UCQ
UNIVERSITY
CENTRE QUAYSIDE

Appendix A: Risk Assessments

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1. Purpose

1.1 **University Centre Quayside (UCQ)** aims to comply with the Health and Safety at Work Act 1974, Health and Safety Regulations, and any related codes of practice to reduce the risk of harm to staff, students and visitors.

1.2 UCQ also follows principles set out within *Managing for Health and Safety (HSG65)* to ensure that the working environment is safe and with the minimum risk to health. UCQ will ensure that all risks to staff, students and visitors are identified and where possible eliminated or reduced to a lower level of risk by control measures put into place to ensure the safety of everyone concerned.

2. Introduction

2.1 This policy and procedure applies to all UCQ employees, students, associates, temporary, agency workers, contractors and visitors working on or visiting our premises. A risk assessment is simply a careful examination of what, in your work, could cause harm to people, so that you can assess whether you have taken enough precautions or should do more to prevent harm. Workers and others have a right to be protected from harm caused by a failure to take reasonable control measures.

2.2 Risk assessment involves identifying all tasks within UCQ operations which may potentially cause injury to people. The principle of risk assessment is to reduce the chances of an incident before it happens by assessing the circumstances involved in carrying out the task and ensuring that the risk has been reduced 'as low as reasonably practicable'.

3. Definitions

3.1 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.

3.2 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 are evaluated

3.3 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.

3.4 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: Physically remove the hazards.

Substitution: Replace the hazard.

Engineering controls: Isolate people from the hazard and install systems as required.

Administrative controls: change the way people work, ensuring appropriate signage is displayed.

Personal Protective Equipment: protect the worker with appropriate equipment e.g. safety glasses, hearing protection, shields, gloves, safety footwear etc.

4. Responsibilities

4.1 **The Principal & CEO** has overall responsibility for ensuring that UCQ has the necessary management systems in place to enable the effective implementation of all health and safety and risk management policies and procedures.

4.2 The Health and Safety strategic Lead

Will be responsible for ensuring that:

- The requirements of all relevant health and safety legislation are met and that managers fully understand their responsibilities
- Arrange for the provision of information, instruction and training as is necessary to enable staff to adequately assess the extent and nature of hazards and risk

4.3 The Health and Safety Officer

Has responsibility to:

- Support managers to complete risk assessments using form **QD OPS 016** for generic Assessments
- Support managers to complete COSHH risk assessments using form **QD OPS 022**
- Ensure risk assessments are suitable and sufficient
- Upload completed risk assessments to the Synology Health & Safety folder
- Ensure staff are aware of and understand relevant control measures as highlighted in the risk assessments
- Ensure risk assessments are reviewed annually or as the business experiences change

4.4 Managers / Supervisors

Are responsible for:

- Ensuring that hazards are reported to the Health and Safety Officer
- Ensure identified risks are assessed in areas under their control
- Implement control measures identified in the risk assessment

4.5 Staff

Have a responsibility to:

- Comply with the duty of care ensuring the safety and wellbeing of themselves and others affected by their acts
- Follow the training and instructions that they have been given and to bring perceived risks to the attention of the company
- Participate in the completion of risk assessments when requested
- Follow safety related instructions and safe systems of work identified in risk assessments
- Staff are responsible for reporting any risks/defects or concerns to the Health and Safety Officer

5. Risk assessment guidance

5.1 **University Centre Quayside (UCQ)** will ensure that all hazardous processes / tasks are risk assessed to ensure the safety and wellbeing of the persons involved. Any changes to the work process will require new risk assessments to be completed before the process / tasks are put into action.

5.2 To reduce any risks, it is the intention of UCQ to risk assess all hazardous processes and complete a written risk assessment. Major hazardous processes will be risk assessed and only allowed after completing a permit to work control form. The Health and Safety Officer will support relevant staff to complete risk assessments.

5.3 Prior to assessing any task, consider circumstances which exist and may result in a hazard, and thus presents a risk to the personnel involved. Assessments that need to be made will need to take account of:

1. Persons involved
2. Equipment
3. Electrical
4. Fire
5. Manual handling
6. Materials handling

5.4 Due to the nature of the business, certain risks may not be known, including random maintenance tasks, until an initial assessment is made. Staff should therefore be aware of Risk Assessment procedures to ensure appropriate control measures are identified and implemented. If there is any uncertainty regarding the need for, or completion of, a risk assessment, staff should seek advice from the Health and Safety Officer.

6. Steps

6.1 Step 1 – Identify hazards

Look around your workplace and think about what may cause harm (these are called hazards). Think about:

- How people work and how plant and equipment are used
- What chemicals and substances are used
- What safe or unsafe work practices exist
- The general state of your premises
- Think about hazards to health, such as manual handling, use of chemicals and causes of work-related stress. For each hazard, think about how employees, contractors, visitors or members of the public might be harmed.

Vulnerable workers

Some workers have particular requirements, for example young workers, migrant workers, new or expectant mothers and people with disabilities.

Hybrid and remote workers

6.2 Step 2 – Assess the risks

Once you have identified the hazards, decide how likely it is that someone could be harmed and how serious it could be. This is assessing the level of risk.

Decide:

- Who might be harmed and how
- What you are already doing to control the risks
- What further action you need to take to control the risks
- Who needs to carry out the action
- When the action is needed by

6.3 Step 3 – Control the risks

Look at what you are already doing, and the controls you already have in place. Ask yourself:

- Can I get rid of the hazard altogether?
- If not, how can I control the risks so that harm is unlikely?

If you need further controls, consider:

- Redesigning the job
- Replacing the materials, machinery or process
- Organising your work to reduce exposure to the materials, machinery or process
- Identifying and implementing practical measures needed to work safely
- Providing personal protective equipment and making sure workers wear it

Put the controls you have identified in place. You're not expected to eliminate all risks, but you need to do everything 'reasonably practicable' to protect people from harm. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble.

You can find more detailed guidance on controls relevant to your business.

6.4 Step 4 - Record your findings

As UCQ employs more than 5 people, you must record your significant findings, including:

- The hazards (things that may cause harm)
- Who might be harmed and how
- What you are doing to control the risks
- To help you, use these risk assessment template and examples. Do not rely purely on paperwork as your main priority should be to control the risks in practice.

6.5 Step 5 - Review the controls

UCQ will review the controls in place to make sure they are working. UCQ will review them if:

- They may no longer be effective
- There are changes in the workplace that could lead to new risks such as changes to:
    - Staff
    - A process
    - The substances or equipment used
- Following a near miss, safeguarding incident, significant change in activity, premises or delivery model.

UCQ will also consider a review if our workers have spotted any problems or there have been any accidents or near misses. UCQ will update the risk assessment record with any changes.

7. Legislation reference

Health and Safety at Work Act 1974

The Managing for Health and Safety (HSG65)

8. Further information

https://www.hse.gov.uk/simple-health-safety/risk/index.htm

9. Forms

QD OPS 002 FE Delivery Venue Vetting Form
QD OPS 009 HE Venue Vetting Form
QD OPS 016 Risk Assessment
QD OPS 022 COSHH Risk Assessment
QD OPS 023 COSHH Assessment Annual Review
QD OPS 028 Working from Home Risk Assessment

HSE Display Screen Equipment – Workstation checklist

10 Initial equalities impact assessment

Department: All	**Completed by:** Tara Henderson, Head of Policy & Governance	**Date of initial assessment:** 19/02/2021
Area to be assessed:	HS-001 Appendix A – Risk Assessments	
Existing or new policy/procedure:	Existing	
What evidence has been used to inform the assessment and policy? (please list only)		
External guidance and requirements: ➢ Health and Safety Executive guidance ➢ Health and Safety at Work etc. Act 1974 ➢ The Managing for Health and Safety (HSG65) **Internal guidance and requirements:** ➢ Consultation with Health and Safety Officer and Health and Safety Strategic Lead		

1. Describe the aims, objectives or purpose of the policy/procedure		Guidance to ensure that all risks to staff, students and visitors are identified and where possible eliminated or reduced to a lower level of risk by control measures put into place to ensure the safety of everyone concerned.		
2. Which stakeholders/groups are intended to benefit from this policy/procedure?		All stakeholders		
The Equality Act 2010 requires public bodies to have 'due regard' to the need to:- (1) Eliminate unlawful discrimination, harassment and victimization (2) Advance equality of opportunity between different groups; and (3) Foster good relations between different groups		**3. Could the policy/procedure have a disproportionately negative effect impact in terms of the aims set out in (1) to (3) of the Act on any of the protected characteristics?:-** **High** **Medium** **Low** **No effect**	**4. Briefly explain how the policy/procedure furthers or prevents the aims set out in (1) to (3).**	**5. If there is a disproportionately negative impact on any protected characteristics, can it be justified on the grounds of promoting equality or any other reason? If yes, please explain.**
Protected characteristics	**Age**	No effect	Not applicable	Not applicable
	Disability	No effect	Not applicable	Not applicable
	Gender	No effect	Not applicable	Not applicable
	Gender reassignment	No effect	Not applicable	Not applicable
	Marriage and Civil Partnership	No effect	Not applicable	Not applicable
	Pregnancy and Maternity	No effect	Not applicable	Not applicable
	Race	No effect	Not applicable	Not applicable
	Religion or Belief	No effect	Not applicable	Not applicable
	Sexual Orientation	No effect	Not applicable	Not applicable

6. Has there been any consultation/engagement with the appropriate protected characteristics?		Not applicable as no PC impact identified
7. What action(s) will you take to reduce any disproportionately negative impact, if any?		None required
8. Based on the information in sections 1 to 7, should this policy/procedure proceed to Full Impact Assessment? (recommended if one or more 'High' under section 2)		No
Assessor signature:	**Approved by:** **Michelle Elliott**	**Date approved:** 19/02/2021