



# Risk Assessment Procedure

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## Risk Assessment Procedure

### 1. Purpose

- 1.1 The purpose of the procedure is to meet the requirements of Regulation 3 of the Management of Health and Safety at Work Regulations (1999) to carry out a suitable and sufficient risk assessment.
- 1.2 In particular the regulations set out the general principles and purpose of risk assessment, and the 5 step approach to carrying out risk assessment in practice.
- 1.3 Employers are required to identify and assess the health and safety risks to workers and any others who may be affected by their work or business, and to manage those risks by putting in place appropriate control measures to remove or reduce the risk of harm to an acceptable level.

### 2. Scope

- 2.1 This procedure is specifically aimed at identifying the hazards present in the workplace or arising out of work activities and evaluating the risks involved taking into account existing precautions and their effectiveness.
- 2.2 The assessment should take into account the risks to staff, students and visitors working within, attending or visiting the College.
- 2.3 Whilst this assessment should identify the hazards/risks, there are more detailed College risk assessment procedures for Display Screen Equipment, Work Placements, Excursions and Field Trips, Manual Handling etc. (see References at section 5 below).
- 2.4 Excludes specialist risk assessments arranged by Health and Safety Team or Estates e.g. Fire, Asbestos, Noise, Legionella.

### 3. Responsibility

#### 3.1 Vice Principals, Directors

- Ensuring that health and safety risk assessments are carried out and recorded in their area of responsibility and that remedial actions are implemented.

#### 3.2 Curriculum Heads/Heads of Service

- Ensuring that health and safety risk assessments for their areas are carried out and recorded on College Risk Assessment forms.
- Implementing any control measures arising from the risk assessment and updating of Risk Assessment forms.
- Reviewing assessments every 2 years, or earlier, if it is suspected they are no longer valid.
- Arranging for risk assessments to be put on Connected, excluding individual workplace assessments and pregnancy assessments.
- Communicating assessments to those involved or affected by the activities e.g. staff, students, contractors, cleaners, pregnant workers, young persons etc.
- Appointing staff to carry out the risk assessments and arranging training of assessors with the Organisational Development.

#### 3.3 Assessors

- Completing (e-learning or face to face) risk assessment training before carrying out assessments.
- Completing and/or reviewing risk assessments of work activities as directed by their manager.

#### 3.4 Head of Health and Safety

- Assisting Vice Principals, Directors, Curriculum Heads, Heads of Service and Assessors with the implementation of the risk assessment process.
- Providing advice, guidance and support to assessors on approach and techniques of risk assessment.
- Spot checking assessments completed and on Connected or during inspections or audits.

## 4. Procedure

### 4.1. Risk Assessment Procedure

#### 4.1.1 Risk assessment in practice

A risk assessment is a careful examination of what, in the workplace, could cause harm to people; to facilitate an evaluation of any precautions in place and whether further preventative measures are required.

Risk assessment is a pro-active process by which:

- Hazards are identified;
- The risks associated with the hazard are evaluated;
- Appropriate methods to eliminate or control the hazard evaluated.

#### 4.1.2 Definitions

A **hazard** is something with the potential to cause harm, such as chemicals, working from ladders, electricity, excessive noise and moving parts of machinery. The **risk** is the likelihood of that hazard occurring, combined with the impact of the occurrence i.e. the severity of the potential harm involved.

#### 4.1.3 Risk Assessment Procedure

Step 1 – Identify the hazards:

- Walk around the workplace;
- Look at work activities, location, equipment used, exposure to substances;
- Speak to staff, managers and students;
- Consider recent accidents/incidents.

Step 2 – Decide who may be harmed and how:

- Including Board of Management, employees, students, young persons, visitors, contractors, cleaners, new and expectant mothers.

Step 3 – Evaluate the risks:

- What controls are in place?
- Is the remaining risk acceptable?
- Are further precautions required to eliminate or reduce the risk further?
- Please refer to prioritising actions for areas of high risk (below).

When controlling risks a systematic approach should be used in deciding which control measure to implement, by considering the general **hierarchy of control** as follows:

- **Elimination:** design out or mechanise the hazard.
- **Substitution:** use a less hazardous substance/material.
- **Engineering controls:** install ventilation systems, fixed guarding, sound enclosures.
- **Signs, Warnings and administrative controls:** install alarms, safety procedures, barriers, access controls, inspections.
- **Personal Protective Equipment:** safety glasses, hearing protection, face shields, gloves etc.

Appendix 1 provides some guidance for assessors on the type of hazards and risk control measures for various activities. The list is not exhaustive.

Step 4 – Record your findings and implement them:

- Record assessment on [College Risk Assessment](#) form.
- Archive assessments on Connected.
- Ensure any further action required is completed and the assessment is updated accordingly.
- Communicate assessments to staff and any other person(s) affected by the work activities.

Step 5 – Review Assessment

- Assessments should be reviewed every 2 years, or earlier, if it is suspected that the assessment is no longer valid.

#### 4.1.4 Prioritising Actions

The assessor needs to use the matrix of “likelihood of harm versus impact of occurrence i.e. severity of harm” to judge the level of the existing risks as high, medium or low. The level of existing risk includes taking into account controls already in place. The hazards that are high-risk and have serious potential consequences must be dealt with immediately. In these circumstances senior management should be alerted, and consideration may have to be given to ceasing the activity until the risk is reduced.

	Likelihood		
Severity	Remote	Possible	Likely
Minor injury	low	low	medium
Major injury	low	medium	high
Fatality	medium	high	high

(The attached link provides further details on risk assessment –  
[www.hse.gov.uk/risk/fivesteps.htm](http://www.hse.gov.uk/risk/fivesteps.htm))

#### 4.1.5 Individual Risk Assessment for New or Expectant Mothers

In addition, there is also a legal requirement to assess the risks to employees who are new or expectant mothers. Once the employee informs management that they are a new or expectant mother, the manager will need to carry out a specific individual assessment on the activities/tasks undertaken by that employee. The assessment should pay particular attention to physical, biological and chemical agent risks. If the assessment shows significant risks that cannot be controlled the manager should contact the health and safety team for advice.

Managers/Lecturers should also carry out assessments for pregnant students.

(The attached link provides more details on new and expectant mothers –  
[www.hse.gov.uk/mothers](http://www.hse.gov.uk/mothers))

#### 4.1.6 General Risk Assessment for Young Persons

There is also a legal requirement for employers to undertake specific risk assessments for young persons (under 18 years old) before they start work. The assessment must take account of their lack of experience, lack of awareness of existing or potential risks and the fact that young persons have not fully matured. (The attached link provides more details on young persons at work -

[www.hse.gov.uk/youngpeople](http://www.hse.gov.uk/youngpeople))

#### 4.1.7 Individual Workplace Risk Assessments

HR, Managers and staff (via their manager) may request that the Health and Safety Team carries out an individual workplace assessment for a member of staff under certain circumstances e.g. return to work, following injury or ill health, or recent aches/pains that may be associated with work activities.

#### 4.1.8 Other Risk Assessment Procedures

The Risk Assessment procedure above should identify various hazards associated with work activities. However there are a number of other procedures that cover specific hazards/activities that are listed in section 6 below, e.g. staff taking students on field trips, overnight stays, or high risk leisure activities, as part of course requirements, should follow the Excursions and Field Trip Procedure. The Work Placement Procedure covers students undertaking work experience with external placement providers.

## 5. Records

Record	Record Format	Record Holder	Retention Period
Generic risk assessment forms	Form	Connected	Indefinitely

## 6. References

Document Type	Document Name
Health and Safety Procedure	Excursions and Field Trip Procedure (on Connected)
Health and Safety Procedure	Work Placement Procedure (on Connected)
Health and Safety Procedure	Manual Handling Procedure (on Connected)
Health and Safety Procedure	Display Screen Equipment Procedure (on Connected)
External document	HSE guidance on risk assessment <a href="http://www.hse.gov.uk/risk/fivesteps.htm">www.hse.gov.uk/risk/fivesteps.htm</a>
External document	HSE guidance on New and Expectant Mothers <a href="http://www.hse.gov.uk/mothers">www.hse.gov.uk/mothers</a>
External document	HSE guidance on Young Persons at Work <a href="http://www.hse.gov.uk/youngpeople">www.hse.gov.uk/youngpeople</a>



## 7. Document Control and Review

<b>Approval Status</b>	Approved	
<b>Approved by</b>	Planning and Administration Director	
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	Full EQIA Conducted?	Yes: X <input type="checkbox"/> No: <input type="checkbox"/>
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<b>Lead Department</b>	Health and Safety	
<b>Lead Officer(s)</b>	Head of Health and Safety	
<b>Board Committee</b>		
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## 8. Revision Log

Version Date	Section	Description
Version 1.0 Sep 2011	Procedure	City of Glasgow College Risk Assessment Procedure

Version 1.1 4 Mar 2014	Procedure	Draft review
Version 2.0 28 Mar 2014	Procedure	Revised version: <ul style="list-style-type: none"> <li>• Policy written within College template;</li> <li>• Purpose and Scope inserted;</li> <li>• References, Document Control, and Revision Log inserted;</li> <li>• Appendix added</li> </ul> Full EQIA undertaken.

## APPENDIX 1

### LIST OF TOPICS, HAZARDS AND RISK CONTROL MEASURES

The list of topics, hazards and risk control measures for each are not exhaustive.

Topic/Hazard	Potential injury/outcome	Control measures to reduce risk
Use of Display Screen Equipment(DSE)	Musculoskeletal disorders. Fatigue Stress	Training in use of DSE/chair. Breaks/changes of activity. Workstation assessment. Regular eye/eyesight test. (refer to DSE procedure)
Manual Handling (MH) (lifting, moving items)	Back injury. Injury to fingers, shoulders, feet	Training in good technique. Assessment of manual handling tasks. Using mechanical aids. Getting assistance. (refer to MH procedure)
Control of Hazardous Substances to Health (COSHH). Working with substances/chemicals	Inhalation Swallowed Absorbed through the skin Burns Dermatitis Asphyxia Infection	Substitute with less hazardous substances. Follow instructions on containers. Obtain Hazard data sheets. COSHH assessments. Wear appropriate PPE. Proper storage. Training.
Working at Height	Falls from height. Items falling from height. Injuries could be minor, serious or fatal.	Avoid working at height. Risk assessment. Use suitable access equipment. Fall restraint equipment. Training on use of equipment/ladders. Cordon off area.
Use of equipment/machinery/ tools	Entrapment Hit by flying materials. Dust Crushing Stabbing/puncturing	Training in use of equipment. Risk assessment. Maintenance. Guards in place. Emergency stop controls. Wear appropriate PPE.
Electricity	Death Shock Burns fire	Visual check of appliances used. Label and/or remove defective equipment, and report it. Do not overload sockets/extn leads. Avoid trailing electric cables in passageways. Portable Appliance Testing.

Fire	Death, Burns smoke inhalation	Fire risk assessment. Keep workplace tidy. Store flammable substances in fire cabinet. Keep fire doors closed Fire safety awareness training. Know fire emergency procedures.
Violence at Work (VaW)	Physical injury Verbal abuse	Training. Methods to calm situation. Report incidents.
Lone Working (LW)	Injury illness	Training. Risk assessment. Control measures in place re communication Emergency contact arrangements.
Slips, trips, falls at floor level or using stairs	Minor, serious or fatal injuries	Keep floors and passageways clear at all times. Report any faults with floors immediately e.g. torn carpets, broken tiles, wet floors etc. Hold onto rails when using stairs. Always look where you are going.
Using flammable or explosive substances	Explosion, Fire resulting in injury or death	Training. Ensure containers are stored appropriately. Do not expose to heat or sun. Follow instructions re usage. Ensure any valves are completely closed when not in use. Wear appropriate PPE.
Driving vehicles (van, car, fork lift truck, mini-bus)	Injury to yourself and/or others resulting from a traffic accident	Driver has valid licence and qualifications for driving vehicle. Vehicle has appropriate Mot/ inspection certificate/license and is properly maintained. Plan journey and take regular breaks. Observe speed limits. Driver is medically fit to drive.