



RADLEY

Risk Assessment

September 2022

Risk Assessment Policy

1. General statement

It is our policy to ensure that risk assessments are undertaken in accordance with legal requirements. Risk assessments are regarded as useful tools which help us to prevent accidents and ill-health. For that reason, our goal is for these documents to be frequently reviewed and conducted with input from staff who are involved in the work being assessed.

2. Legal position

We are required to undertake risk assessments for our activities and for our business premises. These assessments are required by numerous pieces of legislation including the Management of Health and Safety at Work Regulations 1999 (as amended), which set out the general risk assessment requirements.

3. Risk assessment programme

We are undertaking a programme of risk assessments to cover general as well as specific risks, for which there are particular assessment requirements in law. The types of risk assessment which are relevant to our work activities include those listed in the last section of this Policy.

The recommended actions arising from risk assessments are implemented by the head of department responsible for the particular activity or premises area. Progress on the implementation of these improvements is monitored by the Health and Safety Technician.

4. Communication

The “significant findings” of risk assessments are shared with staff by circulating the assessments to all employees and discussing the outcome of assessments at relevant staff meetings. We also use these forums to ensure that staff are informed of our progress against the planned programme of assessments.

5. Review

Risk assessments are reviewed at least every year and some are reviewed earlier if so specified by the assessor. They are also reviewed if there have been changes in the matters to which they relate or incidents which indicate the assessments might not be valid.

6. Records

Records of risk assessments are retained for at least five years. A master copy of each assessment is retained in the relevant department and annotated to indicate when actions have been completed.

7. Competent assessors

Risk assessments are undertaken by assessors with relevant training and experience. Where appropriate, assessors seek input from the staff involved in the work activities being assessed. All generic assessments are completed by Facilities Coordinator, then inserted into the generic assessment register or sent directly to relevant head of department.

Our arrangements in relation to each type of risk assessment are detailed below:

Type of risk assessment	Assessor details
General risk assessment (including premises, tasks, machinery and work at height)	Health and safety advisor to create generic assessments for all areas of works. HOD'S to review assessments and create specific assessments for their departments in discussion with Health and safety advisor.
COSHH (Control of Substances Hazardous to Health, i.e. chemical and biological hazards)	Heads of Department to review and discuss with health and safety advisor.
Dangerous substances and explosive atmospheres	Heads of Department to review and discuss with health and safety advisor.

Radiation (ionising and non-ionising) risk assessment	Radiation protection supervisor/ radiation protection advisor
Assessment of lead exposure	Occupational hygienist
Asbestos assessment and management plan	Asbestos consultant/health and safety advisor
Risk assessment for the work of new and expectant mothers	HR advisor/occupational health advisor/ health and safety advisor
Risk assessment for the work of young people	HR advisor/occupational health advisor/ health and safety advisor
Risk assessment for the work of disabled staff/for disabled access	Occupational health advisor/health and safety advisor
Display screen assessment	Health and safety advisor.
Homeworker risk assessment	Health and safety advisor/Trained in-house assessor
Manual handling assessment	Health and safety advisor/Manual handling trainer.
Fire safety risk assessment	Health and safety advisor.
Type of Risk assessment	Assessor details
Personal protective equipment assessment	Heads of Department, undertaken as part of COSHH and general risk assessments – discuss with health and safety advisor
Assessment of first aid needs	Lead Nurse and Health and Safety Advisor.
Noise assessment	Health and Safety Advisor
Vibration assessment	Health and Safety Advisor
Food safety (Hazard Analysis and Critical Control Points)	Catering Manager/ Contractor/in-house food safety specialist
College Trips Day – Half Day	Head of department
College Trips Overnight – Over one day	Head of department/Health and safety advisor
College trips - Abroad	Head of department – Health and safety advisor