



Risk Assessment Policy

Details	Page
1. Policy Statement	2
2. Scope	2
3. Roles & Responsibility	2 - 4
4. Distribution	4
5. Monitoring	4
6. Review	4

Document Management			
Policy Reference:	Risk Assessment Policy		Status PUBLISHED
Owner:	Health & Safety Committee	Author:	Sarah-Jane French
Job Title:	N/A	Job Title:	Health & Safety Manager
Reference No:	HSM 02	Next Review Date:	20/11/2022
Date of Issue:	21/06/2017		
Version No:	V1	Last Review Completed:	20/11/2021
Approved by:	Council	Circulation: College website, Firefly	



Risk Assessment Policy

1. Policy Statement

The College is committed to achieving and maintaining the highest standards of health and safety for all staff, pupils and others who may be affected by the College's activities.

It is the policy of the College that risk assessments are carried out in respect to activities, processes and tasks that present a hazard as appropriate and that risk assessments are regularly reviewed and documented where necessary.

2. Scope

The purpose of risk assessment is to identify hazards and evaluate any associated risks to health and safety arising from the College's activities, enabling informed decisions to be taken to eliminate or minimise any risk of harm to those who may be affected. Risk assessment is also a legal requirement under the Management of Health and Safety at Work Regulations.

Risk assessments do not have to be complicated; the level of detail contained in them should be relevant to the level of the risks involved with the activity. In many cases a risk assessment will lead to the clarification and documenting of local department protocols and procedures that are often already in place.

The analytical process involved with risk assessment and control can also result in efficiencies in existing processes being identified. Risk assessments can also assist in the identification of requirements for, and levels of, instruction, information, training and supervision that may be required for the activity.

3. Roles & Responsibility

Health & Safety Committee

The Health & Safety Committee is responsible for:

- Allocating resources in response to risk assessments within departments and determining a course of action should it be identified that a risk cannot be suitably controlled so far as is reasonably practicable.
- Setting up a framework for decision making and corporate strategies which incorporate risk assessment principles. This will ensure that decisions made take into account relevant risk factors.



Risk Assessment Policy

Health & Safety Manager

The Health & Safety Manager is responsible for:

- Giving competent advice on the suitability and sufficiency of risk assessments completed.
- Providing training on risk assessment procedures where required.

Head of Departments (HoDs), Housemasters & House Mistresses (HMs) and Heads of Support Staff Departments,

HoDs, HMs and Support Staff Heads are responsible for:

- Ensuring risk assessments for activities are undertaken, control measures identified and implemented, and the outcomes communicated to staff and others, as appropriate.
- Ensuring that those who are tasked with completing risk assessments within Departments are suitably trained to do so.
- Ensuring that a suitable mechanism exists to communicate the safe systems of work identified as part of the risk assessment process.
- Making suitable representation to Senior Managers if risk assessments identify an outstanding need which cannot be resourced within existing departmental resources.

Managers – Academic and Support

Managers are responsible for:

- Identifying situations, tasks or activities that require risk assessing.
- Undertaking risk assessments, identifying and implementing control measures, effectively communicating the outcomes to staff and others as appropriate.
- Ensuring risk assessments are reviewed appropriately.



Risk Assessment Policy

Staff

Staff are responsible for:

- Assisting with and participating in the process of risk assessment.
- Making sure they are familiar with the departmental risk assessments prior to undertaking tasks.
- Alerting their line manager to tasks not currently covered by a risk assessment, where one would be required e.g. the activity poses a significant risk.

4. Distribution

This policy will be held in the Health & Safety section on Firefly and will be readily available to all staff. New staff will be advised of the policy as part of their induction process. Where changes are made to the policy or procedures, staff will be notified accordingly via their Head of Department.

5. Monitoring

Monitoring of this policy and related procedures will be carried out by the Health & Safety Manager through audits, inspections and monitoring of corrective action.

6. Review

This policy will be reviewed on an annual basis, unless a significant change or incident should occur where the review will be carried out appropriately.



Risk Assessment Policy

Version Control				
Version No.	Page/Parg. No.	Date	Changes Made	Authorised By
V1	Page 2. Parg 3.	06.06.2017	Remove reference to Senior Management Team and replace with Health & Safety Committee.	SJ French
V1	Page 3.	06.06.2017	Add Academic and Support to HODs and Managers Role.	SJ French
V1	Page 4. Parg 1.	06.06.2017	Remove 'Manager' reference to Staff responsibilities and replace with Staff.	SJ French
V1	Page 3. Parg 2.	21.06.2017	Improved clarity of HoDs roles (academic and support staff) and include HM's.	SJ French
V1	Review Only	20.06.2018	Review date 20.06.2018. Next review date 20.06.2019	SJ French
V1	Review Only	20.11.2018	Review aligned with H&S policy review.	SJ French
V1	Review Only	05.11.2019	Reviewed, no changes required.	SJ French
V1	Review Only	20.11.2020	Review, no changes required.	SJ French
V1	Review Only	20.11.2021	Review, no changes required.	SJ French