Risk Assessment Policy
Policy✓ Code of Practice… Guidance… Procedure…
Organisation-wide✓ Local…
Approved by the University Health & Safety Committee
Chairman Mr Eliot Glover Date 11th November 2022 Review date 2025
The purpose of presenting this document to the University Health and Safety Committee Standard 3 year re-fresh✓ Changes in practice and/or legislation... New Policy...

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1 Introduction

Risk assessment is a fundamental part of managing health and safety in the University and forms the central strand of our self-regulated safety management system.

2 Scope

This Policy will apply to all activities carried out by Brunel University London (BUL), but in some cases, more detailed or specific risk assessments are required such as those for chemical and biological substances, manual handling and display screen equipment.

This will require a variation to the Generic Risk Assessment Forms in Appendix 1 & 2 which is acceptable on the provision that the Health and Safety Team has been consulted and approved the variation.

3 Definitions

3.1 A **risk assessment** is a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

3.2 A **hazard** is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc.

3.3 **Risk** is the chance, high or low, that someone could be harmed by these and other hazards, together with an indication of how serious the harm could be.

3.4 A **dynamic risk assessment** is an assessment that takes into account unexpected or short temporary changes that require immediate amendments to be made to risk assessment control measures. Examples would include changes in weather conditions or breakdown of heating systems.

3.5 A **suitable and sufficient risk assessment** is an assessment that is proportionate to the risk and ensures that all relevant hazards are addressed, complies with statutory requirements, ensures all groups who are affected are considered and takes account of existing control measures and identifies further measures as necessary.

3.6 A **generic risk assessment** is an individual assessment covering the common significant hazards that staff and others who may be affected by BUL activities face on a day-to-day basis; these may include low risk activities such as general office activities or repeated activities that can be documented in another way such as safe systems of work or for example local laboratory rules.

3.7 The HSE describe **competence** as the ability to undertake responsibilities and perform activities to a recognised standard on a regular basis. It combines practical and thinking skills, knowledge and experience. Find out more @ http://www.hse.gov.uk/managing/competence.htm

4 Responsibilities

4.1 Executive Team Members

Executive Team Members are responsible for:

- Describing the arrangements with their respective College, Service and/or Institute for conducting risk assessments and ensuring the provision of resources to enable appropriate standards to be achieved; and

- Ensuring information, instruction and training is provided to all persons involved in the risk assessment process including any specific information instruction to ensure their competence.

4.2 Senior Managers reporting to an Executive Team Members

Senior Managers reporting to an Executive Team Member or equivalent are responsible for:

- Ensure suitable and sufficient risk assessments are completed by competent persons for their areas of responsibility and drawing up prioritised action plans and implementing the findings of the risk assessments;

- Ensure the Executive Team Member or equivalent is aware of the resources required (staff time and finances) for implementation of these action plans;

- Consult and involve staff and safety representatives, as required, during the risk assessment process and ensure the findings of risk assessment are communicated to employees and others as appropriate; and

- Ensure employees work in accordance with the findings of the risk assessments and that they are appropriately trained and review risk assessments from other sources where appropriate e.g. contractors

4.3 Employees and Research staff and Students

Employees, research staff and students shall:

- Assist their managers and/or tutors with the risk assessment process and work in accordance with safety procedures and findings of risk assessment; and

- Advise line managers of any change in circumstances which may affect their ability to work safely or which may affect the findings of risk assessment.

4.3 Contractors and limited companies

Where another employer or self-employed person is involved in shared premises or in the use of contractors (including employees from other Colleges within the University), appropriate measures to be taken and communicated to those affected by the relationship to ensure full cooperation and coordination is taking place that ensures that responsibilities are defined and all risks properly addressed.

4.4 Partnership Working (Collaboration)

In situations involving the BUL and other employers working together collaboratively, the responsibilities of each party for managing and monitoring health and safety must be agreed and documented prior to commencement of work activities.

4.4.1 Employers are ultimately responsible for their staff even if they work in a non BUL building or are managed by a non BUL manager and to demonstrate how this responsibility is discharged BUL has developed a Health & Safety Induction Checklist for Shared Workplaces

4.5 Access to the Health, Safety & Environment Team (HSET) and Occupational Health Service

The HSET and the Occupational Health service, who are be contacted through Human Resources, are made available for advice in relation to any health hazard identified via a risk assessment. If it is decided that health surveillance is appropriate, managers can contact the Occupational Health Service, through their HR Administrator for professional advice.

5 Risk Assessment and Safe System of Work

Brunel University has adopted the HSE 5 steps approach to risk assessment, which is summarised as follows and can be found @ http://www.hse.gov.uk/risk/index.htm

- Step 1 Identify the hazards
- Step 2 Decide who might be harmed and how
- Step 3 Evaluate the risks and decide on precautions
- Step 4 Record your findings and implement them
- Step 5 Review your assessment and update if necessary, do not overcomplicate the process.

Appendix 1 is a guide to assist you in the planning process for risk assessment and examples of generic risk assessments @ http://www.hse.gov.uk/risk/index.htm . Appendices 2 & 3 are the standards template that should be used for general health and safety risk assessments which may be supplemented where more specific assessment are required and identified.

In general risk assessments shall be reviewed at a period not exceeding 3 year or following any significant change in working practice or significant accident at work (e.g. RIDDOR).

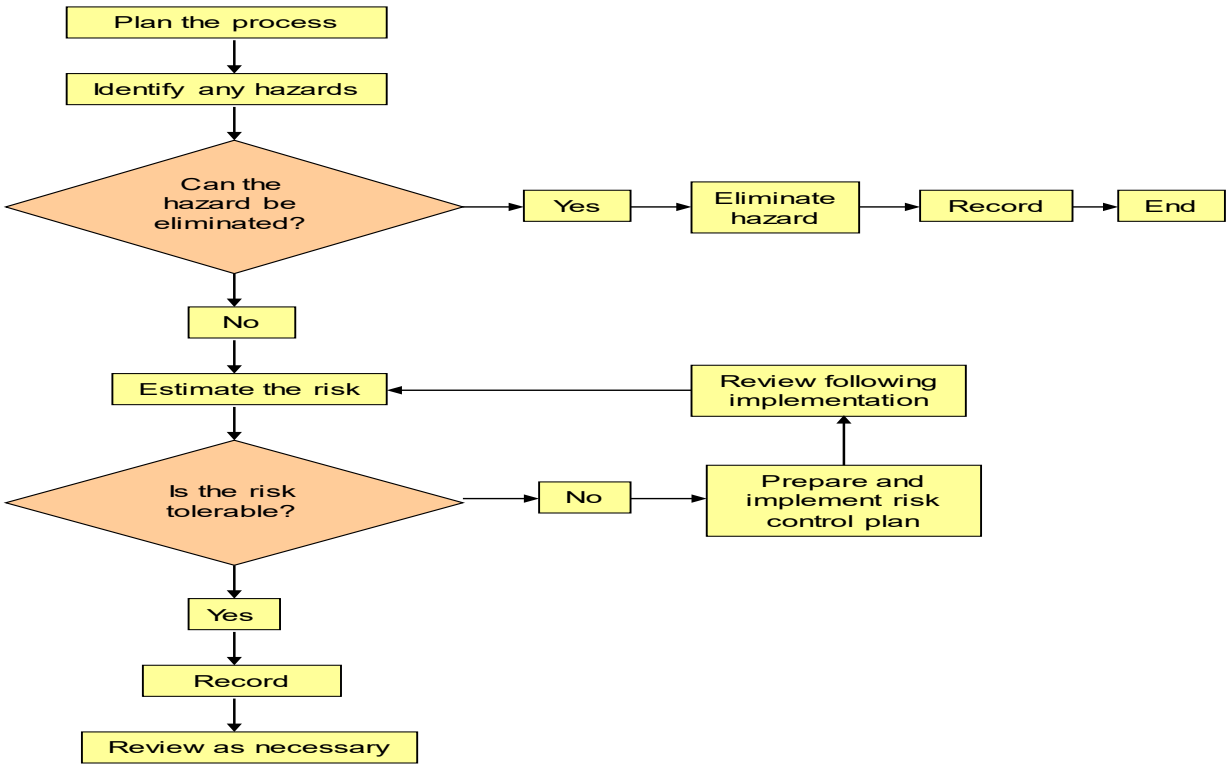
5.1 Safe system of work

A necessary outcome of risk assessment is the establishment of safe systems of work and training to those affected by the assessment to make them aware of the risks and methods of control. Safe systems of work are important aspects of risk control and are fundamental to accident prevention and are generally covered by three different categories to be sued as follows:

- Safe working procedures;
- Permit to work procedures; and
- Safety rules.

Senior Managers reporting to an Executive Team Member are responsible for ensuring that risk assessments are carried out and that safe systems of work are in operation and followed by staff and students within areas under their control.

Appendix 1 Flow chart of the risk assessment process



6 Risk Assessment in Teaching, Learning and Research Areas

6.1. Teaching and Learning Areas without practical or laboratory environments

6.6.1 Colleges and Institutes not carrying out practical /laboratory type work or fieldwork do not usually need specific assessments. However, any unusual activities may require specific assessment and for further information contact the Health and Safety Team @ healthandsafety@brunel.ac.uk.

6.1.2 Risks associated with Fieldwork and Work Placement shall be assessed in accordance with Fieldwork Policy and Work Placement Code of Practice @ https://intra.brunel.ac.uk/s/operations/hands/Pages/AtoZ.aspx

6.2. Teaching and Learning Areas carrying out practical or laboratory work

6.2.1 Verbal information about the main hazards and controls should be given at the start of the Academic programme through the Student Induction to all areas. In practical areas, generic risk assessments shall be produced to identify and control the significant risks in the area.

6.2.2 In laboratory areas, risks should be assessed when drawing up experimental protocols for teaching of practical work. Hazards and controls should be described in experimental scripts and/or in general handbook for students. Risk assessments forms are not required.

6.3 Research Areas

6.3.1 In addition to the ethical considerations, research workers need to identify the hazards and risks relating to their own and others' health and safety associated with their project. As a result, all project leaders shall ensure that a risk assessment is completed prior to the project commencing;

6.3.2 Where students are undertaking projects, it is the responsibility of the members of staff who are supervising the projects to continually assess and inform the students of any potential hazards. Adequate instruction and information complements supervision and helps the student to understand the risks that may be associated with the project.

6.4 The use of Generic Risk Assessments (GRA's) in Student Projects

6.4.1 With the exception of where 6.1 will apply, all student research projects will require a risk assessment before the work starts. If GRA's are used to fulfil the requirement of a project/research risk assessment from the existing teaching and learning area, the project supervisor must read the existing GRA's carefully and assess whether the hazards identified are relevant and appropriate to the research being planned.

6.4.2 The project supervisor must be satisfied that the control measures identified will be implemented, along with any further hazards and controls specific to the research being planned that are not adequately covered in the GRA and recorded.

Appendix 2 HSE Generic Risk Assessment Form – suitable for low risk activities

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (http://www.hse.gov.uk/risk/casestudies). Simply choose the example closest to your business.

Company name:

Date of risk assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately.	Better housekeeping in staff kitchen needed, e.g. on spills. Arrange for loose carpet tile on second floor to be repaired/replaced.	All staff, supervisor to monitor Manager	From now on xx/xx/xx	xx/xx/xx xx/xx/xx

You should review your risk assessment if you think it might no longer be valid (egg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

For information specific to your industry please go to http://www.hse.gov.uk.

For further information and to view our example risk assessments go to http://www.hse.gov.uk/risk/casestudies/

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Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Appendix 3 Risk Assessment Form

A variation to the Generic Form is acceptable on the provision that the Health and Safety Team has been consulted and approved the variation.

General Risk Assessment Form		**School/Service and/or Institute:**		**Activity:**
Date:	**Assessed by:**	**Assessment ref no:**	**Review date:**	**Manager/ Supervisor**

Key to the risk assessment process

Score	**5**	**4**	**3**	**2**	**1**
Column A: Severity of injury:	Very High - Multiple Deaths	High - Death, serious injury, permanent disability	Moderate - RIDDOR over 7 days	Slight - First Aid treatment	Nil - Very Minor
Column B: Likely occurrence:	Inevitable	Highly Likely	Possible	Unlikely	Remote Possibility

Risk Rating Score	**Action**	**Risk Rating Score**	**Action**	**Persons at Risk**		
1-4	Broadly Acceptable - No action required	5-9	Moderate - Reduce risks if reasonably practicable	Employees	Contractors	Members of the public
10-15	High Risk - Priority Action to be undertaken	16-25	Unacceptable -Action must be taken IMMEDIATELY	Students	Work Experience students	Other Persons

SECTION 1 Hazard checklist:

The definition of a hazard is "something that has the potential to cause harm" including ill health, injury, loss of product and/or damage to plant and property. Below is a list of hazards that may be present and may be of assistance in identifying hazards. Although not an exhaustive list, please tick the box if you think the hazard exists in the activity and/or environment and insert in the Description and Location of Hazard Section of the form. Also, include any additional hazards identified and not highlighted below.

a. Condition of the:	Floor.		Stairs.		Furniture.		
b. Extremes of:	Light.		Noise.		Humidity / temperature.		
c. Abnormal levels of:	Dust.		Fumes / aerosols.		Smells.		
d. Animals:	Kicking / scratching.		Biting.		Crushing.		
e. Flammables:	Solvents.		Paper / board.		Wood.		
f. Radiation:	X-ray / radioactivity.		Ultraviolet.		Laser.		
g. Equipment training:	Inadequate training.		No training.		Needs re-training.		
h. Equipment:	Sparks / generates static.		Has a flame.		Uses flammable liquids.		
I. Electrical equipment:	Damaged / exposed wires		Trailing leads / adapters.		PAT tested.		
j. Equipment with:	Sharp / fast moving parts		Emergency cut out.		Extreme temperatures.		
k. Manual handling:	Dragging/moving/lifting.		Heavy.		Awkward.		
l. Vehicles:	Buggies.		Passenger.		Lorries/vans.		
m. Pressure systems:	Autoclaves.		Gas cylinders.		Liquefied gases.		
n. Word processing / computing.	DSE/VDU.		Program / software.		Workstation.		
o. Working:	Lone-working.		Over-crowding.		Housekeeping - bench / floor.		
p. Working:	Above 2m off ground.		On ladders / scaffolds.		Below ground level.		
q. WRULD – work related upper limb disorders	RSI – keyboard, pipette.		Hand Arm Vibration.				
r. outside buildings, roads	Falling objects.		Swinging doors		Obstructions / low beams.		

SECTION 2: Risk Controls - *For each hazard identified in Section 1, complete Section 2.*

Description and location of hazard e.g. trip, falling objects, fire, explosion, noise, violence etc.	**Who might be harmed (at risk)**	**Existing control measures** e .g. Guards, Safe Systems of Work, Training, Instruction, Authorised Users, Competent Persons, Personal Protective Equipment (PPE	A. **Likely severity of injury (1 to 5)**	B. **Likely Occurrence (1 to 5)**	**Risk Rating (A) x (B)**	**Comments / actions**

Identify any other assessments which might also be required, ✓ if needed:	Manual Handling	COSHH/GMO	Display Screen Equipment	COSHH	Off Campus Activities
	Pregnancy	Other			

SECTION 3: Action Plan

Action Plan				
Ref No.	**Further action required**	**By whom**	**By when**	**Completed**

SECTION 4: Communication of the Risk Assessment findings to staff

COMMUNICATION OF RISK ASSESSMENT FINDINGS TO STAFF				
	METHOD	**YES**	**DATE**	**COMMENTS**
Reference of formal and additional communication to staff	Copy of risk assessment issued to staff			
	Controls covered in team procedure issued to staff			
	Induction			
	Team Meeting, Toolbox Talk			
	E-mail circulation			
	Other –			