



Document Title:	Risk Assessment Policy & Procedure
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1. Introduction

RHSU is committed to meeting its statutory obligations (under the Management of Health and Safety at Work Regulations 1999, the Health and Safety at Work Act 1974 and Regulatory Reform (Fire Safety) Order 2005) to undertake the risk assessment process where identifiable risks exist to the health and safety of staff, students and other people to whom we have a responsibility such as visitors to our premises.

RHSU is committed to:

- a. Preventing accidents and cases of work related ill health by managing the health and safety risks of the workplace
- b. Providing clear instruction, information and adequate training to ensure employees are competent to do their work
- c. Engaging and consulting with employees on day to day health and safety conditions
- d. Implementing emergency procedures, i.e. evacuation in the case of fire or other significant incidents. See separate Fire Safety and Evacuation Procedure.

2. Employer Responsibilities

Departmental Heads and Line Managers have delegated responsibility to ensure that wherever risk having the potential to cause harm is identified to staff, students and other persons to whom RHSU has a duty of care, a risk assessment is carried out and appropriate control measures implemented.

They must, therefore, examine what internal and external activities and facilities could cause harm to personnel. Once relevant information has been gathered it will then be possible to assess whether sufficient precautions have been taken, or whether further action is required to prevent unacceptable risk resulting in harm.

With the exception of the Student Opportunities department (see below) only members of staff who have undergone formal risk assessment training may undertake risk assessments on behalf of RHSU. This training will be provided by College Health and Safety staff. Individuals are responsible for ensuring that their training is kept up to date and for notifying HR of the date on which they have undertaken training for recording and reporting purposes.

Within Student Opportunities, all clubs and societies will receive training by the Student Opportunities team in risk assessment, at the annual Student Opportunities Conference. Members from the club or society will be responsible for risk assessing each of their activities. These risk assessments will be sent to the Student Opportunities team for review and input, and will form part of the wider departmental risk assessment.

3. Employee Responsibilities

Individual members of staff and students have a legal duty to co-operate and comply at all times with the health and safety information, instruction and training provided. They must bring to the attention of their line manager or duty manager, without delay, any hazards identified, or improvements identified as necessary. If a hazard is seen, it should be removed or dealt with as soon as possible if it is safe to do so. It should also be reported to HR as a matter of priority.

4. Risk Assessment Procedure Guidance

The following guidance relates to the conducting of 'general' or 'non-specialist' risk assessments, i.e. an activity for which there is no specific legislative risk assessment methodology and guidance available. Activities that require particular skills to undertake them and have their own systems of assessment are to be found in the following RHSU documents:

- Control of Substances Hazardous to Health Policy and Procedure
- Manual Handling Policy and Procedure
- Display Screen Equipment Policy and Procedure

The guidance notes should be used in conjunction with the formal Risk Assessment training. They should not be used in isolation.

5. Defining Hazards and Risks

Individuals will need to understand the differences between hazards and risks to ensure those areas in which harm to individuals may arise and the likelihood of that resulting in injury or ill health may be addressed.

Hazard = something with the potential to cause harm

Risk = the probability or likelihood of harm occurring in the actual circumstances of use.

6. Procedure for carrying out a Risk Assessment

Step 1 - Identify the hazards

Departmental Heads and Line managers should:

- Look at each activity that may cause injury or ill health e.g. maintenance work, people working their own
- Look at groups of hazards, i.e. machinery, transport, substances, electrical
- Look at each department, area of the building.
- Look at non-routine activities such as maintenance work and people working outside of normal working hours.

Step 2 – Identify who might be harmed and how

- To comply with legal requirements the risk assessment must identify employees, students or other persons at risk either directly or indirectly, including cleaners, contractors and maintenance workers.
- It must include the number of people and how they might be at risk.
- Don't forget that young workers, trainees, people with disabilities and new and expectant mothers may be particularly at risk.

Step 3 – Identify existing controls taking into account the following:

- Any Acts, Regulations, policies and procedure or formal guidance
- The controls currently in place (if any)
- Any previous accidents, incidents or untoward events

Step 4 – Assess the level of risk

To establish the level of risk (low, medium or high) associated with each hazard, managers must assess the frequency (probability) of an occurrence taking place and the likely severity of the consequences.

i. Probable Frequency

Using the following six headings, assess the likelihood of harm occurring from the hazard under investigation:

- 1 = Zero to very low
- 2 = Very unlikely
- 3 = Unlikely
- 4 = Likely
- 5 = Very likely
- 6 = Almost certain

ii. Severity

Using the following six headings, consider the severity of the consequences of the occurrence:

- 1 = No injury or illness
- 2 = Minor injury or illness
- 3 = Lost time injury or illness
- 4 = Over 3 day injury or illness
- 5 = Major injury or illness
- 6 = Fatality, disabling injury / illness

Now work out the 'hazard rating' numerical value for each hazard under review, using Table 1 below.

Table 1

SEVERITY							
FREQUENCY		6	5	4	3	2	1
	6	36	30	24	18	12	6
	5	30	25	20	15	10	5
	4	24	20	16	12	8	4
	3	18	15	12	9	6	3
	2	12	10	8	6	4	2
	1	6	5	4	3	2	1

Using the numerical value (hazard rating) you arrived at in Table 1, now refer to Table 2. The hazard rating will fall within one of the six bands in column 1 which indicates the level of risk that the identified hazard falls into.

Table 2

Hazard Rating	Estimated Risk	Risk Rating	Level of risk
0 – 5	MINOR	1	LOW
6 – 11	ACCEPTABLE	2	

12 – 17	MODERATE	3	MEDIUM
18 – 23	SIGNIFICANT	4	
24 – 29	HIGH	5	HIGH
30 - 36	EXTREME	6	

The findings from this should be recorded on the Risk Assessment Form – **see Appendix 1.**

In addition, a timetable for action to be completed by should be attached to the identified level of risk. To do this, managers should refer to Table 2 and the relevant risk rating number applicable to the hazard. Now, referring to Table 3, from the appropriate risk rating number there is a guide to the approximate time within which action should be taken and, therefore, how quickly the hazard should be resolved.

Table 3

Risk Rating	Action Timetable
1	Acceptable risk / no further action required
2	Action within 1 year
3	Action within 3 months
4	Action within 1 month
5	Action within 1 week
6	Immediate action

Step 5 – Identify Control Measures / where further action is required

Where an unacceptable risk remains managers will need to decide what further action will be necessary. It will be appropriate to ask whether the hazard can be removed altogether. If the answer is no, they should consider how the risks can be controlled so that harm is unlikely. For example; try a less risky option; prevent access to the hazard; organise work to reduce exposure to the hazard; issue personal protective equipment.

Any controls that are implemented must:

- i. Meet the requirements of the relevant Acts or Regulations, for example the Personal Protective Equipment at Work Regulations 1992. Managers may find it useful to refer to the Health & Safety Executive website for more specific information www.hse.gov.uk. If in doubt managers should seek the advice of the College Health and Safety Adviser.
- ii. Be clearly identified with vague statements being avoided
- iii. Identify the financial implications of the action to be taken
- iv. Summarise the action to be taken
- v. Make note of any circumstances where serious and imminent danger could arise and take appropriate remedial action

Step 6 – Resolve the hazard and review the assessment

If the hazard is outside of a manager's ability to resolve, they must pass their assessment on to the appropriate member of staff for action (normally an immediate line manager).

All completed risk assessments must be signed off by the Senior Manager for the relevant area. It is therefore the responsibility of the line manager conducting the assessment to ensure that their risk assessment is shared with the appropriate Senior Manager.

The completed risk assessment must be periodically reviewed and updated and any new potential hazard should also be risk assessed.

All risk assessments should be numbered and recorded on the Risk Assessment Log, contained within the H&S Folder on the shared drive. All risk assessments should also be saved within the relevant department's risk assessment folder, contained within the H&S Folder on the shared drive.

7. Conducting a major risk assessment

Where the hazard may be of a complicated nature with potentially significant or major implications, it will be necessary to undertake a more comprehensive risk assessment. The Deputy CEO, Health & Safety Coordinator and College Health and Safety Adviser must be involved in undertaking such an assessment.

8. Monitoring

Completed risk assessments must be reviewed as and when necessary, where there are any changes to work environment or working practices.

Monitoring should be continuous and any significant issues flagged with Heads of Departments, who will report to the H&S Committee.

Appendix 1

RHSU General Risk Assessment Form

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