Policy 046: Risk Assessment

1.   Purpose and Scope

1.1 This Policy provides an outline of ACM's approach to identifying, assessing and managing risks that may be present where an individual has a unique set of circumstances that may require specific consideration in relation to their individual identified risks that may be impacted by, but not limited to, physical or mental disability or impairment. The policy identifies the proactive approach adopted to support individuals and mitigate identified risk factors for individuals working or studying within ACM.

1.2 This Policy is aligned with the regulations of ACM's validating partners and other external stakeholders to whom ACM must make reference.

2.   Policy Statement

Risk Assessment

2.1 Where a need is identified, the risk assessment should be proactive and consider the particular needs of the student or staff member to whom the assessment refers.

2.2 The process of assessing risk should be practical and include discussion and information from any members of ACM staff with relevant experience and expertise, as well as including advisory notices from any external agencies where relevant.

2.3 The student or staff member should be included in the consultation and assessment of risks with the nominated assessor, with their commentary or suggestions treated with due diligence and incorporated into assessment and subsequent planning.

2.4 When considering risks, the severity and likelihood of potential harm or hazard should also be considered, to ensure that appropriate precautions have been considered and applied.

2.5 The assessment will focus on, but not be limited to, all campus environments and learning and teaching spaces within ACM. The risks associated with other ACM venues, catering services, partnering accommodation services, local transportation and environmental factors should also be considered.

2.6 Risk assessments will reflect current working and learning practices and make explicit references to areas of enhancement and any reasonable adjustments identified as necessary.

2.7 A collaborative and positive health and safety culture exists within ACM, with students and staff taking proactive responsibility for their needs and wellbeing. Students and staff are well supported with their changing, and additional, needs and encouraged to contribute to open dialogue regarding appropriate and dynamic support.

Record of Assessment

2.8 Risk Assessments provide an effective method to ensure that appropriate consideration and controls have been taken into account and that ACM premises provide the basis for a

Not a controlled document when printed

safe learning and working environment. They further provide a framework for ensuring ongoing review and enhancement.

2.9 Risk Assessments are reflected in, and contribute towards, the associated prevention documentation. This documentation refers to Risk Management Plans, Risk Management Registers and, where necessary, Personal Emergency and Evacuation Plans (PEEPs).

2.10 Risk Assessment Forms make explicit reference to potential individual hazards, the stakeholders to which the Assessment refers, the controls which ACM currently has in place for managing risk, and responsible officers in the implementation and support of Assessments and Plans.

2.11 Risk Assessment documentation takes into account any proposed changes (for example, to building layouts), and therefore should be easily adaptive.

2.12 Consideration of the longer term effects of the individual's health and well-being should be addressed, updated, and reflected into risk prevention, to ensure risk assessment plans have legitimacy and currency, as well as being fit for their primary purpose.

Risk Prevention

2.13 Risks which are categorised as 'moderate' or 'severe' will be managed via Risk Management Planning. The stakeholder to whom the assessment refers to will be central in the collaboration and agreement of such planning.

2.14 Planning for risk prevention should make explicit reference to long term risk management and short term risk management.

2.15 Risk Prevention should ensure that precautions are reasonable and are representative of good practice within ACM.

2.16 Where risks are identified, every reasonable effort should be made to ensure the risk no longer exists. However, where this is not practical, due diligence should be given to considering and ensuring risks are controlled to ensure harm is unlikely.

2.17 Information regarding identified risks must be communicated to all stakeholders who may be affected.

3.   Responsible Parties

3.1 All ACM staff and students have a duty to comply with any controls which have been identified in completed risk assessment exercises.

3.2 The following staff have a direct responsibility to ensure implementation of the Policy:

- Education Guidance Manager
- Facilities Manager
- Human Resources Manager

4. Reference Points
4.1 Internal:
- Critical Incident Policy

- Safeguarding Policy
- Health and Safety Policy
- Equality and Diversity Policy

4.2 External:

- Management of Health and Safety at Work 1999

5. Date of Approval and Next Review

Version: 1.1

Approved on: 28 Jul 2017

Approved by: Academic Board

Next Review: 01 May 2018