

Risk Assessment Policy

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V5.1	Dec 2020 HSS	Annual Review	Head of Facilities	Biennially and as required

Related policies

This document forms part of the suite of Health and Safety policies that ICMP adheres to, collectively known as the Health and Safety Manual. These include:

- Accident Reporting and Recording Policy
- Contractors policy
- Control of Asbestos at Work Policy
- COSHH - Control of Substances Hazardous to Health Policy
- Display Screen Equipment Policy
- Electricity at Work Policy
- Emergency Procedures Bomb Threat Policy
- Environmental Policy
- Fire Safety Policy
- First Aid Arrangements Policy
- Legionnaires Disease Policy
- Lone Workers Policy
- Manual Handling Policy
- Noise Control Policy
- Personal Protective Equipment (PPE) Policy
- Risk Assessment Policy
- Stress at Work Policy
- Visitors Policy
- Waste Management Policy
- Working at Height Policy
- Fire Strategy Plan

External Reference

The Management of Health and Safety at Work Regulations 1999.
Advice and Guidance: Health and Safety. ICMP has developed practices and processes to ensure that there are appropriate procedures for reducing the risks of injury to staff and students.

1. General Statement

- 1.1. The Management of Health and Safety at Work Regulations 1999 require ICMP to carry out a suitable and sufficient risk assessment to determine the risks to the Health and Safety of employees, students and persons not in our employment associated with our undertaking.
- 1.2. ICMP will take all reasonable steps to ensure that risk assessments are carried out which detail the range of hazards and risks associated with our work activities and the condition of our premises, together with any necessary remedial actions in order to prevent accidents and cases of work related ill health both physical and mental.
- 1.3. The people responsible for the implementation of this policy are the Health and Safety Team.
- 1.4. The purpose of a Risk Assessment is to identify hazards and evaluate any associated risks. This includes such areas as:
 - Health and Safety
 - Security
 - Fire Safety
 - Safeguarding
 - Working from home etc.
- 1.5. All staff are responsible for carrying out a Risk Assessment according to their roles and responsibilities.
- 1.6. ICMP actively engages and consults with employees on day to day health and safety conditions through an appointed Staff Health, Safety & Security Representative.
- 1.7. The Health and Safety Executive (HSE) says risk should be assessed "every time there are new machines, substances or procedures, which could lead to new hazards." ICMP should carry out a risk assessment:
 - 1.7.1 whenever a new job brings in significant new hazards. If there is high staff turnover, then the way new staff do their work should be checked against the risk assessment, and training provided in safe working practices if necessary;
 - 1.7.2 whenever something happens to alert the employer to the presence of a hazard – for example, an unusual volume of sickness absence, complaints of stress and bullying, or unusually high staff turnover;
 - 1.7.3 in response to particular changes to the level of risk to individual employees – for example, where an employee returns to work after a period of long-term sickness absence;
 - 1.7.4 Where an employee is pregnant or breastfeeding and her work might involve a risk to her or her unborn child's health and safety. (Regulation 16, Management of Health and Safety at Work Regulations 1999).