

Risk Assessment Policy

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Policy Statement

This policy sets out how St. Andrew's College Cambridge identifies and manages risks on and off site that may affect the health and safety of staff, students, visitors or contractors in accordance with the requirements of the Health and Safety at Work Act 1974 and the more specific duties contained within the Management of Health and Safety at Work Regulations 1999

AIMS

1. To provide a safe and healthy working environment for staff , students and visitors
2. To comply with the requirements of Health and Safety at Work Act 1974 and the Management of Health and Safety Regulations 1999.
3. To ensure risk assessments are conducted for all buildings and relevant activities of the college
4. To ensure any risks are identified and either eradicated or minimalized.

DEFINITIONS

A Risk Assessment is a careful analysis of what , in your work , could cause harm to people, so it can be weighed up whether current precautions are enough or whether further measures should be taken to prevent harm

A hazard is anything that may cause harm , eg electricity, fire, chemicals , working at height, slippery steps , etc

A risk is the chance, high or low, of that someone could be harmed, and an indication of what that harm could be and how severe.

A Risk Rating is the overall judgement of the level of risk arising from the hazard and the likelihood of that occurring. Low, medium or High.

Asuitable and sufficient risk assessment is an assessment that is proportionate to the risk and ensures all relevant hazards have been assessed and addressed, complying with statutory

requirements , taking into account existing control measures and identifying any further necessary or advisable precautions or actions.

RESPONSIBILITIES OF STAFF

St.Andrew's College Cambridge is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Employees are responsible for assisting and complying with findings or actions listed in relevant risk assessments.

The Health and Safety Officer is responsible for ensuring risk assessments are undertaken on the halls of residence, college buildings and third party sites.

The Health and Safety Officer is responsible for ensuring all residence risk assessments are communicated to the Estates Manager and House Managers.

The Social Organisers are responsible for completing risk assessments for summer course activities.

The Student Services Manager (?) is responsible for checking that risk assessments are completed for all summer course activities.

The Principal is responsible for signing off all risk assessments conducted by the Health and Safety Officer.

PRINCIPLES OF RISK ASSESSMENT

- Identify the hazard, eg tripping hazards, fire, chemicals, electricity.
- Decide who could be harmed, eg staff, contractors, students, visitors. Particularly consider groups or individuals that could be at greater risk eg those with disabilities.
- Staff have a responsibility to report to their line manager any temporary or permanent disability or health condition which would mean they were at greater risk.
- Evaluate the risk arising from the hazard and list existing precautions, consider whether existing precautions are sufficient or should further precautions be taken.
- Even after all precautions have been taken, usually some risk remains. Consider that all legal requirements are met, eg statutory fire regulations, statutory inspections of equipment, relevant training provided. Decide whether the risk that remains is high, medium or low.
- Record findings using the risk assessment form.
- List the hazard found, who may be harmed, how may they be harmed, what actions are already in place, what further action needs to be taken,by when and by whom, and your evaluation of the risk.
- Review assessment and revise if necessary.
- A date should be set for review, eg 3 monthly, 6 monthly, annually. Assessment would need to be revisited before the review date if, for example, there are any changes to structure, activities or introduction of new equipment if this would introduce significant new hazards. For example, any activity or change, that would require the fire risk assessment to be reviewed and updated.

Date of next review: July 2017