RISK ASSESSMENT POLICY OF HARROW INDEPENDENT COLLEGE

The context of this policy supports the following:

Safeguarding Statement

Harrow Independent College recognises its responsibilities and duties under the Working Together to Safeguard Children 2015 requirements, which defines safeguarding as:

- protecting children from maltreatment;

- preventing impairment of children's health or development;

- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and

- taking action to enable all children to have the best outcomes.

The College believes that safeguarding students is our paramount concern and therefore safeguarding issues take priority in relation to any other policies and/or procedures.

The College works in line with the Statement of Government Policy on Adult Safeguarding; Safeguarding Adults Principles to safeguard and prevent abuse of vulnerable adults.

- Empowerment- Presumption of person led decisions and informed consent.

- Prevention- It is better to take action before harm occurs.

- Proportionality- Proportionate and least intrusive response appropriate to the risk presented.

- Protection- Support and representation for those in greatest need.

- Partnership- Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

- Accountability- Accountability and transparency in delivering safeguarding.

Harrow Independent College (HIC) recognises its responsibilities and duties under the Health and Safety at Work Act 1974, to provide a healthy and safe working and learning environment so far as is reasonably practicable. This duty extends to cover employees, students, contractors, Visitors and members of the public and covers all its related activities and undertakings.

Equality & Diversity Statement

HIC strives to promote ethos and image that positively reflects its commitment to advancing equality of opportunity and celebrating diversity. The College does not tolerate any prejudicial behaviour by any member of its community and has a zero-tolerance policy to bullying, harassment and victimisation. Every step is taken to eliminate unlawful discrimination and foster good relations among all social groups. The College is committed to ensuring that it does not discriminate either directly or indirectly against individuals on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership.

Purpose

The purpose of this policy is to:-

- Comply with current legislation
- Ensure that the risks presented from work activities are controlled effectively and appropriately

Scope

This policy extends to all College employees, students, contractors and visitors who the College owes a duty of care and responsibility.

Responsibility

Roles Responsibilities – Specific

The Principal

Will be responsible for:

- Providing advice, guidance and assistance in the undertaking of risk assessments
- Develop and implement appropriate training programmes for risk assessment procedures
- Monitor, audit and review risk assessment standards and procedures

Department Heads

Will be responsible for:

- Ensuring the completion of risk assessments within their area of control
- Ensuring that the requirement of the risk assessments are undertaken
- Identifying risk assessors within their area of responsibility

- Ensuring the availability of adequate resources for the implementation of the risk assessments and action plans
- Maintaining records of all risk assessments within their area of responsibility

Risk Assessors

Will be responsible for:

- Attending risk assessment training where required enabling them to act as the competent person
- Undertaking risk assessments within their area of responsibility
- Maintaining records of such risk assessments
- Reviewing assessments when necessary

Employees / Staff and Others

Will be responsible for:

- Complying with the contents of the risk assessments

Monitoring, Review and Dissemination

This policy will be monitored and reviewed every two years or where there is reason to believe that the policy is no longer effective or reflective of current requirements.

Day to day reporting of strengths and areas for improvement will be reported to the management through various meetings.

Dissemination will be undertaken through line management, staff intranet, email and staff briefings.

Policy

Appropriate Legislation / Guidance

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999

Definitions

- Hazard – Something with the potential to cause harm
- Likelihood – The probability of frequency
- Consequence – In terms of loss or injury
- Risk – a measurement in terms of consequences and likelihood

Risk Assessments

The College recognises its duties under the Management of Health & Safety Regulations 1999, which places an obligation on the employer to identify and control risks to reduce the likelihood of accidents / incidents.

Risks assessments are a 'predict and prevent' strategy rather than a 'react and rectify' strategy.

Risk assessments will identify the risks and how this may impact on those affected. The information will inform how the risks will be managed and ensure a rationale, structured approach where controls are proportionate to the identified risks.

Regulations require that risk assessments be 'suitable and sufficient', in practice this requires that risk assessments:

- Identify the risks arising from given a given activity, system or process
- Have a level of detail proportionate to risk
- Identify the length of time for which it remains valid
- Identify appropriate control measures to reduce the risks

Risk Assessments will be undertaken where any significant risk is present, for example risk assessments will be required for:

- Work activities
- Systems
- Processes
- Equipment
- Events / visits
- Employees / students / visitors / contractors
- Hazardous Substances
- Manual Handling

(The above list is not exhaustive)

Risk Assessment Process

Identify the Hazard

When conducting a risk assessment firstly identify the activity, process etc and the area in which it covers. There are then four main areas that need to be covered when identifying hazards:

- Practice – Look at the work activity and review any procedures / safe systems of work that are already in place. Identify what in the work activity could cause harm. Consultation with the employees undertaking the activity may help with identifying hazards.

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- Equipment – As part of the work activity, consider what equipment or substances are used. Identify the actual or potential hazards associated with them. Manufacturer's guidance or data sheets may help with this.
- Environment – Are the conditions of the local environment satisfactory for the work activities being performed ?

Identify who will be Harmed / Affected

Identify which personnel are involved in the activity and what their involvement is. Special consideration must be given to vulnerable groups such as

- New & Expectant Mothers
- Young people (under 18's)
- Night Workers
- Lone Workers
- Disabled
- Visitors
- Members of the Public

Accident and ill health records may also be helpful in spotting hazards or identifying a specific group at risk.

Consider how exposure to the relevant hazards may occur, for example routine, non routine, deviation from normal activities or emergency situations such as spillages of hazardous substances.

Assess and Evaluate the Risks

When assessing the risks the issues to be considered are:

- What the possible consequences of the risk / hazard are?
- What is the likelihood that such consequences will occur?

Control Measures

Once an initial assessment of the risks has been made, existing control measures can be taken into account such as:

- Are there any safe systems of work, permits to work in place?
- Are there training requirements?
- Health Surveillance

Having identified what controls are in place, a judgement must be made as to whether they are sufficient to reduce risks, where they are not, further controls must be implemented.

The following hierarchy of control must be applied:

- Eliminate – Remove the risk, does the activity need to take place? Can it be undertaking in a different way to avoid the risk
- Substitute – Can a different product or method be used which is less hazardous?
- Remove the individual from risk – Is it possible to segregate the individual from the risk?
- Reduce exposure – By job rotation?
- Personal Protective Clothing and Equipment – Considered as a last resort
- Information, instruction, training and supervision must also be considered, and is often a satisfactory control for minor risks.
- The levels of supervision must be reviewed for vulnerable groups.
- An action plan will then be prepared identifying priorities and timelines along with responsibility.

Record and Review

All risks assessments should be recorded on the college Risk Assessment Forms, in an electronic format. A copy should be emailed to the Admin department.

Risk assessments should be reviewed periodically, or when there is reason to believe that the contents of the assessment is no longer valid.

Risk assessment is a vital element of the College's Health & Safety Management System; the College will allocate sufficient time, resources and personnel to ensure that they are completed to a suitable and sufficient standard.

Advice and Guidance

Members of the Health and Safety Team (Principal and Admin Department) are available to support, provide advice and guide staff in undertaking and reviewing risk assessment documentation. Risk Assessors should contact the department directly to arrange this.

Created on 04th September 2020

Modification Time line - Every two years

Guidance – HSE website - http://www.hse.gov.uk/risk/controlling-risks.htm