



regencysource  
success through partnership

## Risk Assessment Policy June 2023

### **Introduction:**

Regency Source attaches the greatest importance to the health, safety and welfare of its employees and others affected by its undertakings and accepts fully its duties and responsibilities under the Health and Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999.

Regency Source recognises that it has a responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that all significant risks arising from work activities are adequately managed.

In particular the following rules and procedures will be applied in relation to this area of work activity:

- Regency Source will institute a programme of hazard identification and risk assessment of all its activities in order to eliminate, reduce or control, so far as is reasonably practicable, any harm or danger to employees or other affected persons.
- All risk assessments will be fully documented and recorded.
- All risk assessments will be reviewed at least annually.
- All risk assessments will be monitored on a regular basis at a frequency determined by, and stated within, the assessment.
- All relevant employees or other persons will be informed of the significant findings of risk assessments that relate to their work activities or otherwise affect them.

As this policy forms part of the overarching Health, Safety and Welfare Policy, and in light of the legislative responsibilities placed upon the organisation and its employees, any non-compliance by any member of management or employees with the stated statutory regulations or the more local health and safety risk management policies and procedures laid down may result in disciplinary action being taken. Legal action by the appropriate enforcing authority may also be taken.

### **Organisational Roles and Responsibilities:**

Everyone at work has a legal duty of care under the Health and Safety at Work etc. Act 1974 to ensure the health and safety of others. This duty of care applies to any other persons including colleagues; learners; visitors; contractors and the general public. In order to comply with this duty of care all employees must be aware of the lines of communication and levels of responsibility which exist to ensure that matters of health and safety risk management can be dealt with adequately.

Safety management legislation clearly puts the responsibility for safety not just with the employer but also with managers and employees. In order to ensure that health and safety risk management is successfully managed within the Company the following organisational responsibilities have been allocated:

#### **Managing Director**

The Managing Director (Helen Redfern) has overall responsibility for all health and safety matters within the Company. This responsibility includes ensuring that health and safety risk management is seen as an important priority for the Company and is addressed through comprehensive policies and

procedures that are effectively implemented and appropriately resourced within the overall financial position of the Company. On behalf of the Company and in pursuance of discharging their legal responsibilities, in relation to health and safety risk management, the Managing Director will:

- Appoint competent persons to assist in undertaking the measures necessary to comply with statutory Regulations so as to ensure that the Company has a robust health and safety risk management system in place with the ultimate aim of reducing the prevalence of accidents; incidents; injuries; ill health and any other losses associated or attributable to the absence of an effective health and safety management system.
- Delegate responsibility to the Senior Leadership Team (Matt Thorne Head of Alternative Provision and Sarah Budgie Head of Adult Education) to ensure that all staff and learners work in a safe manner, that risk assessments are undertaken and that there is adequate and appropriate supervision of staff and learners. Delegation of such duties does not discharge the Managing Director from overall responsibility but rather serves to ensure compliance with the statutory duties imposed upon them.
- Ensure that staff are given adequate training in health and safety risk management and are allocated budget needs sufficient to ensure that Regulations and Company procedures can be complied with.
- Instigate appropriate disciplinary action where staff are in breach of the Health, Safety and Welfare Policy and Health & Safety Regulations.
- Liaise with health and safety enforcement agencies as appropriate.
- Ensure that communication systems are in place to enable this policy to be brought to the attention of all managers and employees.
- Ensure that the objectives of the policy are fully understood, implemented and supported by all members of Regency Source.
- Ensure that rigorous monitoring procedures are in place at all levels of the organisation to facilitate the effective implementation of the policy.

#### **Head of Health, Safety and Environments**

The Head of Health, Safety and Environments is appointed as the competent person (as defined in The Management of Health and Safety at Work Regulations 1999). On behalf of the Senior Leadership Team, the Head of Health, Safety and Environment's primary focus will be to lead on health, safety and venue management, including but not limited to;

- Implementing relevant health and safety legislation and associated Codes of Practice.
- Developing and undertaking health and safety assessments for facilities and all areas of work.
- Development of safe systems of work for all operations and functions across the organisation.
- Ensuring that all locations are periodically inspected in a timely and robust manner as agreed with the Senior Leadership Team, devising full reports on the findings of inspections and the development of action plans with the responsible managers for continuous improvement.

- The development and delivery of health and safety risk management training where identified.

### **Employees**

Each member of staff is responsible for ensuring that the Risk Assessment Policy is implemented within their designated area of responsibility. Including (but not limited to):

- Be individually responsible for ensuring the introduction of all agreed Company health and safety initiatives which will facilitate the implementation of the Risk assessment Policy in full.
- Ensure the implementation of processes for dealing with the assessment of all risks and the control and monitoring of significant risks.
- Ensuring that risk assessments are carried out and documented for all planned tasks; activities and processes where significant hazards and risks exist and that the findings are shared with all relevant persons; the control measures are implemented and the risk assessments are regularly reviewed.
- Ensuring that there are adequate regimes in place to regularly and sufficiently check the suitability and safety of all work/teaching areas; hazardous substances; work equipment and machinery. This also includes maintaining adequate records and implementing action plans relevant to the regular maintenance, testing and servicing of equipment and the reporting of any defects.
- Preventing access by employees or other persons to any defective machinery, equipment or structures until the faults have been rectified.
- Providing adequate training, information, instruction and supervision to ensure that work is conducted safely. In the case of any new operations, processes or machinery being introduced they are to liaise with the Head of Health, Safety and Environments to ensure that all the necessary precautions have been covered.
- Ensuring the adequate induction of all new employees/learners/contractors emphasising the health, safety and welfare aspect of their duties.
- Bringing to the prompt attention of the Senior Leadership Team or Head of Health, Safety and Environments any health and safety issues that require further action.
- Ensuring that all appropriate personal protective equipment is always available fit for purpose, adequately maintained and where necessary users are appropriately trained.
- Ensuring that appropriate warning notices and all instructions are prominently displayed.
- Take reasonable care of their own health and safety and ensure that the health and safety of others is not affected by their acts or omissions.
- Co-operate with all aspects of health, safety and welfare as prescribed within Regency Source policies; procedures; guidance documents and as instructed by Senior Leadership.
- Use safety equipment provided and report any unavailability and/or damage to the appropriate member of staff.
- Report any defects and hazards that they reasonably foresee as posing a risk to the Senior Leadership Team or Head of Health, Safety and Environments.

- Do not intentionally or recklessly interfere with anything provided in the interests of health and safety.

### **Learners**

By definition, learners are classed as members of the public and as such Regency Source cannot enforce the same responsibilities upon them as it's own employees. However, in order to ensure, so far as is reasonably practicable, that the Company Regency Source is able to meet its general duty of care to persons not in its employment learners are required to;

- Comply with all rules and procedures.
- Observe standards of dress and behaviour appropriate to their teaching and learning environment.
- Report any defects and hazards that they reasonably foresee as posing a risk to an appropriate member of staff.
- Not intentionally or recklessly interfere with anything provided in the interests of health and safety.

### **Implementation Arrangements:**

The roles and responsibilities of staff in the implementation of this policy and procedures are set out clearly in the organisational responsibilities section.

All new members of staff will be made aware of the Risk Assessment Policy and general health and safety arrangements during the formal staff induction process. Updated and amended procedures will be disseminated and reinforced in training sessions, team meetings and via email communications. All staff will have access to this policy via the shared drive, email and in one to one appraisal meetings where applicable.

The Head of Health, Safety and Environments will be responsible for monitoring health and safety related policies and procedures and, together with the Senior Leadership Team, will be responsible for maintaining an up-to-date schedule for reviewing said policies, taking into account changes in statutory requirements and operational practice.

### **Monitoring and Review:**

The Head of Health, Safety and Environments will monitor the effectiveness of all health and safety policies and procedures implemented within Regency Source in order to ensure legal compliance.

The Risk Assessment Policy and all associated policies and procedures are subject to an annual review. In the event of any significant changes within the organisation e.g. changes in legislation and/or changes to management arrangements within this timeframe, Regency Source reserves the right to make whatever changes it deems appropriate.

Any updated policies and procedures will be made available on the shared drive.

Policy Created	26 <sup>th</sup> June 2023	M Thorne (Head of AP)
Policy Adopted		
Policy Reviewed		

