

Version Control			
Version	Author	Date	Changes
1.01	Quay Huong Tran <sup>1</sup>	23 <sup>rd</sup> May 2022	Included a version control table

---

<sup>1</sup> This date is only indicative, and the said policy may be reviewed before due to changes in the macro and/or microenvironment.

## Table of contents

<b>1</b>	<b>Scope of the policy</b>	<b>3</b>
<b>2</b>	<b>Purpose of the policy</b>	<b>3</b>
<b>3</b>	<b>Location of the policy</b>	<b>3</b>
<b>4</b>	<b>Communication of the policy</b>	<b>3</b>
<b>5</b>	<b>Review of the policy</b>	<b>3</b>
<b>6</b>	<b>Introduction</b>	<b>3</b>
<b>7</b>	<b>Risk Assessment</b>	<b>3</b>
<b>8</b>	<b>Responsibilities for Risk Assessments</b>	<b>4</b>

Policy: Risk Assessment	Date created: April 2022	Date implemented: April 2022
Responsibility: Quay Tran	Approved by: Management	To be reviewed: May 2023

## 1 Scope of the policy

This policy covers the risk assessments and procedures (control measures) taken at Bliss College.

## 2 Purpose of the policy

The purpose of this Policy is to enable Bliss College to meet its duty of care to staff, learners, visitors, and others who interact with Bliss College and its services by reducing risks at all Bliss College's business procedures and creating an environment of undertaking risk assessments. The aim of this policy is to protect the health and safety of the parties involved above. Bliss College has a duty to carry out risk assessments to ensure such obligations are met; and that appropriate action is taken to reduce identified risks.

## 3 Location of the policy

You can obtain this policy by ringing our administration team on 02085144977.

## 4 Communication of the policy

It is important that personnel involved in the management, assessment and quality assurance of all programs on offer, are fully aware of the contents of the policy.

## 5 Review of the policy

This policy is a live document and will evolve over time. Although the review dates are scheduled above, this may change due to feedback from stakeholders, external agencies and regulatory authorities. The review of the policy will ensure that procedures continue to be consistent with the regulatory criteria and are applied properly and fairly in arriving at judgments in promoting a fair and inclusive learning and teaching environment for all.

## 6 Introduction

The purpose of *risk assessment* is to focus on preventing accidents and injuries as opposed to reacting when things go wrong. It is possible to prevent such events from occurring that could ruin lives, damage reputations and cost money. Once a risk has been identified and assessed, the risks must be communicated to staff and others, to enable their cooperation in making informed decisions. Communication can be done verbally or by providing a copy of the risk assessment and discussing the finding during a meeting.

## 7 Risk Assessment

What is a *risk assessment*? It is the process of identifying what hazards currently exist or may appear in the workplace and defines which workplace hazards are

Policy: Risk Assessment	Date created: April 2022	Date implemented: April 2022
Responsibility: Quay Tran	Approved by: Management	To be reviewed: May 2023

likely to cause harm to staff, learners, visitors and others who interact with Bliss College or are in use of our services.

- A **hazard** is something with the potential to cause harm.
- A **risk** is an evaluation of the chance of the hazard occurring.
- A **risk assessment** is the result of assessing the severity of the evaluation.
- **Control measures** are the result of assessing a risk and taking appropriate actions, measures and procedures in order to minimise the consequences of risks or eliminate them completely.

## 8 Responsibilities for Risk Assessments

### 8.1 The college's responsibility

It is the responsibility of Bliss College to ensure risk assessments are completed and implemented. The work involved to meet this responsibility is delegated to key roles within the college, namely tutors/assessors, the appointed Health and Safety person(s) & Health and Safety Manager, the Director. The Health and Safety Manager monitors and evaluates risk assessments and reports on risk assessments, suitable and sufficient training will be provided for staff to complete to ensure they have the knowledge and understanding to fulfil this responsibility and undertake risk assessments. The tutors and the Director have control over the activities and therefore need to ensure decisions made consider safety requirements. This is achieved by completing a risk assessment and ensuring activities are carried out safely. The director is also responsible for ensuring appropriate risk assessments are in place and reviewing them to ensure the risk assessment accurately reflects operations and activities. Risk assessments are stored in a shared area for ease of access and reference. The CEO or the Health and Safety Manager should ensure department risk assessments are reviewed regularly, after an incident/accident or at least on an annual basis.

### 8.2 The staff's responsibility

Specialist training is given to those whose work requires it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the health and safety policy and arrangements (including risk assessments) in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks/defects or concerns to the Health and Safety Manager, persons and/or the Director.

### 8.3 General arrangements

The Director is responsible for ensuring risk assessments are in place for all work activities. The Health and Safety Manager will work with all staff to provide advice and support. General risk assessments should consider the following generic hazards:

- Safeguarding of pupils

Policy: Risk Assessment	Date created: April 2022	Date implemented: April 2022
Responsibility: Quay Tran	Approved by: Management	To be reviewed: May 2023

- Manual handling
- Working at height
- Slips and trips
- Hazards from equipment/machinery used
- Lone working
- Substances hazardous to health (COSHH)
- Noise
- Access and egress
- Preventing unauthorised access to high-risk areas

## 8.4 Classroom and office risks

In line with the HSE's guidance, the college has created and uses a generic Health and Safety Checklist for classroom use. The Health and Safety checklist will be provided to tutors/assessors annually. Each tutor should complete the checklist and return it to the Health and Safety Manager. All teaching subjects will be asked to complete the H&S checklist to assist with providing a safe environment for teaching and learning to take place. Office staff will also be requested to complete a simple health and safety checklist, although these are low risk work environments it is important to ensure safe entry/departure, suitable lighting and ventilation, for example.

## 9 First Aid risk assessment

The Health and Safety Manager has undertaken a risk assessment to establish the level of first aid provision required. This risk assessment concluded that a minimum of 2 qualified first aiders were required.

### 9.1 Conducting A Risk Assessment

A risk assessment should be carried out by anyone who is trained and competent to do so; someone who understands the circumstances, the potential harm and the deviations. To do a risk assessment, consider what, in the activities, might cause harm to people and decide whether you are doing enough to prevent that harm. Once you have decided that you need to identify and prioritise putting in place, appropriate and sensible control measures. It is crucial that the risk assessment contents, particularly the control measures actually reflect activities and arrangements that are in place. If a control measure is identified as being required in the recorded risk assessment this must be implemented. Staff involved in the activities/operations should be consulted and involved with the risk assessment process and the results must be effectively communicated to staff and pupils. The written document should help with communicating and managing the risks.

When completing a risk assessment, the focus should be on significant risks associated with the activity, you do not need to include insignificant risks. In other words, you do not need to include risks from everyday life unless your work activities increase the risk. Risks should be reduced to the lowest reasonably

Policy: Risk Assessment	Date created: April 2022	Date implemented: April 2022
Responsibility: Quay Tran	Approved by: Management	To be reviewed: May 2023

practicable level by taking preventative measures, in order of priority. This is what is meant by a hierarchy of control. The list below sets out the order to follow when planning to reduce risks you have identified. Consider the headings in the order shown, do not simply jump to the easiest control measure to implement.

- Elimination - Redesign the job or substitute a substance so that the hazard is removed or eliminated.
- Substitution - Replace the material or process with a less hazardous one.
- Engineering controls - for example use work equipment or other measures to prevent falls where you cannot avoid working at height, install or use additional machinery to control risks from dust or fumes or separate the hazard from operators by methods such as enclosing or guarding dangerous items of machinery/equipment. Give priority to measures which protect collectively over individual measures.
- Administrative Controls - These are all about identifying and implementing the procedures you need to work safely. For example: reducing the time workers are exposed to hazards (e.g., by job rotation); prohibiting use of mobile phones in hazardous areas; increasing safety signage and performing risk assessments.
- Personal protective clothes and equipment - Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must personal protective equipment (PPE) be used. For example, where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall (should one occur). If chosen, PPE should be selected and fitted by the person who uses it. Workers must be trained in the function and limitation of each item of PPE.

## 9.2 Review of risk assessments

All risk assessments should be regularly reviewed:

- If there is significant change in the circumstances, e.g., new equipment/ways of working.
- After an accident or incident.
- If the original assessment is no longer valid, e.g., change in legislation or changes in technology/science.
- In all other cases regularly (annually).

Risk assessments should also be reviewed and recorded, when major structural work is planned, if work practices change or in the event of an accident. Bliss College's arrangements for the management of health and safety, includes plans for regular health and safety audits of the fabric of the school, its plant, machinery and equipment. The College operates a fault reporting system that all staff members have access to, for the reporting of faults and hazardous conditions on the premises. As risk assessments are reviewed and developed it will be possible to maintain a log of risk assessments for staff to refer to and adapt for their own use.

Policy: Risk Assessment	Date created: April 2022	Date implemented: April 2022
Responsibility: Quay Tran	Approved by: Management	To be reviewed: May 2023

# Risk Assessment Policy

End.

---

Policy: Risk Assessment	Date created: April 2022	Date implemented: April 2022
Responsibility: Quay Tran	Approved by: Management	To be reviewed: May 2023