

ROYAL HOLLOWAY, UNIVERSITY OF LONDON

RISK ASSESSMENT POLICY

(VERSION 1)

Introduction

This College is committed to meeting its statutory obligations to undertake the risk assessment process where identifiable risks exist to staff, students and other persons to whom it has a responsibility such as visitors to its premises. This commitment is identified in the College Health and Safety Policy and delegated to Directors and Heads of Department whose responsibility it is to ensure that wherever risk having the potential to cause harm is identified to staff, students and other persons to whom the College has a duty of care, a risk assessment is carried out and appropriate control measures implemented.

No person may undertake a risk assessment until they have been trained to do so and are considered to be proficient by a member of the College Health and Safety Office. To assist those delegated this task, the College has developed its *Guide to Conducting 'General' Risk Assessments* document. Completion of a risk assessment will, in most cases require taking appropriate corrective action and reviewing at prescribed intervals that it has achieved, within a clearly identified timescale, the required objective(s).

The requirement to undertake risk assessments is explicit or implicit in health and safety legislation, specifically Regulation 3 of the Management of Health and Safety at Work Regulations 1999 which requires that:

- '(1) Every employer shall make a suitable and sufficient assessment of-*
- (a) the risks to the health and safety of his employees to which they are exposed whilst they are at work; and*
 - (b) the risks to the health and safety of persons not in his employment arising out of, or in connection with the conduct by him of his undertaking,*
- for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions....'*

Regulation 3 goes on to specify the duties of the self employed, the need to review risk assessments and the general principles and purpose of risk assessment.

Strict compliance with the requirements of this Policy is essential. Each director and/or head of department's compliance with the requirements of this Policy will be reviewed during the Health and Safety Audit process.

This Policy forms part of the College's Health and Safety Policy.

Dr Richard Fisk
Health & Safety Adviser
1/03/2010