RISK ASSESSMENT POLICY AND PROCEDURE

1.   PURPOSE AND SCOPE

1.1   This establishes the process for the management of risks faced by TERRA CONSULTANCY. The aim of risk management is to maximise opportunities in all activities and to minimise adversity

1.2   The policy applies to all activities and processes associated with the normal operation of TERRA CONSULTANCY

1.3   When providing Non-Medical Helpers (NMH) funded through Disabled Students' Allowance (DSA) this policy complies with the requirements of the appropriate Quality Assurance Framework.

1.4   It is the responsibility of: the proprietors, staff, students and volunteers to: identify, analyse, evaluate, respond to, monitor and communicate risks associated with any activity, function or process within their relevant scope of responsibility and authority and make written reports.

1.5   This policy runs alongside the policies for Safeguarding and Lone Working.

2.   DEFINITIONS

2.1   <u>Risk</u> is the likelihood of a harmful consequence (death, injury or illness) caused by exposure to an hazard.

2.2   <u>Risk</u> is characterised and rated by considering two characteristics:

   2.2.1   Probability or likelihood (L) of occurrence; and

   2.2.2   Consequence (C) of occurrence.

   This is expressed as R (risk) = L (likelihood) x C (consequence)

2.3   <u>Likelihood</u> is a qualitative description of probability or frequency.

2.4   <u>Consequence</u> is the outcome of an event: a loss, injury, disadvantage or gain. There may be a range of possible outcomes associated with an event.

2.5   <u>Risk Control</u> means taking action to eliminate health and safety risks as far as is reasonably practicable, should that not be possible, minimising the risks as far as reasonably practicable.

2.6   <u>Risk Assessment</u> is the process of evaluating and comparing the level of risk against predetermined acceptable levels of risk.

2.7   <u>Risk Management</u> is the application of a management system to risk and includes: identification, analysis, treatment and monitoring.

2.8   <u>Risk owner</u> is the person(s) responsible for managing risk, usually the person directly responsible for the strategy, activity or function that relates to the risk.

2.9   Risk is assessed at a number of levels, frequently low, medium or high.

3.   PRINCIPLES

3.1   TERRA CONSULTANCY has a duty to ensure the health and safety of workers and others, at a variety of sites.

3.2   TERRA CONSULTANCY will work with other employers and individuals to ensure that any workplace is both healthy and safe. The duty to ensure health and safety requires TERRA CONSULTANCY to manage risks:

   3.2.1   By eliminating health and safety risks so far as is reasonably practicable

   3.2.2 If it is not reasonably practicable to eliminate the risks, by minimising those risks so far as is reasonable.

3.3   Deciding what is 'reasonably practicable' to protect people from harm requires weighing up certain matters, including the likelihood of a hazard or risk occurring and the degree of harm that might result, then making a judgement as to what is reasonable in the circumstances.

3.4   Effective risk management involves:
   3.4.1   a commitment to health and safety from the owners of TERRA   CONSULTANCY

   3.4.2   the involvement and co-operation of TERRA CONSULTANCY'S workers, students and volunteers.

4.   FUNCTIONS AND DELEGATION

4.1   A person can have more than one duty, more than one person may have the same duty at the same time.

Position	Delegation/Task
Proprietors	Exercise due diligence to ensure that TERRA CONSULTANCY complies with relevant Health and Safety Acts and Regulations. This includes taking reasonable steps to: a) Gain an understanding of the hazards and risks associated with the operations of TERRA CONSULTANCY; and b) Ensure that TERRA CONSULTANCY has and uses appropriate resources and processes to eliminate or minimise risks to health and safety

Management	Ensure, so far as is practicable, that clients, workers and other persons are not caused risk by work carried out by TERRA CONSULTANCY. Ensure, so far as is reasonably practicable, that the workplace, including entry and exit, and when working alone, travel to and from the workplace, and any matters arising from the use of that workplace and people in that workplace, are without risk to the health and safety of workers and students. Establish and implement risk management systems for all the functions and activities of TERRA CONSULTANCY.
Staff and students	Compliance with risk management policies. Contribute to the establishment and implementation of risk management systems for all functions and activities of TERRA CONSULTANCY.

5.   POLICY DETAILS

5.1   TERRA CONSULTANCY aims to achieve best practice in the management of risks that threaten to adversely impact on TERRA CONSULTANCY, its functions, objectives, operations, assets, staff, students or members of the public.

5.2   TERRA CONSULTANCY recognises its responsibilities in creating a safe working environment for its staff and students, whether on TERRA CONSULTANCY premises, in other educational establishments and in people's homes. To ensure all risks are considered TERRA CONSULTANCY will undertake a risk assessment before undertaking work which presents a risk of injury, ill health or to compromise the safeguarding of an individual if work is carried out at the home of a student a member of staff of TERRA CONSULTANCY should carry out a risk assessment because of the higher level of potential risk in such situations.

5.3   Risk management involves four steps:

5.3.1.   Identify hazards – discover what could cause harm.

5.3.2.   Assess risks – understand the likelihood of a hazard causing harm and how serious it could be.

5.3.3.   Control risks – implement the most effective control measures practicable in the circumstances.

5.3.4.   Review control measures to ensure that they work as planned.

5.4   Many hazards and risks will have standard means of control which will be implemented as part of standard operational procedures via generic risk assessments.

5.5   Consulting with workers

5.5.1 Consultation with colleagues is important at each step of the risk management process. By drawing on the experience, knowledge and ideas of colleagues TERRA CONSULTANCY is more likely to identify all hazards and chose effective risk controls.

5.5.2 TERRA CONSULTANCY workers must follow safety instructions and procedures; they will do this more effectively if they are involved in the development of these procedures, understand the reasons for them and how they work.

5.5.3 TERRA CONSULTANCY encourages its workers to report any hazards, and health and safety or safeguarding concerns immediately in writing so that risks can be managed before an incident occurs.

5.5 When should a risk management approach be used

5.5.1 Managing work health and safety risks is an ongoing process which is triggered when certain tasks are assessed or when changes may affect TERRA CONSULTANCY's work activities:

    a) Lone working – via Lone Working Policy Risk Assessment (RA) Template

    b) Working in a student's home or unusual location, such as a café or public space

    c) Working in an educational establishment

    d) New program start-up

    e) Changing work practices, procedures or the work environment

5.5.2 TERRA CONSULTANCY also uses the risk management approach when designing and creating products, processes or places used for work, because it is often easier and more effective to eliminate hazards before they are introduced into a workplace and

5.6 How to identify hazards and Information sources

5.6.1 There are many sources of information about controlling hazards, managers and staff are expected to take reasonable steps, dependent on their responsibilities, to identify risks by looking at relevant legislation, guidance, manufacturers' instructions, and seeking advice from competent sources.

5.6.2 Sources of information include:

    a) The Health and Safety Executive website (www.hse.gov.uk)

    b) HSE Books (for free leaflets and priced publications) (telephone 01787 881165)

5.6.3 Areas that should be considered in a risk assessment as potential hazards include, at a minimum:

a) Work environment	d) Travelling
b) Work equipment	e) Working alone
c) Mental well being	f) Fire

5.7   Deciding who might be harmed

5.7.1   Identify the groups of people potentially at risk from harm, consider staff, students, visitors etc. Extra thought may be needed for: new staff, young people, new or expectant mothers and people with disabilities.

5.8   How can I control hazards?

5.8.1   Risk assessment should identify the ways to control the identified hazards to reduce the risk. These are known as 'control measures' or 'precautions'. Because risk management is about preventing loss or injury it is important that the precautions identified are implemented. The precautions must be maintained and reviewed in the light of experience or when working conditions or practices change.

5.8.2   Because it is not always possible to put in place the precautions that are needed immediately, you may need to consider different solutions. Keeping good records (for maintenance, repair, inspection and training) will enable you to show that the precautions you have identified are in place.

5.8.3   All risk assessments should use the TERRA CONSULTANCY template and should be entered in the risk assessment log.

5.8.4   Risk assessments forms and logs available online here http://www.consult-terra.com/index.php/enquiry-booking/policy
or can be emailed upon request.

Signed   Date of Review   Date of Next Review

Dr Sheila Osmanovic   18/11/2017   17/11/2018

On behalf of Terra