LANCASTER UNIVERSITY

Arrangements for carrying out risk assessments

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Nature of Revision</th>
<th>Prepared by</th>
<th>Approved by the University Health and Safety Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>18-12-14</td>
<td>Revision of risk assessment form and guidance</td>
<td>A Bradbury</td>
<td>18-12-14</td>
</tr>
</tbody>
</table>
1. STATEMENT OF INTENT

1.1. The aim of Lancaster University’s Health and Safety Policy is to encourage and promote the safe management of departmental work activities so as to reduce risks to employees, students and members of the public. This document details the arrangements by which risks must be assessed and suitable controls determined in cases where hazard specific methodologies do not exist, and defines the responsibilities of Lancaster University staff.

2. RELEVANT LEGISLATION AND NATIONAL GUIDANCE

2.1. Lancaster University will comply with the Management of Health and Safety at Work Regulations 1999 (as amended).

3. OBJECTIVES OF THESE ARRANGEMENTS

3.1. All significant risks associated with tasks or activities undertaken in connection with University business must be subject to a risk assessment and suitable controls put in place. ‘Significant’ in this context means any risks capable of creating a real risk to health and safety which any reasonable person would appreciate and take steps to guard against. Risks which are considered to be ‘every day’ in nature (for example using stairs) do not need to be assessed unless the task or activity in some way increases the risk (for example transporting heavy equipment up stairs).

3.2. The University has produced separate Arrangements for the assessment of risks associated with specific hazards such as those associated with working with chemicals, or undertaking field work or overseas travel. Where such hazard-specific Arrangements exist they must be used. The Arrangements described in this document are to be used where no hazard-specific Arrangements are in place. Individuals carrying out risk assessments must first check for hazard specific guidance on the University’s Health and Safety Office website.

3.3. The risk assessment template and associated guidance must be used in the assessment of workplace hazards.

4. ROLES and RESPONSIBILITIES

4.1. VICE CHANCELLOR

- Overall responsibility for the safety of persons at Lancaster University rests with the Vice Chancellor.
- The Vice Chancellor shall authorise this document and the arrangements made under it.
• The Vice Chancellor shall satisfy the Lancaster University Council, that the document has been adequately implemented.

A Health & Safety committee exists to monitor the implementation of these Arrangements.

4.2. HEADS OF DEPARTMENT

Heads of Department are responsible for ensuring that;
• The arrangements described in this document are implemented locally as described in the University’s Statement of Safety Policy.
• Risks to the health and safety of staff, students and other persons in their department are assessed, records of these assessments are maintained and that appropriate workplace controls are in place and effective.
• That all staff are provided with the necessary information, instruction, and training are appropriately supervised such that tasks are adequately risk assessed and suitable workplace controls put in place.
• That a departmental ‘hazard profile’ is determined, recorded and reviewed at least annually.
• That a safety handbook is in place detailing the local health and safety procedures and emergency arrangements for any department with a complex hazard profile. These departments are;
  o Biomedical and Life Sciences
  o Chemistry
  o Engineering
  o Lancaster Environment Centre [LEC]
  o Lancaster Institute for Contemporary Arts [LICA]
  o Physics
  o Sports Centre

4.3. AREA SAFETY OFFICERS

Area safety officers must;
• Design, develop and administer suitable systems within their department such that risk assessments of tasks and activities are carried out by the appropriate people.
• Provide assurance to the Head of Department that suitable and sufficient risk assessments are being undertaken wherever necessary and that suitable workplace controls are in place and are functioning effectively.

4.4. STAFF WITH MANAGERIAL RESPONSIBILITY FOR STAFF OR SUPERVISORY RESPONSIBILITY FOR STUDENTS

Staff in this category are responsible for;
• Ensuring that any significant hazards associated with tasks or activities undertaken by their staff or students are subject to a suitable and sufficient risk assessment.
• Authorising all such risk assessments.
• Ensuring that any controls identified by such risk assessments are implemented and used.
4.5. STAFF WITH TEACHING RESPONSIBILITIES

Staff in this category must ensure that any significant hazards associated with the teaching activity have been subject to a suitable and sufficient risk assessment and that any controls identified are implemented and used.

4.6. STAFF UNDERTAKING WORK OR PARTICIPATING IN ACTIVITIES

All staff must;

• Take reasonable care of their own and other person’s health and safety when undertaking work or participating in activities.
• Co-operate with supervisory staff in respect to the implementation of these arrangements.
• Undertake any task or activity in accordance with any safety-related instructions they are given.

4.7. THE HEALTH AND SAFETY OFFICE

The Health and Safety Office will;

• Provide training and support to staff undertaking risk assessment or with specific responsibilities for the implementation of these Arrangements.
• Review these Arrangements.

5. THE RISK ASSESSMENT PROCEDURE

5.1. Individuals carrying out risk assessments must first check for hazard specific guidance on the University’s Health and Safety Office website.
5.2. Guidance on how to complete the ‘5 step’ risk assessment form is given within the form itself.
5.3. Training in the completion of a risk assessment is available via the Health and Safety Office.
5.4. Guidance on the completion of a risk assessment should be sought from the departmental Area Safety Officer.