

RISK ASSESSMENT POLICY

Date of Policy	12 TH December 2018
Approved by Principal	Yes
Next Review Date	11 th December 2019
Lead for Review	Operations Manager

Policy Statement

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

AIMS

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

DEFINITIONS

6. 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

7. A **hazard** is anything that may cause harm , eg electricity, fire, chemicals , working at height, slippery steps , etc
8. 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.
9. **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.
10. 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 OF STAFF

11. Employees are responsible for assisting and complying with findings or actions listed in relevant risk assessments.
12. 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.
13. The Operations Manager (NEBOSH qualified) is responsible for ensuring risk assessments are undertaken and ensuring anyone tasked with completing risk assessments are suitably trained to do so.
14. The Operations Manager (NEBOSH qualified) is responsible for ensuring control measures highlighted from risk assessments are suitably communicated to the relevant department heads.
15. The Boarding Manager and or Deputy Head Pastoral 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.
16. The Activities Managers and the EVC Co-ordinator are responsible for all risk assessments pertaining to college activities and outings
17. The Principal (Vice Principal in her absence) is responsible for signing off all risk assessments conducted by the Operations Manager.

PRINCIPLES OF RISK ASSESSMENT

18. **Identify the hazard** , eg tripping hazards, fire, chemicals, electricity,
19. **Decide who could be harmed**, eg staff, contractors, students, visitors. Particularly consider groups or individuals that could be at greater risk eg 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.
20. **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, eg statutory fire regulations. statutory inspections of plant and equipment, relevant training provided. Decide whether the risk that remains is high, medium or low

- 21. **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.
- 22. **Review assessment and revise if necessary.** A date should be set for review, eg 3 monthly, 6 monthly, annually. Assessment would need to be re-visited before the review date if, for example, there are any changes to structure, activities or introduction of new equipment if this would introduce significant new hazards. For example, any activity or change, that would require the fire risk assessment to be reviewed and updated.

Appendix I

RISK ASSESSMENT RESIDENCES		blank					
Assessment made by Nicci Parsons							
Date of this assessment ..							
Next review.....							
HAZARD SOURCE	HAZARD	POSSIBLE INJURY	WHO MIGHT BE HARMED	HOW IS THE RISK BEING CONTROLLED	WHAT FURTHER ACTION IS NEEDED complete	Pr'ty H/M/L	ACTION BY Complete (date)

Introduction