

Health and Safety Risk Manager for:

Harrow Independent College Ltd

308 Eastcote Lane HARROW Middlesex HA2 9AH



Completed By: Ian Kendall

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Contents

- 1. Introduction
- 2. Risk Profile
- 3. Control Measures
- 4. Appendices



Section 1

Introduction

Croner's Risk Manager programme helps you to identify and manage Health and Safety risks to your organisation in a sensible and pragmatic way. In order to do this, it is essential to understand:

- The risks faced by your organisation and how they might affect it
- The costs associated with each risk
- How well you are managing those risks.

The Risk Manager fulfils these needs by providing a structured programme of Health and Safety management for you to follow backed up by comprehensive support from Croner. It includes:

- A high-level Risk Profile to help you understand the overall Health and Safety risks to your business
- A detailed audit of the Risk Controls currently in place to see how well you are doing
- A prioritised Action Plan which helps you to decide where to concentrate your efforts and record improvements.

The programme is designed to aid compliance with the Health and Safety Executive's standard **Managing for health and safety** (HSG65).



How Risk Manager Works

Introduction

The following chart illustrates how the Risk Manager programme works:







Overview of Organisation

Harrow Independent College is situated in a parade of shops along a main high street next to a secondary school. The college is designed for pupils from six form who wish to advance their skills in a number of subjects. They have just been approved by the DFE at grade 2 to be able to start taking in year ten pupils which they will look at starting next year. The college comprises of a secure coded entrance, waiting area, offices, a number of training rooms including one on a different floor, auditorium, storage rooms, washroom facilities and small kitchen area. There are apartments above the premises but are nothing to do with the college.

There are 7 employees, none are particularly at risk because of disability, because they are young persons, or because they are new or expectant mothers.

The help and assistance afforded Ian Kendall during the visit by Kandiah Kandeepan and others is gratefully acknowledged.

LIMITATIONS OF THIS REPORT

This report is advisory in nature, informational in content, and is intended to assist our Members improve their standards of compliance with health and safety legislation and best practice; it does not constitute legal advice.

It has been based on observations, and written and oral information, provided by the Member's representative to our Consultant during a site visit to the Member's property, premises or area of work, and is limited to the parts of the Member's undertaking which was reasonably accessible to our Consultant at the time of the visit.

This report however has been prepared on the strict understanding that our Member retains ownership of, and remains responsible for, the management of health and safety in its workplace(s).

Accordingly, Croner will not accept liability for any accident, injury or damages of any kind resulting from the use of, or reliance upon, any information contained in the report.



Section 2

Risk Profile - Introduction

In order for an organisation to effectively manage Health and Safety, it is vital that risks are identified and prioritised in a methodical and pragmatic way. This is no different to how other business risks are controlled.

Within Risk Manager this is appears in the form of a high-level Risk Profile which is intended to:

- Identify and rate the significant risks to your business
- Provide you with a top-level view of how your organisation is doing in terms of Health and Safety risk
- Give you an understanding of how this translates to potential cost and disruption to your business.

Someone within your organisation needs to take responsibility for each risk. This does not necessarily mean they have to implement all of the controls (these can be delegated or assigned to others) but that they have enough authority to be able to affect change within that area.

Cost

Accidents and ill health cost the UK economy billions of pounds each year. Some costs are obvious such as fines but others are less tangible. 'Hidden' costs include:

- lost production time, not just for the injured party but for everyone involved in investigations,
- temporary staff to replace those injured or off sick
- repairs to work equipment and premises
- sick pay
- administration costs
- legal defence costs
- damage to business reputation leading to loss of business

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These costs are not covered by insurance and following an accident, premiums can be increased or cover might even be refused. It is generally recognised that uninsured losses amount to ten times the cost of insurance premiums paid.



Risk Levels and Action Priorities

The Risk Profile uses a simple colour-coded system to help rate and prioritise your high level risks:

Risk Level	Description	Action Priority
Very High	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level.	The work activity should be halted until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited. It is advised that these issues are resolved immediately.
High	Substantial efforts should be made to reduce the risk. Considerable resources might have to be allocated to additional controls. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.	Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk controls, until this has been completed. It is advised that these issues are resolved within 1 month.
Medium	Consideration should be given as to whether the risks can be lowered, but the costs of additional risk reduction measures should be taken into account. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.	The risk reduction measures should be implemented within a defined time period. It is advised that these issues are resolved within 3-4 months.
Low	No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.	It is advised that these issues are resolved within 12 months.



Our Risk Profile

Risk Area	Risk Level	Risk Owner
СОЅНН	Medium	
Display Screen Equipment	Low	
Fire Safety Management	High	
Health & Safety Management	Medium	
Manual Handling	Low	
Risk Assessment	Medium	
Workplace Safety	Low	



Section 3

Control Measures - Introduction

The Control Measures section provides a more detailed audit of how well you are managing the Health and Safety risks to your business. 'Control Measures' are the actions you need to take to reduce risks and to comply with Health and Safety law.

Your Consultant will identify whether or not the Control Measures currently in place are adequate based on observation and information provided during their visit. Where they are not considered adequate a Recommended Action will be provided along with a Reason as to why the Action is necessary.

Action Plan

Based on the findings of the audit, an Action Plan is created to help you plan any work that needs to be carried out in order to reduce levels of risk. Priorities are assigned to each Action to help you focus on issues in order of importance.

Croner also provides you with an editable version of the Action Plan which allows you to sign off the actions as they are completed.



Action Plan

The following Action Plan details areas that need improvement:

СОЅҤН			
Action	Priority	Allocated to	Completed Date
Carry out 14 monthly thorough examination and test of local exhaust ventilation equipment.	Medium		
Retain records of examination and testing of local exhaust ventilation equipment. Obtain confirmation of the servicing record.	Medium		

Display Screen Equipment					
Action	Priority	Allocated to	Completed Date		
Carry out specific display screen risk assessments.	Low				

Fire Safety Management					
Action	Priority	Allocated to	Completed Date		
Carry out Specific PAS79 Fire Risk Assessment.	Medium				
Clear all obstructed fire exits.	High				
Test the emergency lighting on a monthly basis.	Medium				
Arrange for an annual full discharge of the emergency lighting system.	Medium				

Health & Safety Management					
Action	Priority	Allocated to	Completed Date		
Implement a system of monitoring for health and safety standards.	Medium				



Manual Handling					
Action	Priority	Allocated to	Completed Date		
Provide suitable and sufficient manual handling aids.	Low				

Risk Assessment					
Action	Priority	Allocated to	Completed Date		
Carry out suitable and sufficient Risk Assessments for non-routine work.	Medium				
Review Risk Assessments.	Low				

Workplace Safety					
Action	Priority	Allocated to	Completed Date		
Improve the ventilation in the workplace. Have the air conditioning unit serviced.	Low				



Control Measures

Asbestos Management				
Control Measure	Adequate Yes/No/N/A	Recommended Action	Reason for Action	Priority
A survey has been undertaken to establish whether asbestos containing materials are present in the premises.	Yes	Maintain and monitor controls.	N/A	
A detailed and up to date register of asbestos materials is maintained for the premises under the Company's control.	Yes	Maintain and monitor controls.	N/A	



COSHH					
Control Measure	Adequate Yes/No/N/A	Recommended Action	Reason for Action	Priority	
A complete list of all substances hazardous to health used, stored or generated on the premises has been prepared.	Yes	Maintain and monitor controls.	N/A		
The inventory of substances hazardous to health is regularly reviewed and revised as necessary.	Yes	Maintain and monitor controls.	N/A		
Supplier's health and safety data sheets have been obtained for all substances hazardous to health used or stored.	Yes	Maintain and monitor controls.	N/A		
A Manager or Supervisor monitors the COSHH control measures at appropriate intervals.	Yes	Maintain and monitor controls.	N/A		
Local exhaust ventilation equipment is in use and appears to be adequate.	Yes	Maintain and monitor controls.	N/A		
The local exhaust ventilation equipment is visually inspected at weekly intervals and any defects found are rectified.	Yes	Maintain and monitor controls.	N/A		



The local exhaust ventilation equipment is thoroughly examined and tested by a competent person at least once in any 14-month period.	No	Carry out 14 monthly thorough examination and test of local exhaust ventilation equipment.	It is a legal requirement to have this thorough examination and test done by a competent person. This can be achieved with an engineering insurance surveyor or servicing and testing Organisation. Obtain appropriate documentation stating when the required testing is to be carried out.	Medium			
Suitable records of the examination and testing of local exhaust ventilation equipment are kept for at least 5 years.	No	Retain records of examination and testing of local exhaust ventilation equipment. Obtain confirmation of the servicing record.	Paper or electronic records may be kept, so long as they are easily retrievable and are kept for at least 5 years after the record was made.	Medium			
Hazardous substances are stored safely.	Yes	Maintain and monitor controls.	N/A				
Comments Inventory of hazardous substances covered in SciChem Supplier information and the use of CLEAPSS including Student format books.							



Display Screen Equipment				
Control Measure	Adequate Yes/No/N/A	Recommended Action	Reason for Action	Priority
Specific risk assessments have been completed on display screen equipment at workstations where it forms a significant part of the job.	No	Carry out specific display screen risk assessments.	Workstations must be assessed.	Low
Users' activities are planned so that work is periodically broken up by activity changes.	Yes	Maintain and monitor controls.	N/A	
Workstation accessories are provided if requested.	Yes	Maintain and monitor controls.	N/A	
Suitable seating is provided.	Yes	Maintain and monitor controls.	N/A	
Eyesight tests are available for display screen equipment users upon request.	Yes	Maintain and monitor controls.	N/A	
Corrective spectacles required by users whilst working at the display screen equipment are provided free of charge.	Yes	Maintain and monitor controls.	N/A	
The workspace is arranged to provide safe means of access to and egress from the workstations.	Yes	Maintain and monitor controls.	N/A	



Electrical Safety				
Control Measure	Recommended Action	Reason for Action	Priority	
The fixed electrical installation for the premises is inspected and tested at the prescribed intervals by a competent person.	Yes	Maintain and monitor controls.	N/A	
The fuses and isolation switches are suitably labelled.	Yes	Maintain and monitor controls.	N/A	
All portable electrical appliances are inspected and tested by a competent employee or a contractor.	Yes	Maintain and monitor controls.	N/A	
There is an inventory of all items of portable electrical appliances.	Yes	Maintain and monitor controls.	N/A	
Employees have been given basic instruction in how to carry out simple visual user checks of the portable electrical appliances.	Yes	Maintain and monitor controls.	N/A	
Employees report details of any damaged or faulty appliances observed, which are taken out of use until either effectively repaired or replaced. Portable electrical appliances are in good visual condition.	Yes	Maintain and monitor controls.	N/A	



Damaged or faulty portable electrical appliances are taken out of use until a competent person has completed effective repairs.	Yes	Maintain and monitor controls.	N/A	
Residual current devices are fitted to mains electrical supplies within the premises.	Yes	Maintain and monitor controls.	N/A	
Residual current devices are used in conjunction with portable electrical appliances where there is an increased risk of electrical hazards due to workplace hazards or environment.	Yes	Maintain and monitor controls.	N/A	
Adequate electrical sockets are available throughout the premises to minimise the need to have multi-point adapter sockets or extension cables.	Yes	Maintain and monitor controls.	N/A	
Unobstructed access is provided to all electrical switchgear equipment.	Yes	Maintain and monitor controls.	N/A	
All switchrooms and substations are secured to prevent unauthorised access.	Yes	Maintain and monitor controls.	N/A	
Comments Fixed wiring completed to Satisfactorily star	ndard by CTech	Power Solutions (reg 601143000) 1	NIC/EIC Cert 21085566 03	/03/2020

PAT completed C Tech Power Solutions 25/02/2020



Fire Safety Management				
Control Measure Adequate Yes/No/N/A Recommended Action Reason for Action				
The person responsible for fire safety in the premises has been identified.	Yes	Maintain and monitor controls.	N/A	
A competent person/persons has been identified.	Yes	Maintain and monitor controls.	N/A	
A specific fire risk assessment has been carried out.	Yes	Format of Fire Risk Assessment does not meet PAS79 standards identifying levels of risk to the premises but based on Risk Assessment Process of who how and what.	Have a PAS79 standard completed e.g. Overall Fire Risk Assessment Following consideration of current fire safety standards and controls within the premises, the assessor is of the opinion that: • The likelihood of fire occurring is Low • The potential severity of harm is Moderate Harm • The current risk to life is Tolerable.	Medium
A fire evacuation drill is undertaken at suitable intervals.	Yes	Maintain and monitor controls.	N/A	



The fire warning system provided is adequate for the premises.	Yes	Maintain and monitor controls.	N/A	
The fire warning system is serviced and examined by a competent servicing engineer on a six-monthly basis.	Yes	Maintain and monitor controls.	N/A	
The fire warning system is tested at weekly intervals.	Yes	Maintain and monitor controls.	N/A	
Fire escape routes are clearly identified with the appropriate signs, including directional arrows.	Yes	Maintain and monitor controls.	N/A	
Fire escape routes are unobstructed and are readily available for use in an emergency.	Yes	Maintain and monitor controls.	N/A	
Fire exit doors are clearly marked with 'Fire Exit' signs.	Yes	Maintain and monitor controls.	N/A	
Fire exits are free from obstruction both internally and externally and can be easily opened in the event of an evacuation.	No	Clear all obstructed fire exits. Ensure that all fire exit are free from obstruction both internally and externally.	All fire exit doors should be kept unlocked or equipped with an emergency opening mechanism.	High
Suitable fire extinguishers are provided for the occupancy risks.	Yes	Maintain and monitor controls.	N/A	



Fire extinguishers are annually inspected and serviced by a competent person.	Yes	Maintain and monitor controls.	N/A	
Employees have been trained on the operational use of portable fire extinguishers.	Yes	Maintain and monitor controls.	N/A	
An emergency lighting system is provided for areas where there is no borrowed illumination, or where persons work after the hours of darkness.	Yes	Maintain and monitor controls.	N/A	
The emergency lighting system is tested at monthly intervals by inhouse personnel.	No	Test the emergency lighting on a monthly basis.	Number the emergency lighting units and visually check that they are not defective. The test should be operated for a period sufficient to check that each lights is active.	Medium
An annual full discharge test of the emergency lighting system is conducted by a competent service engineer.	No	Arrange for an annual full discharge of the emergency lighting system.	Inspection and testing of the emergency lighting system must be carried out by a competent person or organisation in accordance with the current standard. As the	Medium



			system may take up to 24 hours to discharge, the premises should not be re-occupied until it is functional again unless alternative arrangements have been made.	
Adequate arrangements are made for the removal and disposal of combustible waste materials.	Yes	Maintain and monitor controls.	N/A	
The Company operates a 'no-smoking' policy.	Yes	Maintain and monitor controls.	N/A	
Smoking is only allowed in designated areas.	Yes	Maintain and monitor controls.	N/A	
Control and indicating equipment is checked on a daily basis.	Yes	Maintain and monitor controls.	N/A	
An emergency plan is in place.	Yes	Maintain and monitor controls.	N/A	



Gas Supply and Appliances					
Control Measure	Adequate Yes/No/N/A	Recommended Action	Descen for Action		
Gas pipework is properly supported.	Yes	Maintain and monitor controls.	N/A		
Gas equipment is properly supported.	Yes	Maintain and monitor controls.	N/A		
The area around the meter and incoming services is kept free from obstruction.	Yes	Maintain and monitor controls.	N/A		
In the event of a leak, all reasonably practicable steps are taken to shut off the gas supply and inform the gas supplier.	Yes	Maintain and monitor controls.	N/A		
Employees have been specifically instructed on the action to take in the event of a gas leak, on smelling gas in the building and in case of fire.	Yes	Maintain and monitor controls.	N/A		
The gas supply isolators are readily identifiable.	Yes	Maintain and monitor controls.	N/A		
The gas supply isolators are readily accessible.	Yes	Maintain and monitor controls.	N/A		



The premises gas appliances and installation/supply pipes are subject to regular annual inspection by a competent person. Yes	r N/A
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Health & Safety Management				
Control Measure	Adequate Yes/No/N/A	Recommended Action	Reason for Action	Priority
A senior manager has taken responsibility for health and safety.	Yes	Maintain and monitor controls.	N/A	
A competent person has been appointed internally within the organisation.	Yes	Maintain and monitor controls.	N/A	
An adequate Health and Safety Management System has been prepared and implemented.	Yes	Maintain and monitor controls.	N/A	
Responsibilities for Health and Safety have been issued to Management.	Yes	Maintain and monitor controls.	N/A	
A current Health and Safety Policy Statement is displayed within the workplace.	Yes	Maintain and monitor controls.	N/A	
The standards of health and safety are regularly monitored and detailed records kept.	No	Implement a system of monitoring for health and safety standards.	Monitoring procedures are vitally important to demonstrate health and safety is being effectively managed and to demonstrate due diligence and reduce vulnerability at both criminal and civil law.	Medium
Suitable consultation arrangements have been made with employees on health and safety issues.	Yes	Maintain and monitor controls.	N/A	
Accidents/incidents are recorded in the Accident Book.	Yes	Maintain and monitor controls.	N/A	



The employer has identified the health and safety training needs for each of the employees, has arranged for the relevant training to be carried out and has maintained accurate individual training records.	Yes	Maintain and monitor controls.	N/A	
Adequate information and instruction is given to employees on health and safety issues.	Yes	Maintain and monitor controls.	N/A	
All required statutory notices are displayed in prominent positions.	Yes	Maintain and monitor controls.	N/A	
An assessment of first aid needs has been carried out.	Yes	Maintain and monitor controls.	N/A	



Lone Working				
Control Measure	Adequate Yes/No/N/A	Recommended Action	Reason for Action	Priority
Lone working procedures include appropriate monitoring arrangements based upon the extent of the risks involved.	Yes	Maintain and monitor controls.	N/A	
All lone workers carry a mobile phone/two way radio so that they can be contacted or call for assistance if required.		Maintain and monitor controls.	N/A	



Manual Handling				
Control Measure	Adequate Yes/No/N/A	Recommended Action	Reason for Action	Priority
The distances loads have to be carried has been reduced to the minimum possible in the majority of cases.	Yes	Maintain and monitor controls.	N/A	
Wherever possible, loads have been split into smaller loads to reduce the likelihood of a manual handling injury.	Yes	Maintain and monitor controls.	N/A	
Key workers ensure that other persons follow the correct lifting practices and that they are trained in ergonomic techniques.	Yes	Maintain and monitor controls.	N/A	
Where the work involves team handling, a team leader is nominated to co-ordinate the effort.	Yes	Maintain and monitor controls.	N/A	
Appropriate manual handling aids are provided.	No	Provide suitable and sufficient manual handling aids.	Such aids could include trolleys, barrows, sack trucks etc.	Low



Risk Assessment				
Control Measure	Adequate Yes/No/N/A	Recommended Action	Reason for Action	Priority
A competent person has been identified to carry out Risk Assessments.	Yes	Maintain and monitor controls.	N/A	
Suitable and sufficient Risk Assessments have been carried out for activities and issues identified as being of significant risk.	Yes	Maintain and monitor controls.	N/A	
Risk Assessments are carried out for non-routine work.	No	Carry out suitable and sufficient Risk Assessments for nonroutine work.	Non-routine work such as unplanned maintenance is often overlooked, however these activities can be of significant risk.	Medium
Employees are consulted with when producing or reviewing the Risk Assessments.	Yes	Maintain and monitor controls.	N/A	
The significant findings of the Risk Assessments are shared with employees and other persons affected by the risks.	Yes	Maintain and monitor controls.	N/A	
Risk Assessments are reviewed.	No	Review Risk Assessments.	Risk Assessments should be reviewed at a suitable frequency or when significant changes are made. Assessments for higher risk issues should be reviewed more often than low risk ones.	Low



Workplace Safety				
Control Measure	Adequate Yes/No/N/A	Recommended Action	Reason for Action	Priority
The workplace is clean, tidy and in good decorative order.	Yes	Maintain and monitor controls.	N/A	
The workplace is adequately heated.	Yes	Maintain and monitor controls.	N/A	
The workplace is adequately ventilated by mechanical means or by opening windows.	No	Improve the ventilation in the workplace. Have the air conditioning unit serviced.	Enclosed workplaces should be sufficiently ventilated to replace stale air at a reasonable rate, this can be achieved by the use of systems which re-calculate the air which must be filtered to remove the impurities. Alternatively sufficient ventilation can be achieved by the provision of suitable opening windows.	Low
The workplace is well lit.	Yes	Maintain and monitor controls.	N/A	
The edges of steps and stairs are clearly marked.	Yes	Maintain and monitor controls.	N/A	
Suitable handrails are fitted to stairways.	Yes	Maintain and monitor controls.	N/A	
The floor areas are in good condition and free from slip/trip hazards.	Yes	Maintain and monitor controls.	N/A	
The floors are free from slipping and tripping hazards.	Yes	Maintain and monitor controls.	N/A	



The workplace provides adequate space for the employees.	Yes	Maintain and monitor controls.	N/A	
The workspace is arranged to provide safe means of access to and egress from the workstations.	Yes	Maintain and monitor controls.	N/A	
Trailing leads and cables are suitably managed, so as not to cause any tripping hazards.	Yes	Maintain and monitor controls.	N/A	
Adequate welfare facilities are provided and maintained for both male and female employees.	Yes	Maintain and monitor controls.	N/A	
Suitable facilities are provided to enable employees to sit and obtain a hot drink/heat meals away from their main place of work.	Yes	Maintain and monitor controls.	N/A	
Suitable eating facilities are provided for employees.	Yes	Maintain and monitor controls.	N/A	
Cleaning schedules are in place to maintain the required standard of cleanliness and employees are knowledgeable in the use of these schedules.	Yes	Maintain and monitor controls.	N/A	



Appendix 1 - Consultancy

Croner Group Limited can assist you with a multitude of activities and topics.

- Specific Risk Assessment including:
 - o Fire
 - o Noise
 - o COSHH
 - Machinery
 - Display Screen Equipment (DSE) Workstation Assessment
- Training, including
 - Health & Safety Awareness
 - o Risk Assessment
 - o DSE Assessment
 - Manual Handling Principles and Practice
 - Manual Handling for Demonstrators
 - Chartered Institute of Environmental Health (CIEH) Level 2 Award in Health and Safety in the Workplace
 - $_{\odot}$ Institution of Occupational Safety and Health (IOSH) approved courses including Working Safely
 - o CDM
 - o Vibration
 - Work at Height
- OHSAS 18001 Health and Safety Management Systems
- Contractor approval schemes
- Environment issues
- Employment issues

We do much more besides so feel free to contact your Account Manager, Health and Safety Consultant or Helpline Advisor to discuss your needs.