

RISK ASSESSMENT POLICY AND PROCEDURE

1) Statement

This policy sets out how Engineering Trust Training (ETT) will identify and manage risks, at and away from its HQ that may affect the health and safety of ETT staff, apprentices and others affected by our activities.

2) Scope

- a) The Management of Health and Safety at Work Regulations 1999 imposes a duty on employers to carry out suitable and sufficient assessments of all the significant risks to employees and those who may be affected arising out of or in connection with any work activity.
- b) The purpose of the risk assessment is to enable ETT to determine what measures should be taken to comply with the duties under the relevant statutory provisions. This covers the general duties under the Health and Safety at Work etc Act 1974.
- c) More specific requirement for risk assessment can be found in other legislation e.g. the Control of Substances Hazardous to Health Regulations 2002, the Regulatory Reform (Fire Safety) Order 2005 and the Manual Handling Operations Regulations 1992 (as amended 2002).

3) Definitions

- a) Hazard. Anything that may cause harm.
- b) Risk. The likelihood on scale from high or low that someone could be harmed by a Hazard.
- c) Control Measure. The actions put in place to manage the Risk of a Hazard, with the aim to reduce the risk to an acceptable level.
- d) Risk Assessment. A careful examination of what, in your work, could cause harm to yourself or others. The assessment should allow you to weigh up whether you have taken enough precautions or should do more to prevent harm.
- e) Generic Risk Assessment. An individual assessment covering the common significant hazards that multiple staff and others may, through their work activities, face on a day to day basis.
- f) Dynamic Risk Assessment. An assessment that takes into account unexpected or short temporary changes that require immediate amendments to be made to a risk assessment control measures. Many of these will be done by an individual when faced with a certain situation.
- g) Suitable and Sufficient Risk Assessment. 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.

4) Risk assessments in practice

- a) There are no fixed rules about how a risk assessment should be carried out; it will depend on the nature of the work or business and the types of hazards and risks.
- b) The risk assessment process needs to be practical and take account of the views of staff who will have practical knowledge to contribute.
- c) The management of Risk is everyone's responsibility – both to follow any assessments that are completed and to identify hazards and risk then act to manage them in an effective way.
- d) The Chief Executive is responsible for ensuring that arrangements for risk assessments are adequate and are communicated effectively.
- e) The Director of Delivery and Operations will lead on the completion of Generic Risk Assessments for the business. This person will receive training to ensure they are competent in identify hazards, decide who might be harmed, how they might be harmed and then

evaluate the risks, deciding on what control measures are necessary to minimise those risks, as far as reasonably practicable.

- f) ETT Staff are responsible for risk assessing the work they do, the sessions they deliver to learners, their home working area, and their work in terms of visiting partner businesses and subcontractors.
- g) All risk assessments are recorded and any significant hazards are communicated to relevant persons including the arrangements in place for controlling those risks.

5) Risk Assessment Procedure

- a) Principles of risk prevention
 - i) Where possible, avoid a risk altogether
 - ii) Evaluate risks that cannot be avoided by carrying out a risk assessment
 - iii) Combat risks at source. E.g. if the steps are slippery, treating or replacing them is better than displaying a warning sign
 - iv) Adapt work to the requirements of the individual
 - v) Take advantage of technological and technical progress, which often offers opportunities for improving working methods and making them safer
 - vi) Implement control measures to form part of a coherent approach.
 - vii) Ensure that staff understand what they must do
 - viii) Promote a positive health and safety culture. Avoidance, prevention and reduction of risks at work are accepted as part of our approach and attitude to all business activities.
- b) Risk Assessment Procedure
 - i) Step 1 – Look for the hazard
 - Walk around your area of responsibility and look afresh at what could reasonably be expected to cause harm. Ignore the trivial and concentrate only on significant hazards that could result in serious harm or affect several people.
 - Involve others and ask their opinion, they may have noticed things that are not immediately obvious.
 - Look only for hazards that could reasonably expect to result in significant harm under the conditions in your workplace. Examples:
 - (a) slipping/tripping hazards (e.g. poorly maintained floors or stairs)
 - (b) fire (e.g. from flammable materials)
 - (c) chemicals (cleaning etc.) and how they are used and in what quantities
 - (d) moving parts of machinery
 - (e) work at height
 - (f) vehicles
 - (g) electricity (e.g. poor wiring, portable appliances)
 - (h) manual handling
 - (i) noise (noisy machinery or process)
 - (j) poor lighting, low temperature etc
 - ii) Step 2 – Decide who might be harmed, and how
 - There is no need to list individuals by name – just think about groups of people doing similar work or who may be affected.
 - People who may not be in the workplace all the time e.g. home workers, cleaners, visitors, contractors, maintenance personnel.
 - Examples:
 - (a) office staff
 - (b) training Officers
 - (c) cleaners
 - (d) visitors
 - (e) staff and Learners with disabilities

- (f) lone workers
- (g) pregnant worker
- You have a responsibility to report to the Chief Executive any personal circumstances that would change the risk assessment e.g. any temporary or permanent disability or health condition that would mean that you are at greater risk.
- iii) Step 3 – Evaluate the risks arising from the hazards and decide what control measures you are going to put in place to reduce the risk to an acceptable level.
 - Even after all precautions have been taken, usually some risk remains.
 - The initial risk level will show the level without any control measure being put in place.
 - The residual risk is the level after the control measures have been implemented.
- iv) Step 4 – Record findings
 - Assessments should be recorded electronically on the ETT risk assessment form (see last page of this document). You should upload into the ‘Risk Assessment’ file on SharePoint.
 - The written document is important in terms of communication of the hazard and risk and the control measures in place that must be followed. It allows staff to refer back at any point and for effective monitoring.
- v) Step 5 – Communication
 - If you wrote the assessment, it is your responsibility to make all ETT Staff aware that it exists and that it is available within the SharePoint file.
- vi) Step 6 – Review and revise
 - Risk assessments will be reviewed annually or sooner if the aspect of the environment changes significantly.
 - You are responsible for advising the Head of Delivery and Engagement of any changes in activity which may affect the findings of the risk assessment. You can make revisions themselves however this must be communicated in order to make all staff aware of the changes.
 - Assessments should not be written over. Old assessments should be archived and a new copy saved.
- c) Specific risk assessments
 - i) These will, much of the time, be used by Training Officers who work in unique situations specific to their work. These could include (but not limited to);
 - being based at and working from home
 - lone working
 - access and working on specific Employer’s premises

Risk Assessment

Aspect:		Completed by:	
Date carried out:		Date of review:	

Hazard	Who might be harmed and how?	Control measures in place	Further control measures to reduce the risk of the hazard causing harm?	Who must implement control measures?	When is action required by?	Date action completed.