

RISK ASSESSMENT POLICY

Scope of Policy

The College is committed to the provision of a healthy and safe working environment. The Management of Health and Safety at Work Regulations 1999 imposes a duty on employers to carry out suitable and sufficient assessments of all the significant risks to employees and those who may be affected arising out of or in connection with any work activity.

The purpose of the risk assessment is to enable the College to determine what measures should be taken to comply with the duties under the relevant statutory provisions.

The College accepts that some of its operations may, unless properly controlled, create risks to members of staff, and others, and will take all reasonably practicable measures to reduce these risks to an acceptable level. The College will take all reasonable steps to ensure that risk assessments are carried out which will detail the range of hazards associated with working operations together with any necessary remedial actions.

When undertaking risk assessments, the College will follow the “5 steps to risk assessment”, which are;

- Identify the hazard
- Identify who might be harmed and how
- Evaluate the risks
- Record the findings
- Review regularly

References

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations, as amended
- Health and Safety (Display Screen Equipment) Regulations, as amended
- Control of Substances Hazardous to Health Regulations, as amended (COSHH) • Control of Noise at Work Regulations
- Manual Handling Operations Regulations, as amended
- Control of Lead at Work Regulations
- Control of Asbestos Regulations
- Fire Safety (Scotland) Regulations
- INDG 163 – Five Steps to Risk Assessment
(<http://www.hse.gov.uk/pubns/indg163.pdf>)

Key Legal Requirements

- Adopt an appropriate policy
- Assess the risks within college activities
- Implement appropriate control measures to bring risks identified down to an acceptable level
- Provide staff with information, training and supervision

College Procedures

The College has a duty to carry out risk assessments and will undertake all reasonable steps to ensure that these are carried out and that they detail the range of hazards associated with working operations together with any necessary remedial actions.

The College Risk Assessment Procedures – link

These procedures apply to all staff (full-time, part-time and temporary), students, contractors and visitors.

Staff will be involved in the undertaking of risk assessments for their areas and will be informed of risk assessments that have been carried out. They will also be informed of all relevant information, training, instruction, supervision personal protective equipment etc. that may have been identified as control measures. It will be the responsibility of their line managers to communicate this information to them.

Risk assessments will be reviewed on an annual basis or when a significant change takes place, eg new systems of work or equipment are introduced into the workplace.

Training and Information

Key personnel from each area (catering, facilities, housekeeping, rural skills etc.) will be identified to undertake risk assessment training and will be responsible for ensuring that the risk assessments in their areas are kept up to date and reviewed at regular intervals assisted by the Estates & Facilities Manager.

All training records will be maintained by Human Resources.

A copy of completed risk assessments will be held on the H&S website for each section, and a master copy held by the Estates & Facilities Manager.

Competence

Competence to carry out risk assessments does not necessarily mean possessing a recognised health and safety qualification. Most of the activities carried out in the College are done so in a relatively safe working environment and many risks can be avoided simply by good housekeeping. However, it is recognised that other tasks carried out by staff, eg groundwork, rural skills students and tutor, require further control.

Accordingly, in most circumstances, staff members will be considered competent provided that:

- they use common sense.
- they know their limitations and when and where to go for help.
- they have a basic knowledge of good practice.
- they attend and understand relevant training courses.
- they assimilate the main lessons contained in any information issued to them.

The College will ensure that all relevant staff members receive the necessary training, instruction, information, and supervision as well as having the required knowledge and experience to be considered competent to carry out their duties.

Record Keeping

The College will keep records of all assessments which will detail the significant findings associated with the assessments. These records will include:

- the significant sources of harm (hazards) to health and safety identified during the assessment.
- the existing control measures currently in place and their level of effectiveness in controlling those risks (with reference and access to works manuals or other documentation, if appropriate).
- the individuals who may be affected by the risks identified, in particular any personnel who may be especially at risk.
- the remedial actions taken as a result of the assessment, ie new control measures introduced, training given etc.

The 'Area' Managers (eg catering, learning and teaching, rural skills tutors) and the Estates and Facilities Manager will review all assessments for a period of at least one year or when re-assessments have taken place.

Responsibilities

Health and Safety Committee

- Co-ordinate which risk assessments are to be completed and assist in prioritising the assessments.
- Assist in the implementation of risk assessments and their associated control measures.

Estates & Facilities Manager & Competent H&S Adviser

- Retain the master copies of all risk assessments.
- Ensure that all suitable and sufficient statutory requirements are being met by the College with regards to risk management within the workplace.
- Ascertain if the remedial actions identified through the risk assessment process are being implemented.
- Co-ordinate with responsible staff for annual review of each assessment.

Managers and Rural Skills Tutors

- Undertake risk assessments for all tasks or projects related to students' practical tasks as required or identified.
- Annually review and update risk assessments where changes or additional hazards are identified.
- Submit copies to the Estates & Facilities Manager.

Human Resources

- Arrange for suitable and sufficient training courses for relevant members of staff in risk assessment.

All Staff

- Adhere to control measures within risk assessments.
- Report any additional identified hazards to line manager.
- Assist in the completion and review of risk assessments as required by Managers.

External activities out with the College

Any activities ie field work, trips outside the college must have a risk assessment completed and the relevant control measures in place before they commence.

External users of College Facilities

Individuals and groups using college facilities under contractual agreements, for example for conferences or short-term tenancies, are required to provide the college on request with risk assessments for their proposed activities.

Newbattle Abbey College is committed to the active pursuit of challenging discrimination, advancing equality and celebrating diversity

This Policy should be read in conjunction with other relevant College policies, procedures and guidance documents, whether specifically listed above or subsequently published or amended.

The College reserves the right to update, introduce, or revise policies and procedures from time to time.

Compliance with the most current versions of applicable policies and procedures, as published, is expected.

Title:	Risk Assessment Policy
Lead Officer:	Health and Safety Consultant
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