



Abertay University®

Risk Assessment and Control Policy

Health and Safety Policy

Note

The purpose of this document is to provide a framework within which the University can exercise an appropriate duty of care towards staff, students, contractors and others who may be affected by their duty to assess risks on the premises. Information provided within this document applies to all.

Version 5

Revised 2019

Definitions

Risk Assessment	May be described as a thorough examination of the workplace to identify those significant hazards which have the potential to cause harm and to evaluate the extent of the risks involved.
Control Measures	Are the preventative and protective measures which have been identified by the employer in consequence of the risk assessment as the measures the employer needs to take to comply with the requirements and prohibitions imposed on him under relevant statutory provisions.

1. POLICY STATEMENT

It is the Policy of the University Court to ensure, so far as is reasonably practicable, that the risk associated with all work activities will be managed to comply with the requirements of the Management of Health and Safety at Work Regulations 1999¹ and the Health and Safety at Work Act etc.1974.

2. PURPOSE

The purpose of risk assessment is to help the employer to determine what measures should be taken to comply with the employer's duties under 'relevant statutory provisions' (this phrase covers the general duties in the Health & Safety at Work etc. Act 1974 and the more specific duties in various Acts and Regulations including the Management of Health & Safety at Work Regulations 1999).

In essence, risk assessment guides the judgement of the employer as to the measures the employer ought to take to fulfil the relevant statutory obligations. The primary aim of risk assessment is to remove entirely identified hazards, or when this is not 'reasonably practicable', decide on a suitable method of risk control.

3. OBLIGATIONS AND RESPONSIBILITIES

The University as an employer is required to make a suitable and sufficient assessment of any:

(a) Risks to the health and safety of its employees to which they are exposed whilst they are at work;

(b) Risks to the health and safety of persons not in its employment arising out of or in connection with the conduct of the University's undertaking

University Court recognises this statutory obligation, and has placed the responsibility on the Persons Responsible in Schools/Services to ensure that suitable and sufficient risk assessments are carried out as a routine measure and to such an extent, that Court will not find itself in contravention of its responsibilities.

The Management of Health and Safety at Work Regulations 1999 requires all employers with five or more employees to record the significant findings of the risk assessment (regulation 3) and to comply with regulation 4, namely that:

(a) every employer shall make and give effect to such arrangements as are appropriate, having regard to the nature of his activities and the size of his undertaking, for effective planning, organisation, control, monitoring and review of the preventative and protective measures; and

(b) where the employer employs five or more employees he shall record the arrangements

To promote compliance with regulation 4, Court extends the responsibility of Persons Responsible to include in their general management duties the taking of necessary measures to ensure full compliance with the requirements laid down above.

¹ <http://www.legislation.gov.uk/ukxi/1999/3242/contents/made>

4. UNIVERSITY PRACTICE

Persons Responsible are tasked with ensuring that risk assessments and subsequent health and safety arrangements will be carried out and completed by competent persons and that records will be retained by the School/Service. These records are to be made available as required, to the University Health & Safety Lead Officer or any regulatory inspector as evidence that relevant requirements have been complied with.

The University will provide suitable and sufficient training for identified personnel, supplemented by the University general risk assessment form².

The University, in compliance with regulation 8 of the Management of Health & Safety at Work Regulations 1999 has identified competent persons to assist and advise on measures needed to be taken to comply.

The University Health & Safety Lead Officer will advise on requirements which may be highlighted as a result of risk assessments, and where specialised advice is needed he will also assist by direct intervention or by recommending specific information sources or agencies relevant to the particular enquiry.

Following a risk assessment and the implementation of health and safety arrangements, the University will be able to demonstrate that:

1. A proper check of the premises and procedures has been made
2. All obvious significant hazards have been taken into account
3. All those who might be affected have been considered
4. Groups of workers who may be particularly at risk (e.g. young or inexperienced workers, lone workers, and disabled staff) have been identified
5. Control measures (including precautions) are reasonable and the remaining risk is considered to be low.

5. Risk Control Measure

All final decisions about risk control measures must take into account the relevant legal requirements, which establish minimum levels of risk prevention or control.

The requirement to carry out risk assessments in compliance with the Management of Health and Safety at Work Regulations 1999 may correspond to a similar requirement in other existing regulations. Where duties overlap, compliance with the duty in the more specific regulation will normally be sufficient to comply with the requirement of the Management Regulations.

² <https://intranet.abertay.ac.uk/documents/forms/health-and-safety/riskassessmentforms/>