



CAMBRIDGE
SCHOOL OF
VISUAL &
PERFORMING
ARTS

Risk Assessment Policy

Updated	December 2018
Review Date	December 2019
Key Staff	Operations Manager, Principal, Rector, Welfare. Residential Staff, Canteen, Heads of House, Maintenance Supervisors, Senior Staff EVC Coordinator , Activities Manager
Lead Staff for Review	Operations Manager

Contents

Policy Statement	3
Aims.....	3
Definitions.....	3
Responsibilities of Staff	3
Appendix 1	6

Policy Statement

This policy sets out how CATS/CSVPA Cambridge identifies and manages risks on and off site that may affect the health and safety of staff, students, visitors or contractors in accordance with the requirements of the Health and Safety at Work Act 1974, and the more specific duties described within the Management of Health and Safety at Work Regulations 1999.

Aims

- To provide a safe and healthy working environment for staff, students and visitors.
- To comply with the requirements of Health and Safety at Work Act 1974 and the Management of Health and Safety Regulations 1999.
- To ensure risk assessments are conducted for all buildings and relevant activities of the college
- To ensure any risks are identified and either eradicated or minimized.
- To comply with the ISI guidelines on risk assessment.

Definitions

- A Risk Assessment is a careful analysis of what, in your work, could cause harm to people, so it can be weighed up whether current precautions are enough or whether further measures should be taken to prevent harm.
- A hazard is anything that may cause harm, e.g. electricity, fire, chemicals, working at height, slippery steps, etc.
- A risk is the chance, high or low, of that someone could be harmed, and an indication of what that harm could be and how severe.
- Risk Rating is the overall judgement of the level of risk arising from the hazard and the likelihood of that occurring. Low, medium or high.
- A suitable and sufficient risk assessment is an assessment that is proportionate to the risk and ensures all relevant hazards have been assessed and addressed, complying with statutory requirements, taking into account existing control measures and identifying any further necessary or advisable precautions or actions.

Responsibilities For Risk Assessments

- It is the Colleges' responsibility, through their management, to ensure risk assessments are completed and implemented. The work involved to meet this responsibility is delegated to key roles within the school. Namely the Health and Safety Manager, Heads of Departments or Line Managers, and their direct line charges. This responsibility includes recognition of the particular nature of the Colleges as a boarding school and the associated risks e.g. security of students.
- The Health and Safety Manager monitors and evaluates risk assessments, and reports on risk assessment regularly at SOG meetings and to the Director of Property & Operations who reports monthly to the CEG executive board.
- CATS Cambridge & CSVPA will provide suitable and sufficient training for staff required to complete risk assessments to ensure staff have the knowledge and understanding to fulfil this responsibility and undertake effective risk assessments.

Responsibilities of Staff

- Employees are responsible for assisting and complying with findings or actions listed in relevant risk assessments.
- Heads of Departments or relevant line managers are responsible for making sure they effectively train and communicate outcomes to their staff in the relevant departments.
- The Operations Manager- James Armstrong (NEBOSH qualified) is responsible for ensuring risk assessments are undertaken and ensuring anyone tasked with completing risk assessments are suitably trained to do so.
- The Operations Manager is responsible for ensuring control measures highlighted from risk assessments are suitably communicated to the relevant department heads.
- The Heads of House is responsible for ensuring all residence risk assessments are communicated to all house parents and acted upon where further action is deemed necessary by the risk assessment.
- The Activities Manager and the EVC Co-ordinator are responsible for all risk assessments pertaining to college activities and outings
- The Principal (Vice Principal in his absence) is responsible for signing off all risk assessments [EVC] conducted via the Operations Manager.

Principles of Risk Assessment

- Identify the hazard , e.g. trip hazards, fire, chemicals, electricity,
- Decide who could be harmed, e.g. staff, contractors, students, visitors. Particularly consider groups or individuals that could be at greater risk e.g. those with disabilities. Staff have a responsibility to report to their line manager any temporary or permanent disability or health condition which would mean they were at greater risk.
- Evaluate the risk arising from the hazard and list existing precautions, consider whether existing precautions are sufficient or should further precautions be taken. Even after all precautions have been taken, usually some risk remains. Consider that all legal requirements are met, e.g. statutory fire regulations. Statutory inspections of plant and equipment, relevant training provided. Decide whether the risk that remains is high, medium or low.
- Record findings. Using risk assessment form.(Appendix 1) List the hazard found, who may be harmed, how may they be harmed, what actions are already in place, what further action needs to be taken, by when and by whom, and your evaluation of the risk.

Review of risk assessments

- All risk assessments should be regularly reviewed:
 - If there is significant change in the circumstances, e.g. new equipment/ways of working
 - After an accident or incident
 - If the original assessment is no longer valid, e.g. change in legislation or changes in technology/science.
 - In all other cases regularly (annually)
- Risk assessments should also be reviewed and recorded, when major structural work is planned, if work practices change or in the event of an accident. The Colleges' arrangements for the management of health and safety, include plans for regular health and safety audits of the fabric of the school, its plant, machinery and equipment. The Colleges operate a fault reporting system (Sysaid) which all staff have access to, for the reporting of faults and hazardous conditions on the premises.

Appendix 1

Location of Site:		Name of person completing this risk assessment:	
Site Visit Date:			
Who is exposed to the hazards? <input type="checkbox"/> CATS Employees <input type="checkbox"/> Students <input type="checkbox"/> Visitors <input type="checkbox"/> Others			
Environment: <input type="checkbox"/> Rooftop <input type="checkbox"/> Basement <input type="checkbox"/> Office <input type="checkbox"/> Other:			
HAZARD	RISK EVALUATION	H/M/L (before)	SAFETY CONTROL MEASURES PLACE OR APPLIED