

Risk Assessment Policy and Procedure

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1. Purpose

The purpose of this policy is to meet the requirement of regulation 3 of the management of Health and Safety at Work Regulation 1999, to carry out a suitable and sufficient risk assessments. Also, to identify and assess the Health and Safety risks to staff and any others who may be affected by the work or business. Employers are required to manage those risks by putting in place appropriate control measures to remove or reduce the risk of harm to an acceptable level.

2. Scope

The assessment should consider the risk to all that are attending or visiting BSA such as staff, students and visitors working or studying within the premises. This procedure is specifically aimed to analyse and identify the hazards presented in the workplace and the threats that arise outside of work activities. Furthermore, evaluating the risks involved with existing safety measures and their capability.

3. Responsibility

3.1 Directors

It is the Directors responsibility to ensure that the Health and Safety risk assessments are carried out, documented and that the correct actions are implemented.

3.2 Head of Centre

It is the Head of Centre's responsibility to ensure that Health and safety risk assessments are executed and recorded on BSA risk assessment forms. The Head of Centre must:

- Ensure that risk assessments are reviewed every 2 years
- Enforce any control measures arising from the risk assessment and updating the risk assessment forms.
- Appoint other staff to carry out the risk assessment and arrange training of assessors with the organisational development.

3.3 Assessors/Tutors

Assessors and Tutors must complete risk assessment training (via E-learning or face to face) before implementing assessments and are responsible for finalising and/or reviewing risk assessments of work activities as directed by their manager.

3.4 Health and Safety Officer

The Health and Safety officer is responsible for:

- Assisting the Directors, Head of Centre and all other staff with the utilisation of the risk assessment process.

- Providing support, advice and guidance to the assessor on approach and capacity the risk assessment.
- Spot checking assessments completed before or during inspection or audits.

4. Risk Assessments in Practice

A risk assessment is a careful examination of what, in a workplace, could cause harm to people; to aid an evaluation of any precautions in place and whether further preventative measures are required.

The proactive process:

- Identify the hazards
- Evaluate the risks associated with the hazard
- Take appropriate steps to eradicate or control the hazard calculated.

4.1 Definition

A hazard is something with the potential to cause harm to an individual, such as chemical's, working from ladders, electricity, voluminous noise and moving parts of machinery. The risk is the likelihood of that hazard occurring, connected with the impact of the situation i.e., the severity of the potential harm involved.

4.2 Risk assessment procedure

Step 1 – identify the hazard

- Walk around the workplace.
- Look at the equipment used, location, work activities and exposure to substance.
- Speak to another member of staff, manager or student.
- Consider recent accidents/incidents

Step 2 – Determine who may be at risk and how.

- Including the board of directors/management, students, employees, visitors, contractors, cleaners, young persons, new and expecting mothers.

Step 3 - Evaluate the risks.

- Are further precautions required to eliminate or reduce the risk?
- What controls are in place?
- Is the remaining risk acceptable?

- High risk areas are referred to be prioritised.

When controlling risks a methodical approach should be used in deciding which control measure to implement, by considering the general hierarchy of control as follows:

- Elimination: Design out of industrialise the hazard.
- Substitution: use a less hazardous substance or material.
- Personal protective equipment (PPE): Face shields, gloves, safety glasses, hearing protection, etc.
- Signs, warning and administrative controls: install alarms, barriers access control, inspections, safety procedures.
- Engineering control: sounds enclosures, installed ventilation systems and fixed guarding.

Step 4 - Record your findings and implement them.

- Communicate assessments to staff and any other person(s) affected by the work activity.
- Archive assessments
- Ensure any further action required is completed and the assessment is updated accordingly.
- Record assessments on the risk assessment forms.

Step 5-

- The assessment should be reviewed every 2 years or earlier if it is suspected that the assessment is no longer valid.

4.3. Prioritising Actions

The level of existing risks includes considering the controls already in place. The assessor needs to use the source of the likelihood of the harm versus the impact of the occurrence i.e., the severity of harm to judge the level of the existing risk as high, medium, or low. The hazards that are classed as high risk and that have serious potential consequences must be dealt with immediately. In these circumstances, senior management should be informed, and deliberation may have to be given to discontinue the activity until the risk is diminished.

Likelihood			
Severity	Remote	Possible	Likely
Minor Injury	Low	Low	Medium
Major Injury	Low	Medium	High
Fatality	Medium	High	High

4.4. Individual Risk Assessment for New or Expectant Mothers

In addition, there is also a legal requirement to assess the risks to employees who are new or expectant mothers. Once the employee informs management that they are a new or expectant mother, the manager will need to carry out a specific individual assessment on the activities/tasks undertaken by that employee. The assessment should pay particular attention to physical, biological, and chemical agent risks. If the assessment shows significant risks that cannot be controlled the manager should contact the health and safety team for advice. Managers/Lecturers should also carry out assessments for pregnant students.

4.5. General risk assessment for young people

There is a legal requirement for employers to undertake specific risk assessments for young persons (under the ages of 18) before they start work. The assessment must consider their lack of experience, lack of awareness of existing or potential risks and the fact that young people have not fully matured.

4.6. individual workplace risk assessments

HR, Managers and staff may request that the health and safety team carry out an individual workplace assessment for a member of staff under certain circumstances e.g., returning to work following an injury or ill health, or recently aches or pains that may be associated with work activities.

4.7. other risk assessment procedures

The risk assessment procedure above should identify various hazards associated with work activities. However, there are several other procedures that cover specific activities/hazards e.g., Staff taking students on field trips, overnight stays, or high-risk leisure activities, as part of the course requirement.

5. Records

Record	Record Format	Record Holder	Retention Period
Generic risk assessment forms	Form	Connected	Indefinitely

6. Linked Policy and Procedure

- Excursions and field trips procedure
- Work placement Procedure
- Manual handling procedure
- Display screen equipment

External Guidance

- HSE guidance on new or expecting mothers
- HSE guidance on risk assessments
- HSE guidance on young persons at work

7. Equality Impact Assessment

Title of Activity:	☐ New or ☒ Revision (Tick as appropriate)
Author and Date: Dionne McCann Nov 2020	Expected Implementation Date: Nov 20 What is the Review Date: Every 2 Years

Equality and Diversity. Which of the characteristics may be impacted upon? And, if yes, how has this been considered? What are the risks? What are the benefits?	None, no impact
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Safeguarding: Are there any aspects of this proposal which could cause a Student/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits	☐ Yes ☒ No
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Health and Safety:	
Have any risks been identified?	☐ Yes ☒ No

If yes, how has this been considered? What are the risks? What are the benefits?	
Sustainability: Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered?	☐ Yes ☒ No
Evidence: What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?	Quality is monitored through both internal and external reviews
Is this policy of a high/medium or low risk? :	☐ High ☐ Medium ☒ Low