

1. Purpose

1.1 The purpose of this policy is to set out the principles to be followed to ensure a consistent and effective approach to managing risk within More Training.

2. Scope

2.1 This policy applies to all staff, learners, contractors and third-party agents involved with More Training.

3. Policy Statement

3.1 The Management of Health and Safety at Work Regulations 1999 imposes a duty on employers to carry out suitable and sufficient assessments of all the significant risks to employees and those who may be affected arising out of or in connection with any work activity.

3.2 The purpose of the risk assessment is to enable More Training to determine what measures should be taken to comply with the duties under the relevant statutory provisions. This covers the general duties under the Health and Safety at Work Act 1974, Control of Substances Hazardous to Health Regulations 2002, the Regulatory Reform (Fire Safety) Order 2005 and the Manual Handling Operations Regulations 1992 (as amended 2002).

4. Definitions

4.1 A **risk assessment** is a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or whether you should do more to prevent harm.

4.2 A **hazard** is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc.

4.3 **Risk** is the chance, high or low, that someone could be harmed by these and other hazards, together with an indication of how serious the harm could be.

5. Risk assessments in practice

- 5.1 This guidance sets out the general principles that should be followed and follows the Health and Safety Executive guidance Five Steps to Risk Assessment.
- 5.2 Managers are responsible for ensuring that arrangements for risk assessments are adequate for their area and are communicated effectively.
- 5.3 Managers must ensure that all activities are formally identified and appropriate risk assessments undertaken by a competent person, which identify hazards, decide who might be harmed and how and then evaluate the risks and decide on what control measures are necessary to minimise those risks as far as reasonably practicable.
- 5.4 Managers must ensure that that risk assessments are recorded and any significant hazards are communicated to relevant persons including the arrangements in place for controlling those risks.

6. Principles of risk prevention

When deciding which preventative and protective measures to take, managers should apply the following principals of prevention:

- 6.1 If possible, avoid a risk altogether, e.g. do the work in a different way taking care not to introduce new hazards.
- 6.2 Evaluate risks that cannot be avoided by carrying out a risk assessment.
- 6.3 Combat risks at source. So, for example if the steps are slippery, treating or replacing them is better than displaying a warning sign.
- 6.4 Adapt work to the requirements of the individual by consulting those who will be affected when designing workplaces, selecting work and personal protective equipment, drawing up safe working procedures and methods of production.
- 6.5 Aim to alleviate monotonous work and increase the control individuals have over work they are responsible for.

- 6.6 Take advantage of technological and technical progress, which often offers opportunities for improving working methods and making them safer.
- 6.7 Give priority to those measures that protect the whole workplace and everyone who works there, and so give the greatest benefit (i.e. give collective protective measures priority over individual measures).
- 6.8 Ensure that staff, associates and learners have:
 - 6.8.1 read and understand any risk assessments relevant to their activities.
 - 6.8.2 be aware of the control measures that are in place for any work that they undertake.
 - 6.8.3 follow any instructions provided.
 - 6.8.4 undertake any necessary training.
- 6.9 The avoidance, prevention and reduction of risks at work must be accepted as part of the More Training approach and attitude to all its activities. Experience suggests that, in the majority of cases, adopting good practice will be enough to ensure risks are reduced sufficiently.

Unless there are any changes this policy will be reviewed annually at the end of the academic year (1st Aug – 31st Jul) by the Owner.