

# Risk Assessment Policy

## 1 Policy Statement

- 1.1 The college aims to ensure that all the people present on site are safe from any risk.
- 1.2 The purpose of this policy is to establish clear college guidance for the Health & Safety officers on the procedures to follow.

## 2 Key Principles

Winsor Education is committed to ensuring that the principles mentioned below are met without fail.

### **It is our policy to:**

- 2.1 Ensure significant risks and hazards are addressed.
- 2.2 Ensure all those who might be harmed by the hazards are identified.
- 2.3 Ensure all aspects of work activity are reviewed including routine and non-routine activities.
- 2.4 Take account of non-routine operations, e.g. maintenance.
- 2.5 Take account of the management of incidents such as interruption to work activity.
- 2.6 Be systematic in identifying hazards and looking at risks.
- 2.7 Take account of the way work is organised and the effects this can have on health, including taking account of potential psychological as well as physical changes.
- 2.8 Take account of risks to the public visiting our premises.
- 2.9 Take account of the need to cover fire risks once in six months.
- 2.10 The external activities are risk assessed by the Health & Safety Officer(s) prior to the trip.

- 2.11 Risks are continually monitored at least once in six months.
- 2.12 Any special needs are taken into consideration.
- 2.13 The first aid box is checked and updated every quarter or when needed.
- 2.14 A first aider is present on site at all opening hours.

### 3 Implementation responsibility

- 3.1 The Health & Safety Officer (1<sup>st</sup> point contact) is responsible for the implementation of this policy.
- 3.2 In the absence of the main Health & Safety Officer the 2<sup>nd</sup> Point contact will be responsible for the implementation of this policy.

A general risk assessment exercise will be undertaken by:	Mr. Waqas Mehmood / Dr. M Saleem
The findings of the general risk assessment exercise will be reported to:	Mr. Sarfaraz Jagirdar
Action required to remove/control risks will be approved by:	Mr. Sarfaraz Jagirdar
Responsibility for ensuring the action required is implemented rests with:	Mr. Waqas Mehmood
Checking that the implemented actions have removed/reduced the risks will be done by	Mr. Sarfaraz Jagirdar Mr. Waqas Mehmood

### 4 Monitoring

- 4.1 The policy will be monitored at two levels.
  - 4.1.1 First level monitoring will be done by the Health & Safety officer.
  - 4.1.2 Second (higher) level monitoring will be conducted by the Principal.

### 5 Policy Review

- 5.1 This policy will be reviewed on a regular basis in accordance with legislative developments, keeping any new updates or changes in view and the need for good practice using the HSE guidelines for implementation.

It is a college policy that all policies are reviewed annually.

Hazards	Who is at risk	Existing measures	Proposed measures	Responsible person	Target date	Date target achieved

**Risk Assessed by**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Verified by**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_