

HEALTH AND SAFETY – COLLEGE RISK ASSESSMENT POLICY

Padworth College has developed this policy document to help all members of the college community to minimise any risk of harm to themselves, students and staff in the College and to members of the public.

Aims

The College aims to monitor and evaluate risks and take a whole college approach to their assessment and management. Risks will be prioritised and relevant parties eg staff, parents/guardians, students, outside agencies, consulted. The effectiveness of each risk assessment will be reviewed and revised where necessary to reduce risk in future.

Risk Assessment

- Think of possible hazards. A hazard is anything that has the potential to cause harm
- Decide who might be affected and how
- Evaluate the level of risk and consider preventative measures. Risk is the likelihood of a hazard causing harm x the consequences, each on a scale of 1 – 5.
- Discuss with staff/parents/guardians and students as appropriate
- Produce a written plan
- Put measures into practice
- Review and revise as necessary

Risk Assessment Procedure

Identify hazards:

- Students – take into account any difficulties ie English language comprehension which might impact on risk to self and/or others
- Environment – inside and outside
- Security/safety procedures
- Equipment

When thinking about a risk assessment remember:

- A hazard is anything is anything that may cause harm eg a physical condition which can make the College unsafe, such as a slippery floor; unsafe behaviour – rushing, horseplay, taking short cuts; failure to follow safe procedures or not wearing the correct protective equipment.
- The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be

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Hazard Identification

Staff should identify all potential hazards relevant to the activity, with particular attention given to specific hazards which could be more dangerous eg:

- Biological agents
- Manual handling operations
- Hazardous substances
- Locations beyond the College which involve water or other higher risk elements

Other hazards to consider:

- Lone or out of hours working
- Slipping/tripping
- Electricity
- Noise, dust, temperature extremes
- Fire/explosion, tools, machinery, pressure systems, compressed gases, working at height, confined areas, vehicles

Hazards induced by people include:

- Working one to one
- Working in secluded areas
- Risks from irrational behaviour
- Risks resulting from poor anger management

Who may be affected?

- Students
- Staff, contractors, any visitors to college
- People not directly involved with the activity but who may still be affected by the process
- Members of the public

Risk Evaluation

Evaluate the risk using an estimate of both **likelihood** and **consequence** on a scale of 1 – 5, where 1 is low and 5 is high. When multiplied together these give a total **risk rating**. Where risks are already controlled, monitor the effectiveness of the control to decide whether it is sufficient. Where the risk to individuals is considered to be medium or high, additional control measures need to be considered in order to reduce the likelihood, the severity of consequence or both.

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Risk Control

Decide what controls are necessary to reduce the risk to individuals:

- Avoid, substitute or replace the hazard – evaluate whether or not the hazard can be avoided or altered to reduce the likelihood of risk
- Procedural controls – evaluate whether or not the procedure can be altered to avoid or reduce the risk. Can the individual be removed or distanced from the risk? Can the activity be done at a time that would have a lesser impact on others?
- Student management – staff need to be aware of each individual student's needs, with proper preparation and induction/instructions given to all participants before the activity
- Setting management – such as the monitoring of exits and entrances
- Additional staff – can an additional person be used to reduce risks?
- Personal Protective Equipment – consider the value of using this eg gloves
- Emergency Procedures – everyone to be familiar with these
- Health Surveillance – are all staff and students competent physically and mentally to engage in the activity?

Monitor the control measures put in place and ensure they are effective and implemented properly.

Record of Findings:

Record any significant hazards and conclusions using the appropriate risk assessment form.

Assessment Review:

Review activities periodically to ensure the assessment remains relevant and effective, taking into account changes in staff, students and other relevant factors.

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