

**Risk Assessment Policy
HSPG 2**

Version 5 - July 2017



Risk Assessment Policy

1. Statement of Policy

The Management of Health and Safety at Work Regulations 1999 (MHSWR) built upon the general duties contained in the Health and Safety at Work Act 1974 and includes a requirement to assess the risks to health and safety to employees and others arising out of the employer's undertaking. The University will strive to comply with these regulations and will carry out risk assessments in accordance with the Approved Code of Practice (ACOP) and published guidance.

The risk assessments will be carried out, where possible, using a team approach and involving staff who are familiar with the work of the areas.

The risk assessments will be used to determine where action is required to achieve or maintain adequate control of risks. Any action taken will be in accordance with the principles set out in the ACOP for the Management of Health and Safety at Work Regulations. Where required by other regulations, more specific assessments will be carried out.

2. Organisation and Responsibilities

2.1 School/Service Managers

- liaise with the University Health & Safety Officer to ensure that risk assessments are carried out for areas and activities under their control;
- ensure that action is taken to control adequately risks to health and safety identified by the assessment;
- liaise with the University Health & Safety Officer to ensure risk assessments are reviewed at regular intervals or whenever there is reason to believe that the assessment is no longer valid;
- ensure that staff under their control are kept adequately informed of risks to health or safety and also of any control measures provided;
- ensure, for areas under their control, that contractors or visitors to the areas who may be exposed to risk are adequately informed of the risk and any required precautions or preventive measures;
- hold copies of risk assessment documents that apply to areas under their control.

2.2 Health & Safety Officer

The University Health & Safety Officer will;-

- work with line managers and others, as appropriate to ensure that the University fulfils its legal obligation to conduct and record risk assessments;
- advise line management on appropriate control measures for identified risks;
- prepare detailed instructions for carrying out risk assessments;
- develop and deliver training in risk assessment techniques where this is appropriate.

3.0 Arrangements.

3.1 The following arrangements will apply

- general risk assessments will be carried out on all areas of the University and on all activities organised by or on behalf of the University ;
- activities of short duration may also need a risk assessment. Activities such as trips and visits organised by the University and involving students will require a risk assessment. Small scale construction or maintenance works carried out using University employees and / or contractors may well need risk assessment depending on the nature of the work (hazards involved), the duration and the possible effects on others (e.g. staff & students);
- Risk Assessments for field trips should include medical questionnaires as part of the overall assessment ;
- where contractors are used and for larger projects the person arranging the contract shall ensure that the contractors have carried out an adequate risk assessment on the proposed work;
- written records will be kept of completed risk assessments
- risk assessment records will be kept so long as they remain valid;
- reviews will be carried out at regular intervals or when there is reason to suspect that the assessment is no longer valid. The regular interval shall not exceed 2 years;
- detailed instructions for carrying out risk assessments will be prepared by the Health & Safety Officer;
- training will be provided, as appropriate, for those involved in preparing risk assessments;
- where risks are identified by the assessment as being unacceptable, action will be taken to eliminate or adequately control the risk in line with the principles given in the approved code of practice to the Management of Health and Safety at Work Regulations;

- employees who are identified as being exposed to risks to their health or safety will be informed of the risks and of any preventive and protective measures that should be taken;
- contractors and visitors who may be exposed to risks from University activities will be given adequate information on the nature of those risks and any preventive and protective measures that are necessary;
- where there is an identified need for more specific risk assessments, these will be carried out in accordance with the more specific regulations.

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