results where possible”	
3	Communications / Complaints	
3.1	“Discussion with customer and other interested parties. Discuss complaints and other actions taken and to be taken. Show analysis where possible.”	
4	Participation and Consultation results	
4.1	“Discuss communications with staff regarding HSE matters. Show analysis where possible.”	
5	Performance / Incidents	
5.1	“Discuss the overall H&S performance including non-conformances etc. Show analysis where possible.”	
6	Policy / Objective and Targets	
5.1	“Discuss the ongoing suitability of the Policy and H&S Programme (below) adding / updating table below. Discuss overall performance of the H&S management system.	
7	Risk assessments / Legislation / Other Requirements	
7.1	Discuss what may be forthcoming / changing to affect the environmental, health & safety aspects and update table below.	
8	Recommendations for improvement	
8.1	“Discuss and record what steps have been and will be taken to avoid the occurrence of any problems that are likely to rise.”	
9	Resources / Training	
9.1	“Discuss resources and decide whether any changes need to be made to the resource levels currently in place.”	
10	Next Meeting	DD/MM/YY

11 Minutes of Meeting – H&S Programme

Overall Objective What is aimed for	Specific Action What will be done	Target Date / Measure of completion	Action by

12 Minutes of Meeting – Health and Safety Legislation

Legal and Other Requirements	Related Hazards	Management and Monitoring How the organisation is managing and monitoring this aspect or risk. e.g. aspect and risk assessments.

Record, Circulate and retain the Management Review Minutes.

Appendix F Incident Report Form

[This form can be found on the Staff CALC and completed online.](#)

Incident Report Form

1. Use this form to report all work-related injuries, incident, accident, dangerous occurrence and near misses.
2. The separate accident report form (kept at Student Services) should be completed by the person who is injured as a result of an accident and submitted to the Corporate Services Manager.
2. Complete this form immediately after the incident.
3. Submit this form as soon as it is completed.

* Required

Email address *

Your email

Section 1 - About the Incident

What are you reporting? *

- Accident - work related
- Accident - unsafe act
- Accident - unsafe conditions
- Incident
- Dangerous occurrence
- Near miss
- Other: _____

When did it happen? *

Date:

Appendix G

[Hyperlink to BS OHSAS 18001 Internal Audit Program](#)

Appendix H Risk Assessment Form

[This form can be found on the Staff CALC and completed online.](#)

Risk Assessment

There are 6 main reasons for completing this form:

1. Identify the activity - take into account the whole process from beginning to end and then identify each hazard.
2. Identify the hazard - a hazard is something with the potential to cause harm.
3. Who / what may be harmed?
4. Identify the risk - likelihood of occurrence, severity of harm (high, medium or low), overall risk.
5. Identify existing control and safety measures - check legal requirements and practice.
6. Identify further action or make recommendations - establish whether the risk can be removed completely or if not, how it can be reduced.

This form will guide you through the completion of this risk assessment in accordance with Chelsea Academy's statutory compliance.

* Required

SECTION 1 - What is the Activity?

Take into account the whole process from beginning to end and then identify each hazard.

Types of Activity *

Your answer

SECTION 2 - What is the Hazard?

A hazard is something with the potential to cause harm.

*

Your answer

SECTION 3 - Who or What could be Harmed?

