



Risk Assessment Policy

Introduction

An important part of keeping people healthy and safe and fulfilling our duty of care towards people is the risk assessment process. Risk assessment forms a key part of all health and safety legislation.

An enabling approach

It is easy to think of risk assessing as the process through which we prevent people from doing things. Freshart College would like to adopt an enabling approach, which sees risk assessing as the process through which we can work with people to put in place measures to support them to carry out their chosen activities safely, or at least to reduce the risk as much as possible.

It is impossible to eliminate risks from daily life and people generally, including our students are likely to benefit from taking some. It is recognized that people often learn from their mistakes and that they have the right to do so. Managed risk taking can lead to:

- Increasing independence through the development and practice of skills
- Enabling individuals to learn through making mistakes
- Widening choices
- Broadening the range of activities they take part in
- Encouraging them to grow in confidence and self-esteem.

We need to balance this however, with our duty of care, and must always consider whether students appreciate and understand the nature and consequences of any risk they may be subject to, and whether they willingly accept such risk. The concept of informed choice here is crucial to deciding whether in some cases we may have to restrict choice.

There may be cases where we may need to restrict people. If we do find ourselves in this position we can only do this on the basis of what is in an individual's best interests.

Freshart's policy is to support students to carry out their chosen activities in a way that minimizes the risk to them through the risk management procedures described below.

What is a risk?

The following definitions are taken from the Health and Safety Executive.

A hazard is something (e.g. an object, a property of a substance, a phenomenon or an activity) that can cause adverse effects. For example:

- Water on a staircase is a hazard, because you could slip on it, fall and hurt yourself.
- Loud noise is a hazard because it can cause hearing loss.
- Breathing in asbestos dust is a hazard because it can cause cancer.

A risk is the likelihood that a hazard will actually cause its adverse effects, together with a measure of the effect. It is a two-part concept and you have to have both parts to make sense of it. Likelihoods can be expressed as probabilities (e.g. "one in a thousand"), frequencies (e.g. "1000 cases per year") or in a qualitative way (e.g. "negligible", "significant", etc.). The effect can be described in many different ways. For example:

- The annual risk of a worker in Great Britain experiencing a fatal accident [effect] at work [hazard] is less than one in 100,000 [likelihood];
- About 1500 workers each year [likelihood] in Great Britain suffer a non-fatal major injury [effect] from contact with moving machinery [hazard]; or

The lifetime risk of an employee developing asthma [effect] from exposure to substance X [hazard] is significant [likelihood].

What is a risk assessment?

Assessing risk is a structured process which involves assessing hazards and risks associated with a particular activity, and then determining measures that can be put in place to minimize the risks.

This process is documented on a risk assessment form suitable for the purpose. The form used for students is appended to this policy, and the guidelines on how to complete it is detailed under the 'Completing risk assessments' section.

When do we need to carry out a risk assessment?

Most of our life activities involve an element of risk and to risk assess every possible danger would be impractical. For example, large numbers of people drive to work every day but consider the risk worthwhile and do not put in place measures to control it other than the usual ones of taking a driving test, having car insurance etc.

Key concepts in deciding whether or not to assess for risk is whether:

- It is foreseeable and/or,
- Whether there are any characteristics of the student that increase the level of risk.

For example, we would not normally assess for the risk of the kitchen ceiling collapsing although in principle this could happen, however if we could see cracks in the ceiling then a risk management process may be appropriate as then a risk becomes more likely and thus foreseeable.

Similarly we would not normally risk assess for someone travelling about in the city, however if someone had a sight or hearing impairment, then a risk assessment would become appropriate, and we might be deemed negligent for not doing one.

With this in mind risk assessments should be undertaken if the following apply:

- There are any environmental hazards that pose a significant risk to someone (for example, water, electricity, machinery, noise, fumes, etc.)
- It is foreseeable or likely that an event may occur based upon the available knowledge and history of the situation or individual (for example, previous experience or a history of asthma)
- The severity of an accident or incident resulting from exposure to any hazard may be classed as major (for example, drowning, electrocution, broken bones, and any injury that would require hospital attendance)
- The individual characteristics of the individual involved increase the risk level above the risks associated with day-to-day life (for example, asthma, medication needs, challenging behavior, etc.).

If any of these are likely or possible then a full written risk assessment should be completed.

Completing risk assessments

The risk assessment process has several steps involved, all of which need to be carried out before the risk assessment can be considered to be complete:

- Assessing the hazards and risks involved
- Deciding what measures can be put in place
- Deciding whether the activity is safe enough with the measures
- Recording this on the risk assessment form
- Signing and dating the form
- Ensuring everyone who needs a copy has one
- Including a review date and reviewing it then

The students should be involved insofar as is possible in the risk assessment process and their wishes determined. The task/activity that the risk assessment is being completed for will determine who needs to be involved other than those who support the individual.

The risk assessment should then be completed using the Risk Assessment Form. For a full guide to completing this form, see Appendix A.

Identifying new risks

New risk assessments will need to be completed whenever there is a change in a student's circumstances – for example, they take part in a new activity/task, their health changes, or their skills increase or decrease.

Whenever staff identify a new area of risk they should:

- Inform and advise the student to minimise risks to themselves and others.
- Inform the Manager as soon as possible.

Workplace and employee risk assessments

Under the Health and Safety at Work Act 1974, employers have a duty of care towards their employees, and must do what they can to ensure that employees

can safely carry out their work activities. This will normally involve consideration of the following risk areas:

- The workplace
- Fire
- Disease
- Lone working
- Infection
- Moving and Handling

The Manager will need to ensure that as a minimum, a workplace and fire risk assessment is carried out for each workplace where staff are holding tutorials and that a lone working risk assessment is completed for each individual student.

If the workplace risk assessment highlights the need then additional risk assessments may need to be completed with regard to Legionnaires and Infection control.

Freshart College has some risk assessment templates and checklists to assist with these risk assessments in the appendices to this policy.

Responsibilities

It is the responsibility of the Manager to:

- Ensure that risk assessments are carried and in place out where necessary
- That they are documented, signed and dated
- That staff and students are involved in the process as much as possible
- That they are reviewed as stated
- That everyone who needs to has access to them and that copies are kept in the Health and Safety File held in Cantay House
- That any equipment or training identified by the risk assessment as needed shall be provided
- Ensure that any necessary workplace and employee risk assessments are in place

It is the responsibility of staff to:

- Participate in risk assessment processes (some staff members may with training and as part of their job role complete risk assessments in full but the Manager will still hold ultimate responsibility)
- Notice and report anything that is a potential hazard or risk to the health, safety or well-being of students
- Be aware of and follow the guidelines of all risk assessments in place
- Use any equipment stated as necessary
- Undertake training required by any risk assessment, prior to the performing of the relevant task or activity
- Review risk assessments as stated.

This policy will be reviewed every 12 months by the Principal of College

Health and Safety Policy

Introduction

Freshart College recognises and accepts its responsibilities under the Health and Safety at Work Act 1974, including the responsibility to:

- Provide and maintain a safe and healthy place of work
- Provide information, instruction, training and supervision
- Provide and maintain plant and equipment and safe systems of work
- Ensure safe access to and from the places of work
- Work to prevent accidents and work related ill health

General Health and Safety

The management of Freshart College is committed to achieving the highest standards of health and safety through monitoring performance and continuous improvement of the health and safety culture throughout Freshart. The Management are also committed to the requirements of the

Management of Health & Safety at Work Regulations 1999 and other regulations that apply to Freshart's activities.

Freshart College recognises that the talent and energy of the people who work for the Centre.

They are therefore fully committed to providing safe and healthy working conditions and adequate welfare facilities for all employees. The Management is also committed to ensuring that the work done by Freshart College does not adversely affect the health and safety of any contractors or of members of the public.

Freshart College will strive to maintain excellence in Health & Safety matters and in this respect employees and others are encouraged to co-operate with the management in all safety matters, to identify hazards and reduce the risk which may exist during work activities and to report any condition which may appear dangerous or unsatisfactory. Freshart College will at times consult with their employees on these matters.

The College will, so far as reasonably practical, ensure that it provides satisfactory financial resources and the support needed to meet these objectives and that systems are in place which ensure the effective planning, control, monitoring and review of the measures and arrangements.

Freshart College Duties:

- To comply with the Health and Safety at Work etc. Act 1974 and all other relevant legislation, Codes of Practice, Health and Safety Executive Guidance Notes, and recommendations of HSE Inspectors and Environmental Health Officers during visits or inspections.
- To ensure that requirements under the Regulatory Reform (Fire Safety) Order 2005 and other relevant statutory provisions are met and to co-operate with any Local Authority and/or Fire Service recommendations
- To ensure the provision and maintenance of safe plant and systems of work
- To ensure the control of risks to health in handling, storage and the transportation of materials, articles and substances
- To ensure that Risk Assessments are carried out as necessary and that method statements are prepared and provided as required.

- The identification and provision of adequate information, instruction, training and supervision to ensure the health and safety of employees and all other persons
- To ensure the provision of Personal Protective Equipment (PPE) as necessary
- To encourage discussion of safety matters both in and outside the organization
- To permit safety representation by the employees in accordance with such regulations as the Secretary of State has prescribed.
- To ensure the provision of adequate welfare facilities and to provide adequate First Aiders/Appointed Persons as required by the relevant statutory provisions
- To ensure that their operations do not cause injury or damage to any person or adjacent property
- To ensure, as far as is reasonably possible, that it will not allow its employees, subcontractors and others engaged, to carry out work or operations whilst under the influence of alcohol or controlled substances (drugs).

- To ensure that all site contractors (where relevant) comply with relevant statutory obligations.

Directors' Duties:

- The Directors will have at least basic knowledge and understanding of the Health and Safety at Work etc. Act 1974 and its associated Regulations and Approved Codes of Practice.
- The Directors take ultimate responsibility for health, safety and welfare throughout Freshart.
- It will be the responsibility of the Management to keep all employees advised as to their responsibilities in respect of health and safety matters.
- In order to protect the safety and health of employees and others affected by Freshart's operations, the Directors will:
 - Take reasonable steps to familiarise themselves with the hazards and risks associated with working at Freshart College and with the precautions which need to be taken to eliminate or control those risks.
 - Establish procedures to deal with any emergencies.
 - Appoint a suitably trained and competent person to assist them in carrying out their health and safety duties.
 - Ensure that employees receive sufficient training and information so that they can carry out their duties safely and competently. Ensure adequate funds and facilities are available for this purpose. Before entrusting work tasks to employees, take into account their capabilities as regards health and safety and ensure that suitable Risk Assessments are carried out on any hazardous activity.
 - Initiate the timing and annual review of the Health and Safety Policy and ensure it is promoted to all employees and others working on behalf of Freshart College
 - Ensure that all employees carry out the health and safety responsibilities allocated to them.
 - Ensure the safety performance of Freshart College is monitored and take action to remedy any identified deficiencies.
 - Ensure that adequate provision is made for welfare facilities and that adequate first aid provisions are made.
 - Ensure that all necessary PPE is provided to employees, and that instruction is given on its use.

The Appointed Person's Duties:

- To ensure that all the Freshart College employees are aware of their individual Health and Safety responsibilities.
- To report to the Management on all matters relating to safety, including new training requirements and updates in directives or legislation

- To initiate and/or recommend any changes, developments and amendments to the policy as and when necessary.
- To monitor the effectiveness of Freshart's Policies for Health and Safety against the actual safety performance of Freshart College and report to the Board accordingly.
- To arrange appropriate training for all employees
- To ensure follow up action as needed.
- To promote an interest and responsible attitude towards Health and Safety matters

This policy will be reviewed every 12 months by the Principal of College