



RISK ASSESSMENT

This Policy Standard states University policy on Risk Assessments and should be regarded as the benchmark standard for all generic risk assessments and those specific risk assessments not covered by other more detailed policies, guidance or legislative control.

The Policy Standard states duties and responsibilities of the University and its Colleges, Professional Services, staff, students, volunteers and others.

The Policy Standard applies to:

- *Each College and Professional Service.*
- *Staff, Students and Volunteers.*
- *All activities where there is a potentially significant risk of harm, injury or damage.*

The Standard is in addition to and complements other more detailed information and controls, for example:

- *Control of Substances Hazardous to Health.*
- *Asbestos Containing Materials.*
- *Ionising Radiations.*

The Policy Standard does not consider:

- *Any event outside of the control or influence of the University and its Colleges and Services.*

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1. POLICY STATEMENT

It is the policy of Bangor University, so far as is reasonably practicable, but in accordance with the relevant legislation, statutory requirements and good practice, to ensure the health and safety of staff, students and visitors to the University.

2. INTRODUCTION

In addition to those general requirements under the Health and Safety at Work etc. Act, the University and its constituent Colleges and Professional Services, have specific obligations per the Management of Health and Safety at Work Regulations to implement sound management practices that seek to avoid, control and/or manage risks so that the health, safety and well-being of staff and those affected by the University's undertakings are safeguarded.

This Policy Standard has been produced having due regard for legislation and good practice in the Higher Education Sector and seeks to ensure University compliance with both.

In accordance with the University's Health and Safety Policy the duty to implement this Policy Standard is delegated to each College and Professional Service.

For the purpose of this Policy Standard the following definitions apply:

- **'Risk Assessment'**: *A careful examination of what, through your work or at your workplace, could cause harm to people, so you can weigh up whether you have taken enough precautions or should do more to prevent harm.*
- **'Hazard'**: *A hazard is anything that may cause harm (injury or illness) e.g. chemicals, electricity, working from ladders, driving, undertaking social surveys [another word for Hazard could be Danger].*
- **'Risk'**: *Is the combination of the likelihood, great or small, of someone being harmed by the hazard and the severity of that harm should it occur.*
- **'Harm'**: *Injury or illness.*
- **'Reasonably Practicable'**: *Weighing up the cost versus the benefit i.e. evaluating the risk against the trouble, time and money needed to control it.*

3. BACKGROUND & GENERAL INFORMATION

The law does not expect all risks to be eliminated but requires employers to protect people as far as is 'reasonably practicable' from harm.

Risk Assessments are an important step in ensuring the health, safety and well-being of staff, students and others affected by the University.

Risk Assessments also assist the University and its Colleges and Professional Services to focus on those risks that really matter in the workplace – the ones with the potential to cause real harm and to ensure no one is hurt or becomes ill as a result of their work or studies.

4. COLLEGE AND PROFESSIONAL SERVICE RESPONSIBILITIES

Each College and Professional Service is required to introduce and monitor systems to, as far as is reasonably practicable:

- a) Secure the health and safety of staff and students whilst at work / study.
- b) Ensure risk assessments are carried out, by competent persons, to identify significant hazards and risks, assess the risks from these and identify controls necessary to manage risk to the lowest level reasonably practicable for all persons involved with and / or potentially affected by the activity.

- c) Ensure further controls identified by risk assessments are action planned and implemented.
- d) Ensure the findings of risk assessments and any updated versions are communicated to appropriate staff and students.
- e) Ensure that following a risk assessment, staff and students are provided with sufficient information, instruction and training, as is necessary to ensure their health and safety whilst at work / study (this includes temporary and visiting staff).
- f) Ensure staff and students report health and safety concerns to their College / Service.
- g) Ensure all health and safety concerns are investigated with corrective action taken when necessary.
- h) Ensure records of all risk assessments and action plans are kept.
- i) Ensure risk assessments are reviewed at suitable periods, e.g. annually or where there is reason to suspect the risk assessment is no longer valid, with detail of revisions (i.e. version numbers maintained).
- j) Communicate essential health and safety information with other building users (including embedded and incubator companies) and prepare suitable emergency plans and procedures.

5. RESPONSIBILITY OF STAFF AND STUDENTS

As with responsibilities placed upon the University and its Colleges and Professional Services, each member of staff and student has a responsibility in law and as per the Health and Safety Policy to:

- a) Take reasonable care of their own health and safety and of other persons who may be affected by their acts or omissions.
- b) Comply with instruction and training provided to ensure their own health and safety and that of others.
- c) Use and comply with control measures, including safe systems of work and safe operating procedures, which have been provided to minimise risks.
- d) Not interfere with, misuse or damage anything which has been provided in the interests of health and safety.
- e) Inform their Line Manager / Lecturer etc. (as appropriate) immediately of any concerns / problems relating to health and safety e.g. controls not working, damaged equipment, or any adverse health conditions.
- f) Where appropriate make safe any item of equipment or are that poses an immediate and significant risk to health and safety.

6. EQUALITY ASSURANCE

Every effort must be made through the risk assessment, to support individuals so they are treated equally. However, in some rare instances, there may be a requirement to treat 'persons with a protected characteristic' differently in order to safeguard their own health, safety and well-being. Any such consideration will be discussed with the individual and reasonable adjustments agreed.

It is noted that health and safety risk assessments should be used to enable staff and students to undertake their tasks safely and not as a mechanism to prevent an activity because an element of risk exists. Every effort should be made to support staff and students to enable them to undertake their tasks in the same way as their peers.

7. FURTHER INFORMATION AND PRACTICAL GUIDANCE

The following Information Sheets and guidance is available to enable Colleges / Professional Services to meet the requirements of this Policy Standard:

- How to Carry Out a Risk Assessment.
- Risk Assessment Form.
- Example Risk Assessments for a range of activities.
- Template College / Professional Service (Overview) Risk Assessment.

8. REVIEW AND AUDIT PROCEDURES

Colleges / Professional Services must periodically review their own procedures to ensure they are implemented, they are suitable and effective and they comply with this Policy Standard.

Health and Safety will also carry out periodic audits to assess the general level of compliance with and the appropriateness of this Policy Standard.

In addition, the University's Health and Safety Committee may from time to time review the effectiveness of the University's system for the management of risks.

End.