Risk Assessment Policy

North East Futures UTC has been established to change the education, skills and employment paradigm in our IT and Healthcare Science sectors in the North East. It provides the opportunity for young people from all the communities in this region to benefit from its specialist provision.

Local Governors and all the North East Futures staff are committed to a policy of equality and aim to ensure that all students, employees, job applicants, other member of the school community and visitors are treated fairly and with respect.

We aim to give equal access to the high-quality educational opportunities we provide and to ensure that everyone feels that they are a valued member of the school community. We seek to create a safe and happy environment where all our students can flourish and where social and cultural diversity are celebrated.

Reviewed by:	Principal
Frequency of policy review:	Annual
Last Reviewed:	June 2022
By Dan Sydes	
Ratified by Local Board of Local Governors on:	18 June 2021
By Michael Whitaker	
Next Review Date:	June 2023

1. Key People

   Health and Safety Coordinator – Sarah Galvayne
   Director of Science – Mark Woods

2. Purpose

   To provide clear direction and policy for personnel involved in the risk assessment process within the organisation.

3. Scope and Applicability

   This procedure is applicable at all premises, sites or work areas under the control of the North East Futures UTC.

4.   Abbreviations and Definitions

   a.   Abbreviations

      HSRA Health & Safety Risk Assessment

   b.   Definitions

      Risk Assessment: A risk assessment is simply a careful examination of what operation / equipment / environment within the workplace could potentially cause harm to people. It enables an evaluation of whether adequate precautions are in place to control the risks or whether further measures are required to prevent harm.

      Hazard: This is the potential for an object, activity, environment or substance to cause harm

      Risk: This is the likelihood of the harm / hazard actually occurring

      Severity: The extent of the harm / damage that may result

      Risk Assessor: Any individual who is competent to undertake risk assessments, having received training in the risk assessment process and completing the UTC's risk assessment template (**Appendix 2**). To be competent the individual requires experience, knowledge and training in the area that they are assessing for risk.

4 Policy

4.1 Introduction

Risk assessments are the primary tool in risk management systems and are a statutory requirement of various health and safety regulations made under the Health and Safety at Work Act 1974, for example, the following regulations applicable to operations carried out within the organisation require the UTC to conduct risk assessments:

- The Management of Health and Safety at Work Regulations 1999 and recent amendments (these include risk assessments where significant risk is presented to young people and new and expectant mothers)
- The Control of Substances Hazardous to Health Regulations 2002 and recent amendments
- The Manual Handling Regulations 1992 (amended)
- The Display Screen Regulations 1992
- The Personal Protective Equipment Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Control of Asbestos at Work Regulations 2005 (amended)- Not required for North East Futures UTC
- The Noise at Work Regulations 2005
- The Regulation Reform (Fire Safety) Order 2005
- The First Aid at Work Regulations 1981
- The Work at Height Regulations 2005

A risk assessment must be carried out wherever there is potentially a significant risk. It should be suitable and sufficient and consider reasonably foreseeable events. A full Risk Assessment is required for all stages of reopening following a school closure (see Closure Policy) – for example – following the outbreak of Covid-19. Some key risk assessments such as these will require further approval of the Local Governing Board before implementation.

Reasonably practicable controls should be implemented in order to eliminate/reduce/control the risk to as low a level as possible.

The outcomes and content of risk assessments must be recorded and shared with all personnel who are associated with the task or activity. It is good practice to develop safe systems of work in conjunction with/arising from relevant risk assessments. These safe systems of work can be developed locally but it is advisable to review existing arrangements or procedures that may well already be in place.

Risk Management relates to how all organisational risks are managed.
Conducting Risk Assessments

The following section determines who will perform risk assessments at the UTC

- <u>Management</u>

It is a management responsibility (primarily the Principal and Business Liaison Manager) to ensure suitable and sufficient risk assessments are conducted wherever significant risk exists within or from activities carried out within the workplace.

- Ofsted 'safeguarding' requires reasonable steps be taken to ensure students are safe and feel safe.
- Risk Assessment of lessons, the classroom environment and tasks carried out within, will help ensure a safe environment for students and staff.
- The Senior Leadership Team will ensure such assessments are in place and reviewed each September. Copies of risk assessments must be verified by the Health and Safety Coordinator to confirm that they are suitable and sufficient.

- <u>Teachers</u>

When teachers' complete lesson plans they will record the hazards, risks and control measures to ensure students and are not harmed during the activity.

- <u>Health & Safety Coordinator</u>

The Health & Safety Coordinator's role is to provide advice and support to teachers and managers, supervisors, team leaders when they are completing any risk assessment.

4.2 <u>Example Risk Assessments</u>

The UTC will keep sample risk assessments that can be amended and used for risk assessing an activity.

4.3 <u>Risk Assessment Methodology</u>

The risk assessor should decide who needs to be involved in completing the risk assessment (staff, students and specialist support) and make arrangements accordingly.

The risk assessor should use some (or all) of the following methods of hazard identification, as appropriate:

- Physical inspection
- Workplace observation
- Review of relevant documentation (eg manufacturer's instructions, data

sheets, reference material, etc)
- Accident / Incident reports (previous history)
- Consultation with relevant staff / personnel
- Inspections and audits

Using the **Risk Assessment Template (Appendix 2)**, the risk assessor should complete and record the required information.

The following points will assist the assessor with the Risk Assessment process:

- Identify the activity, process or operation where there is potential for injury or damage.
- Identify the hazards within the activity

- Determine the risks involved and what type of incident is anticipated, considering who and how people might be affected.
- Describe control measures already in place (e.g. cables tied up or wet floor signs used)
- Evaluate the level of risk by assessing the likelihood of the risk occurring and deciding upon the potential resultant severity.

  - **LOW** - Consider if the risk can be reduced further. Monitoring is required to ensure that the controls are maintained
  - **MEDIUM -** Risk reduction measures should be implemented within a defined period of time
  - **HIGH -** Give priority to removing or reducing the risk: urgent action should be taken
  - **Stop –** Work Activity should not continue or be started until the risk has been removed or at least reduced
- All assessments should be recorded using the Risk Assessment Form
- All assessments must state name of the assessor and be signed by them. They must be dated, recorded and given a review date.
- whenever new legislation is introduced, the risk assessment must be revisited
- Risk Assessments should be reviewed annually, or when the risk assessment stipulates other wise
- All relevant personnel should be consulted during and following the risk assessment process.
- Employees responsible for undertaking risk assessment must receive suitable training.

4.4   Specific Risk Assessments

A number of organisational tasks/activities/environments are required to have specific risk assessments carried out by suitably competent and experienced

personnel. Such operational issues include;

- Equipment Based Risk Assessment

- Under the Provision and Use of Work Equipment Regulations, all work equipment must be assessed before being used. The assessment must consider use, maintenance, adjustment and cleaning, and provide appropriate control measures. This will apply to all work equipment used on site, for example, washing machines, heating equipment, ovens, workshop machinery, lawn mowers, lathes, drills etc.

- Risk Assessment for New and Expectant Mothers

- Under the Management of Health and Safety at Work Regulations it is a legal requirement for employers to conduct a risk assessment when notified of an employee pregnancy. This assessment must be carried out as soon as the employee informs her supervisor of her condition. The person's supervisor, or other nominated competent person, must carry out the assessment. This is not a "one off" assessment and must be monitored throughout the time the expectant mother attends work.

- Risk Assessment for Returning to Work Following Employee Serious Illness

- When an employee returns to work following serious illness or injury and their condition may affect the safety of themselves or others, the departmental manager will carry out a risk assessment. He/she must continue to do so at weekly or more frequent intervals to ensure that the work being done does not pose risks to the health and safety of the employee. Use the *Risk Assessment Procedure (Appendix 1)*

Note: This is only in medical cases that warrant monitoring such as back injury mobility problems, detached retinas or trauma, to ensure that the illness or injury does not re-occur or worsen due to work tasks. Additional risks will be present if the individual is an identified driver. In addition, there may be cases where the employee is at risk to themselves or others i.e. an employee with HIV or a degenerative condition such as arthritis. Employee assessments should be carried out – for further guidance contact the Health & Safety Coordinator.

All employees who have had time off work due to ill health are required to have a **Return to Work Interview.** See appendix 3 for a sample Return To Work interview form.

If an employee or students condition limits their mobility on return to work a Personal Emergency Evacuation Plan (PEEP) must be completed. This is to ensure their safe evacuation from the building. See the First Aid Policy for more information.

- Display Screen Equipment (DSE) Self Risk Assessment

- The Health & Safety Display Screen Equipment (DSE) Regulations 1992 and miscellaneous amendments 2002 Regulations require companies to conduct risk assessments for office work and other environments where display screen equipment may be used.

- **All computer and laptop users** need to complete a self-assessment DSE risk assessment form*.* See **appendix 4** for a sample form.

- First Aid Risk Assessment

- The Health & Safety (First Aid) Regulations 1981 require the employers to assess the requirements and needs for providing adequate facilities, equipment and trained personnel in the workplace.
- See the First Aid Policy for more information

- Manual Handling Risk Assessment

- The Manual Handling Operations Regulations 1992 require the employer to assess the risk to employees for any transporting or supporting of a load including the lifting, putting down, pushing, pulling, carrying or moving of a load).
- See the Health and Safety Executive or more information on Manual Handling

- Off-site UTC Activities or Trips Risk Assessment

- All off-site trips, excursions, holidays etc. must be risk assessed, approved and signed by the Principal.
- See the UTC Educational Visits and Placements Policy for more information

- Hazard Substances (COSHH Risk Assessment)
- A COSHH assessment should be conducted before any hazardous substances are used. The UTC will follow CLEAPSS guidance for creating risk assessment.
- The Director of Science has responsibility for ensuring all COSHH assessments are up to date for all hazardous substances used at the UTC.

- Fire Risk Assessment
- All sites must have a suitable fire risk assessment completed.
- Please see the Fire Safety Management Plan for more information.

- Other Specific Risk Assessments

- The above information is related to specific operational activities and operations that require specific risk assessments to be completed.

- However, wherever there is a significant risk to employees and students a generic risk assessment must be conducted. This assessment may identify certain hazards

that may warrant further specific assessment (e.g. security of building and grounds, transportation, asbestos, Legionella, cross infection risks, stress, violence/aggression, pressure systems, working at height etc.

- The health and safety coordinator should be consulted to confirm if further assessment is required.

5 References

SD CP 011 Risk Management (Business Risks) SD SD
RA 01 Generic Risk Assessment form
Personnel Protective Equipment procedure
HR New & Expectant Mothers and HR Family Policy
Fire Safety Procedure
Display Screen Equipment
First Aid Procedure
Manual Handling Procedures
Manual Handling Risk Assessment
Off-site SD UTC Trips & Activities procedure
Control of Substances Hazardous to Control of
Substances Hazardous to Health
HR Return to Work Policy

APPENDIX 1

Risk Assessment procedure

What is a hazard? - A hazard is something that has the potential to cause harm.

What is meant by risk? – Risk is the likely hood of someone being harmed by that hazard.

There are simple steps to risk assessment: Simply follow the steps below. An assessment is the responsibility of the direct line manager in consultation with those who carry out the tasks.

Step 1: look for the Hazards.
1. Walk around the workspace; look for significant hazards that could result in serious harm to employees or others who may use your premises.
2. Consult with employees/ safety reps., they may identify less obvious hazards.
3. Manufacturers' instructions and data sheets will provide specific relevant information and help to put hazards and risks into perspective.
4. Check accident and incident records.

Step 2: decide who might be harmed and how.
1. It is not only employees in general that must be considered, <u>specific additional controls may be required for young people; trainees; new and expectant mothers</u> etc.
2. Particular attention must be addressed to lone workers; inexperienced staff; staff with disabilities.
3. Who else may be on site? Cleaners; contractors; students; visitors; members of the public; children etc.

Step 3: evaluate the risks.
1. Decide whether the existing precautions are adequate or whether more should be done to reduce the risks.
2. Do other pieces of legislation apply? I.e. Manual Handling Regulations; COSHH; PPE Regulations etc. Have measures been put in place that reflects requirements?
3. If further controls are needed, draw up an action list and prioritise and deal with those risks identified as "HIGH" and/or those that may affect most people.
4. Apply the <u>hierarchy of controls</u>. When deciding on the most appropriate control measures the hierarchy of controls illustrated below should be applied:
   a) Is it possible to avoid the risk altogether i.e. by not carrying out the activity or by not using particular equipment etc.?
   b) Can the equipment/ substances used or the activity itself be substituted by a less hazardous alternative?
   c) Combating the risks at source e.g. repairing defective floors and treating slippery surfaces rather than posting warning notices or remove contaminants from the working environment rather than providing protective clothing etc.
   d) Reducing the frequency of exposure to the hazard.
   e) Adapting the work to suit the individual.
   f) Taking advantage of technological and technical progress to improve systems and methods of work and in turn make them safer.
   g) Giving priority to measures that protect the whole workplace and all those who work there over individual measures.
   h) Having written procedures that are known and understood by all who are exposed to the hazard and <u>ensuring there is sufficient information and instruction provided to all persons at risk regarding the hazard/s.</u>
   i) Ensuring adequate supervision is provided.
   j) Ensuring that staff have received sufficient and adequate training to enable them to perform their tasks safely.
   k) Providing personal protective equipment as a final resort.

Step 4: record your findings.
In general, the UTC Risk Assessment template should be used for this purpose. Where a risk assessment has been completed in a different format, it does not need to be translated into the UTC template as long as all the key elements are covered.

Generic risk assessments can be used for a range of activities, or can be cited as part of a specific risk assessment, as long as the key risks are included.

1. Record the significant findings of the assessment
2. Record the assessment of the risk with current control measures i.e. high; medium; low
3. Record any further control measures that have been identified

Step 5: implement the action plan.
1. Record plan of action with realistic timescales for action and implementation
2. If a specific risk assessment is required/previously completed with regards to other H&S compliance areas e.g. COSHH; use of equipment etc; then cross-reference in a general R.A. to this document is to be made.
3. Keep a copy of the assessment for reference and review

Step 6: communicate.
1. The findings and control measures must be communicated with staff and students in an effective way in order that individuals undertaking specific tasks understand the risks and controls put in place to reduce those risks to the lowest acceptable level.
2. Employees must also understand that they too have a responsibility in law to communicate with their relevant line managers any risk they feel is not sufficiently controlled or if they have identified safer systems/methods of doing a task.

Step 7: monitor and review.
1. When control measures are in place, monitor to ensure the effectiveness of the controls, modifying as necessary. A risk assessment is a living document
2. The assessment must be reviewed following changes in equipment; procedures; location; substances; etc.

3. A risk assessment must be reviewed following an accident/incident and any further identified control implemented immediately.

HAZARD IDENTIFICATION CHECKLIST

In order to identify any factor that may cause harm, loss or damage, you should walk through the workplace, observe the activity and be able to answer the following questions:-

a) How is the activity carried out, do staff deviate from written or standard procedures, and why?

b) Does the working environment contribute to the hazard e.g. temperature, lighting, ventilation?

c) Does the state of the building contribute to the level of risk, i.e. poorly maintained floors, stairs, doors etc.?

d) Are there any other factors that cause persons to slip, trip or fall, e.g. spillages or uneven floor surfaces?

e) Does the activity involve the use of plant or machinery, if so, have staff been trained to use it safely, and are there any limitations on the use of this equipment? i.e. internal use only, load restrictions etc. are such restrictions being followed?

f) Is there a danger of being injured, trapped or struck by moving objects or parts?

g) Are all necessary controls, such as guards, in place?

h) Does the activity involve the use of portable electrical appliances?

i) Does the activity involve the use of hand tools?

j) Does the activity involve exposure to chemicals, dust, fumes, noise or vibration?

k) Does the task require the use of access equipment or working at heights?

l) Does the work result in persons having to adopt poor posture or cramped or awkward working positions?

m) Is there a risk of violence to staff?

n) Are staff ever required to work alone

o) Does the activity involve manual handling i.e. the moving or lifting of loads or persons?

p) Is there a risk of fire, explosion, flooding, chemical spillage or gas leak? What precautions are taken to prevent such occurrences, what contingency arrangements are there in place to deal with these types of emergencies?

q) Does the work involve vehicular movements?

Appendix 2 Risk Assessment Template

Risk rating: Likelihood (outcome)

	Minor Injury	Significant Injury	Major Injury
Unlikely	Minor Risk	Low Risk	Medium Risk
Possible	Low Risk	Medium Risk	High Risk
Probable	Medium Risk	High Risk	STOP

Risk Level	Action and Timescales
Low	Consider if the risk can be reduced further. Monitoring is required to ensure that the controls are maintained
Medium	Risk reduction measures should be implemented with adefined period
High	Give priority to removing or reducing the risk urgent action should be taken
STOP	**Work activity should not be started or continued until the risk has been removed or at least reduced**

Completed by		Approved by	
Role		**Role**	
Signature		**Signature**	
Date		**Date**	

Appendix 5 Science risk assement template

Potential Hazard	Who might be harmed	What are you doing already?	Current Risk Level	Any further action by whom and when	Review Date	New Risk Level

Data Protection: The Trust will process this information fairly and lawfully to assess, control and minimise risk. The data will be stored securely and not be subject to unauthorised use, in accordance with the Data Protection Act 1998

UTC Student Activity Risk Assessment

Activity		Date / Time	
No of students (please give range)		Age range of student	14-19
Student to adult ratio		Transport method	
Activities covered			

Completed by		Approved by	
Role		Role	
Signature		Signature	
Date		Date	

Appendix 5 Science risk assement template

Risk rating: Likelihood (outcome)

	Minor Injury	Significant Injury	Major Injury
Unlikely	Minor Risk	Low Risk	Medium Risk
Possible	Low Risk	Medium Risk	High Risk
Probable	Medium Risk	High Risk	STOP

Risk Level	Action and Timescales
Low	Consider if the risk can be reduced further. Monitoring is required to ensure that the controls are maintained
Medium	Risk reduction measures should be implemented with a defined period
High	Give priority to removing or reducing the risk urgent action should be taken
STOP	**Work activity should not be started or continued until the risk has been removed or at least reduced**

Risk rating: Likelihood (outcome)

	Less Significant Injury	Significant Injury	Major Injury
Unlikely	Minor Risk	Low Risk	Medium Risk
Possible	Low Risk	Medium Risk	High Risk
Probable	Medium Risk	High Risk	STOP

Risk Level	Action and Timescales
Low	Consider if the risk can be reduced further. Monitoring is required to ensure that the controls are maintained

Medium   Risk reduction measures should be implemented with a defined period

High   Give priority to removing or reducing the risk urgent action should be taken

STOP   **Work activity should not be started or continued until the risk has been removed or at least reduced**

Hazard (what is the danger?)	Risk (who might be harmed and how?)	Level of Risk (High/ Med/ Low)	Prevention and control measures (what will be done to minimise risk?)

Appendix 5 Science risk assement template

Appendix 5 Science risk assement template

The aim of the return to work interview is:

- to assist your line manager and the UTC identify where they can help your return to work and/or to help prevent a similar illness reoccurring
- to update you on any developments in your absence and discuss how your work was reallocated

Employee Date	
Line Manager conducting interview	
Date of Interview	
Date(s) of Sick Leave	
Total number of sick days in last 12 months	
Did the Employee follow Company guidelines regarding notification? (If no, give details)	
Was a medical certificate provided, if required?	

How are you feeling? Discuss reasons for absence.
Was the illness work related?
Do you feel that there is anything the Company can do to assist your return/help you in future?

If appropriate, discuss the individual's pattern of sick leave. Ask if there are any reasons for the pattern? Discuss the company's approach if necessary.
Update on work developments and work during absence.
Any other points discussed.

A copy of the interview notes should be sent to the employee for their own records, a second copy should be placed on the employee's file.

Appendix 5 Science risk assement template

Appendix 4 – Display Screen Equipment Self-Assessment

COMPUTER and LAPTOP Screens	Are the characters readable?	YES / NO
	Is the image stable?	YES / NO
	Are the brightness and contrast appropriately adjusted?	YES / NO
	Is the screen height, swivel and tilt adjustable?	YES / NO
	Is the screen free of glare and reflections?	YES / NO
COMPUTER and LAPTOP Keyboards	Can a comfortable keying position be found?	YES / NO
	Can the hands be rested in front of the keyboard?	YES / NO
	Is the keyboard clean and glare free?	YES / NO
	Can the characters on the keys be read easily?	YES / NO
COMPUTER Mouse and LAPTOP touchpad and/or Mours	Is the mouse/touchpad positioned close to the keyboard?	YES / NO
	Is the wrist kept horizontal and straight while moving the curser?	YES / NO
FURNITURE	Is the work surface large enough?	YES / NO
	Is the surface free of glare and reflections?	YES / NO
	Is the chair stable and adjustable?	YES / NO
	Do the mechanisms work?	YES / NO
	Are you comfortable?	YES / NO
ENVIRONMENT	Is there enough room to change position and move?	YES / NO
	Are the levels of heat, light and noise comfortable?	YES / NO

	Is there a source of fresh air?	YES / NO
HEALTH Whilst using a computer at work, in the past year, has you suffered from:		
	Eyestrain	YES / NO
	Pain in the: back	YES / NO
	elbows	YES / NO
	fingers	YES / NO
	neck	YES / NO
	shoulders	YES / NO
	wrists	YES / NO

If YES to any **HEALTH** issues above, has this been reported to a manager or health professional? YES / NO

If YES, please give details (continue on a separate sheet if necessary):

DECLARATION by user   When signed, please return to info@nefuturesutc.co.uk *To the best of my knowledge, this is an accurate assessment of the current state of my workstation environment. If necessary, I have made minor spatial and physical improvements in line with the guidance referred to above.* *As a result of this assessment, there are areas of concern that I would like to discuss further* *YES / NO* PRINT NAME: SIGN: DATE:

Appendix 5 Science risk assement template

Risk Assessment

INDICATIVE APPARATUS AND CHEMICALS

ASSOCIATED HAZARDS AND CONTROL MEASURES

Chemicals Concentration & Quantity	Apparatus

Appendix 5 Science risk assement template

PLEASE USE THIS MATRIX TO SCORE /CLASSIFY THE RISK

5x5 RISK MATRIX

PROBABILITY		Very Low	Low	Medium	High	Very High
	Highly Probable	5 Moderate	10 Major	15 Major	20 Severe	25 Severe
	Probable	4 Moderate	8 Moderate	12 Major	16 Major	20 Severe
	Possible	3 Minor	6 Moderate	9 Moderate	12 Major	15 Major
	Unlikely	2 Minor	4 Moderate	6 Moderate	8 Moderate	10 Major
	Rare	1 Minor	2 Minor	3 Minor	4 Moderate	5 Moderate

IMPACT
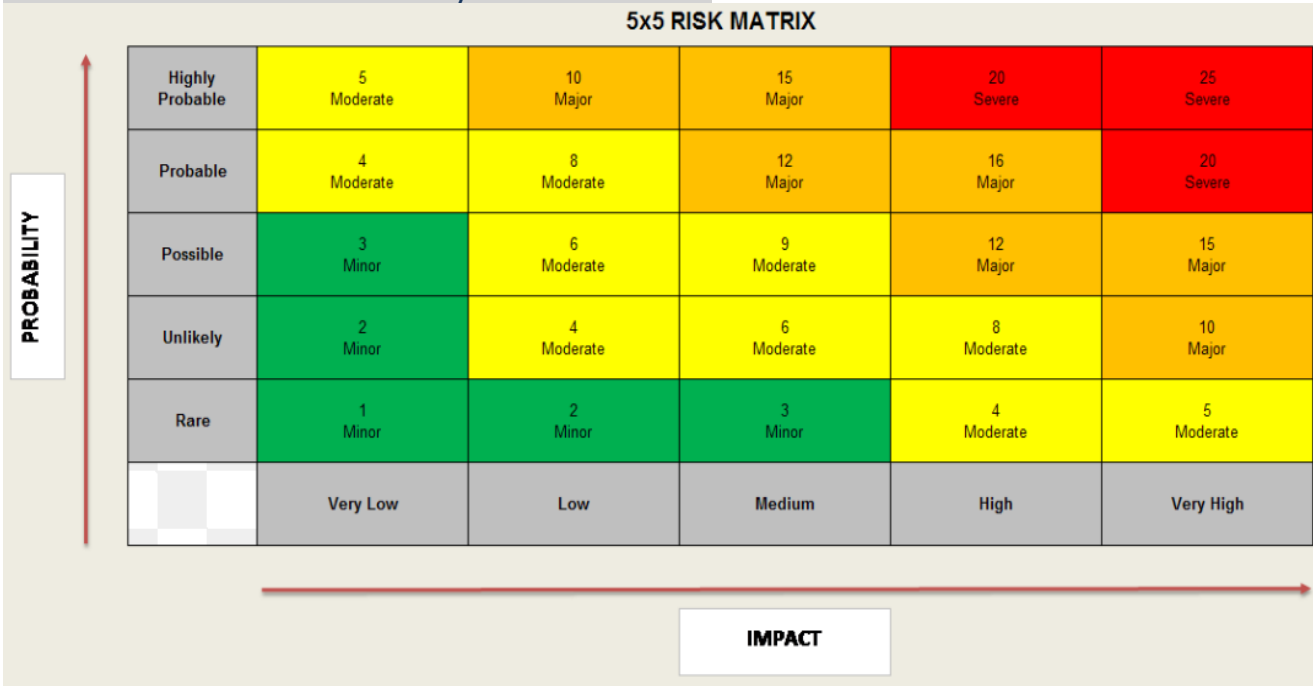
Substance, source & or equipment	Hazard (Including pictogram)	Risk-Assessment Score and Category	Typical Control Measures/Additional Comments

Appendix 5 Science risk assement template

ADDITIONAL CONTROL TO CONSIDER (LISTED

MEASURES/ THINGS HERE)

EMERGENCY ACTION /REMEDIAL MEASURES

In the eye	
Ingested/Swallowed	
Spill on clothing and or on Skin	
Spill on bench/floor	
Inhaled/Dust breathed in	

CLASS:_____   **NO. OF STUDENTS**_____   **DATE**_____

Reviewed by:
Review Date: