


Fitzwilliam College Management of Health & Safety

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| Risk Assessment Number: | Issue No: | 01 | Issue Date: | 1 April 2022 | Review Date: | Constant review |
| Title of Risk Assessment: | Health & Safety | | | | | |
| Description of Task: (what is to be done) | Safe operating practices within Fitzwilliam College | | | | | |
| Additional Information to be read: Documents consulted (guidance, policies, legislation, ACOP): | <ul style="list-style-type: none">▪ HASAW Act 1974▪ Management of Health and Safety at Work Regulations 1999▪ PPE Regulations 2002▪ Workplace (Health, Safety & Welfare) Regulations 1992▪ College Ordinance on Risk Management Policy - as approved by GB – 2019-20▪ College Health & Safety Policy – as approved by the GB April 2020 | | | | | |
| Assessor Name: | Alan Fuller | | Assessor Signature: |  | | |

Levels of Risk Methodology:

Risk Assessment Action Plan based on the Risk Level

Risk Matrix Findings:

LIKELIHOOD \times SEVERITY = RISK LEVEL

| LIKELIHOOD OF HARM CATEGORIES | SEVERITY OF HARM CATEGORIES | | | | |
|-------------------------------|-----------------------------|--------------------|--------------------------|---------------------|---------------------------------|
| | NO INJURY 1 | SLIGHT INJURY 2 | MEDIUM LEVEL INJURY 3 | SERIOUS INJURY 4 | LIFE CHANGING INJURY/DEATH 5 |
| VERY UNLIKELY 1 | 1 | 2 | 3 | 4 | 5 |
| UNLIKELY 2 | 2 | 4 | 6 | 8 | 10 |
| FAIRLY LIKELY 3 | 3 | 6 | 9 | 12 | 15 |
| HIGHLY PROBABLE 4 | 4 | 8 | 12 | 16 | 20 |
| AMOST CERTAIN 5 | 5 | 10 | 15 | 20 | 25 |

| Risk Level | TOLERABILITY: guidance on necessary action and timescale |
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| ACCEPTABLE 1-4 | These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained. |
| ADEQUATE 5-9 | Considerations should be given as to whether the risks can be lowered, where applicable, but the costs of additional risk reduction measures should be considered. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences. |
| TOLERABLE 10-14 | Efforts should be made to reduce the risk. Risk reduction measures should be implemented as soon as practicable. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with very harmful consequences |
| UNACCEPTABLE 15-25 | These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to a tolerable or acceptable level. The work activity should be halted until risk controls are implemented that reduces the risk so that it is no longer very high. If it is not possible to reduce the risk, the work should remain prohibited. |

| Hazards (H) and Control Measure (CM): | Who may be harmed: | Guidance and Existing Controls: | Controlled Risk Level | | | Further Review and Controls Required: |
|---------------------------------------|---|--|-----------------------|-----|------------|--|
| | | | L | S | Risk Level | |
| Health & Safety Governance (CM) | All Members of College, Visitors, Contractors | <ul style="list-style-type: none"> • Master & Fellows have overall responsibility for governance of H&S • H&S Policy in place reviewed biennially • H&S Committee, with membership from the Fellowship, Students and Staff • Departmental Risk Assessments in place and reviewed annually • Induction includes departmental H&S training • Students are advised on H&S as part of induction • All H&S legislative compliance is adhered to • External H&S audit carried out triennially • All persons have an individual responsibility for Health and Safety of themselves and others – embedded in our H&S Policy | 2 | x 5 | = 10 | <p>Maintenance of existing controls</p> <p>Action plans to be undertaken from all audits</p> <p>Remain under constant review</p> |
| Employee H&S Training (CM) | All Members of College, Visitors, Contractors | <ul style="list-style-type: none"> • Departmental Induction is given to all employees; H&S training is part of that process • Manual Handling training is undertaken biennially and for all new staff • Departmental Risk Assessments identify all H&S needs and implement appropriate training to the required standards for each department • All Heads of Department are responsible for H&S training within their department | 3 | x 3 | = 9 | <p>HoDs maintain training records for their department</p> <p>Departmental RAs are reviewed by the H&S Manager annually</p> <p>Manual Handling training carried out in College</p> |

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| Fire Safety (CM) | All Members of College, Staff Visitors, Contractors | <ul style="list-style-type: none"> • Annual external audit for Fire Risk Assessment • Annual evacuation Drills for Students and Staff • Regulatory fire alarm system; fire safety equipment; emergency evacuation lighting; checks and testing • Regulatory signage in place across all college properties • Student briefing on Fire Safety at the commencement of the academic year – mandatory to attend • Residential Life (Accommodation guide) and College Regulations include all Fire Safety information | 1 | x 5 | = 5 | All aspects of Fire Safety are managed by the Health and Safety Officer, and Manager, and overseen by the Health and Safety Committee, reporting to the Governing Body. |
| Communicable Diseases (H) | All Members of College, Staff, Visitors, Contractors | <ul style="list-style-type: none"> • Clear guidelines of communication are in place for internal procedure to be implemented: <ul style="list-style-type: none"> ○ Isolation ○ Welfare support – Tutorial, HR ○ Access to medical advice – official guidance ○ Domestic services support; cleaning, food, access to exercise etc. • RIDDOR guidelines to be adhered to • Continued monitoring, support and outcome resolution • | 1 | x 5 | = 5 | Protocols and Processes written into the BCP management plans – lessons learned from Covid-19 pandemic |
| Wellbeing/Mental Health (CM) | All Members of College, Staff, Visitors, Contractors | <ul style="list-style-type: none"> • Appointment and development of a Wellbeing team within the College – led by a Wellbeing Co-ordinator • Student UG and PG committees have Welfare Officers • College Nurse • Mental Health First Aid training is undertaken by staff • Embedded in the staff appraisal system • Chaplain is available for support | 3 | x 3 | = 9 | |

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| Provision of First Aid (CM) | All Members of College, Staff, Visitors, Contractors | <ul style="list-style-type: none"> • First Aid Needs Assessment (FANA) for the College in place • Required number of First Aid At Work trained staff in place (all Porters are trained), and is communicated to all members of College • Appropriate number of First Aid boxes, equipment and supplies to be in place • Reporting of Incidents, Accidents and Near Misses collated, and reported to H&S Cmt. for review and action where required | 2 | x 5 | = 10 | <p>Undertake all recommendation from the FANA</p> <p>Review biennially</p> |
| Lone Working (H) | All Members of College, Staff Visitors, Contractors | <ul style="list-style-type: none"> • All departmental Risk Assessments consider Lone Working and include mitigations to reduce risk, based on the needs of each department • Resources made available – such as mobile phones and handheld radios, where needed • Appropriate levels of staffing are considered to reduce the risk • Contractors sign in and out of College, when working on site – managed by College departments | 1 | x 3 | = 3 | |