

THE HUB EDUCATIONAL SERVICES CIC

RISK ASSESSMENT POLICY

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Introduction

Statement of Intent

The Hub Educational Services CIC recognises that failing to take reasonable safety precautions exposes employees, pupils, visitors, and contractors to significant risk. Accidents and injuries can have life-changing consequences, incur financial costs, and damage the reputation of the organisation. Risk assessment is not only a legal requirement but a proactive approach to preventing harm before it occurs. In many cases, simple and inexpensive measures can effectively reduce risk.

Risks exist in everyday life, and our responsibility is to identify them and adopt systems that minimise their impact. This policy should be read alongside The Hub's Health and Safety Policy, as both documents work together to ensure a safe environment for all.

The Law

Risk assessment is a statutory requirement under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. These regulations require employers to carry out risk assessments that are "suitable and sufficient" and that consider both employees and non-employees who may be affected by the organisation's activities, including contractors, visitors, and pupils.

A suitable and sufficient risk assessment must identify significant risks while disregarding trivial ones. It must prioritise measures required to comply with statutory provisions, remain appropriate to the nature of the work, and remain valid for a reasonable period. It must identify risks arising from work activities and describe them in proportion to their severity.

Significant findings must be recorded, including hazards, risks, existing control measures, and any additional measures required to reduce risk. The Health and Safety (Consultation with Employees) Regulations 1996 also require employers to inform and consult employees about matters relating to their health and safety.

What is a Risk Assessment?

A risk assessment identifies hazards and makes a balanced judgement about the degree of risk they present. It is the process of estimating the magnitude of risk and determining whether that risk is tolerable or acceptable. Completed assessments enable the organisation to prioritise actions, identify responsible persons, and set timescales for implementing safety measures.

Key definitions include:

- A **hazard** is anything with the potential to cause harm.
- A **risk rating** is the judgement of the level of risk, based on the likelihood of harm occurring and the severity of potential consequences.
- **Control measures** are methods used to reduce or manage risks.
- **Residual risk** is the level of risk remaining once control measures have been applied.

Risk assessment follows five logical steps. First, hazards must be identified through observation and consultation with staff. Second, the assessment must determine who may be harmed and how. Third, risks must be evaluated by considering likelihood and severity. Fourth, significant findings must be recorded and implemented. Finally, assessments must be reviewed regularly, particularly after accidents, incidents, or changes in the environment or procedures.

Risk assessments may be formal (written), generic (applicable to common tasks), or dynamic (mental assessments made when immediate action is required). Further guidance is available on the Health and Safety Executive website.

Responsibilities

The Director or nominated person is responsible for producing and maintaining risk assessments for people and property under their line of responsibility. This includes assessing risks to non-employees who may be affected by activities carried out in the name of the organisation. Where responsibility is delegated, Directors must ensure that assessments are completed by suitably trained and competent individuals.

Specialised assessments, such as those relating to water hygiene, fire safety, or asbestos, must be completed by accredited providers. Assessments for off-site activities must be reviewed by the Educational Visits Coordinator and authorised by the Directors.

The Principal or nominated person is also responsible for allocating resources in response to risk assessment findings and determining appropriate action when risks

cannot be adequately controlled. They must ensure that the findings of risk assessments are communicated clearly to all staff.

Employees must participate in the risk assessment process when required and must follow all control measures identified as part of their work.

Communication

Information identified in risk assessments must be communicated effectively to all relevant staff. This includes details of hazards, associated risks, and required control measures. Risk assessment documents must be readily accessible, and staff must acknowledge that they have received and understood the information. Clear communication ensures that everyone is aware of the risks present and the steps required to manage them.

Monitoring and Review

Managers and responsible persons must monitor the effectiveness of control measures and ensure that physical controls are installed correctly, used appropriately, and maintained. They must also check that safe systems of work are being followed consistently.

Risk assessments must be reviewed annually or sooner if they become invalid due to changes in the environment, equipment, substances, or procedures. They must also be reviewed immediately following an accident or case of ill health to identify what went wrong and whether additional controls are required.

Record Keeping

Risk assessments and supporting documentation must be retained for as long as the relevant task continues to be performed. When superseded, assessments must be stored for a minimum of three years, as they may be required in litigation or compensation claims. Assessments relating to hazardous substances, such as asbestos, must be kept for forty years.

Reviewing past assessments helps identify improvements and informs future risk management practices.

Risk Assessment Process Map

The risk assessment process begins with identifying activities undertaken and assessing associated hazards. The assessor determines who may be harmed and how, evaluates the risk, and identifies existing control measures. If risks are adequately controlled, findings are recorded and communicated. If not, additional control measures are identified, and an action plan is developed and implemented. Records are retained, and the assessment is monitored and reviewed regularly.

Risk Assessment Template

The Hub uses a standard template for on-site risk assessments. This includes the name and address of the property, a description of the placement, and a table for recording hazards, risks, and control measures. This template ensures consistency and clarity across all assessments.