Fitzwilliam College Management of Health & Safety

Risk Assessment Number:	Issue No:	02	Issue Date:	01 August 2025	Review Date:	01 August 2026
Title of Risk Assessment:	Management of 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):	- HASAW Act 1974 - The Fire Safety (England) Regulations 2022 - 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 - PUWER 1998 (Provision and Use of Work Equipment Regulations) - Control of Substances Hazardous to Health Regulations (COSHH) 2002 - Manual Handling Operations Regulations 1992 - Health & Safety (Display Screen Equipment) Regulations 1992					
Assessor Name:	Olivia Speed		**Assessor Signature:**		OSpeed	

Levels of Risk Methodology:

Risk Assessment Action Plan based on the Risk Level

Risk Matrix Findings:

LIKELIHOOD **X** SEVERITY **=** RISK LEVEL

Qualitative Risk Matrix 2		Severity of Harm				
		1 Insignificant	2 Minor	3 Moderate	4 Severe	5 Catastrophic
Likelihood of Harm Occurring	1 Rare	1 = Low	2 = Low	3 = Low	4 = Low	5 = Low
	2 Unlikely	2 = Low	4 = Low	6 = Low	8 = Medium	10 = Medium
	3 Possible	3 = Low	6 = Low	9 = Medium	12 = Medium	15 = High
	4 Likely	4 = Low	8 = Medium	12 = Medium	16 = High	20 = Very High
	5 Almost Certain	5 = Low	10 = Medium	15 = High	20 = Very High	25 = Very High

Risk Level	Action? (Use hierarchy of risk control measures)
High / Very High	DO NOT START WORK without good control measures in place to reduce risk level to at least medium
Medium	Reduce risks further (consider cost, time, trouble and effort required)
Low	Do something to reduce risk if there is little or no cost

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	• 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 • Space/Area Risk Assessments to be conducted and reviewed annually • Induction includes departmental H&S training • Students that arrive at the commencement of the Academic Year (October) 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**	Maintenance of existing controls Action plans to be undertaken from all audits Remain under constant review
Employee H&S Training (CM)	All Members of College, Visitors, Contractors	• 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	**3**	x **3**	= **9**	HoDs maintain training records for their department

		• 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				Departmental RAs are reviewed by the H&S Manager annually Manual Handling incorporated into IHASCO suite of training Modules
Fire Safety (CM)	All Members of College, Staff Visitors, Contractors	• Three-yearly external audit for Fire Risk Assessment, with annual College internal audits • 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 Manager, and overseen by the Health and Safety Committee, reporting to the Governing Body.

Communicable Diseases (H)	All Members of College, Staff, Visitors, Contractors	• Clear guidelines of communication are in place for internal procedure to be implemented:
		  o Isolation
		  o Welfare support – Tutorial, HR
		  o Access to medical advice – official guidance
		  o 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**	

Wellbeing/Mental Health (CM)	All Members of College, Staff, Visitors, Contractors	• Appointment and development of a Wellbeing team within the College • Student UG and PG committees have Welfare Officers • Wellbeing Manager and Services • Mental Health First Aid training is undertaken by Wellbeing Team and all Porters	**3**	x **3**	= **9**	

		• Embedded in the staff appraisal system • Chaplain is available for support			
Provision of First Aid (CM)	All Members of College, Staff, Visitors, Contractors	• 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**	Undertake all recommendation from the FANA Review biennially
Lone Working	All Members of College, Staff Visitors, Contractors	• All departmental Risk Assessments consider Lone Working and working away from College, 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**	
Safeguarding of under 18's and vulnerable adults	All Members of College, Staff Visitors, Contractors	• Implement a college-wide safeguarding policy • Busar (safeguarding lead) to ensure college governance of safeguarding policy is adopted • Safeguarding policy to be disseminated to all appropriate heads of department for implementation • Safeguarding to be embedded in all protocols for the wellbeing strategy within college	**3**	x **3**	= **9**	Process and procedures to be reviewed annually as part of the formal risk assessment review programme.