



**Dumfries and
Galloway College**

One step ahead

RISK ASSESSMENT POLICY

Responsibility: Director of Estates and Sustainability

Issue Date: 2nd June 2021

Equality Impact Assessment: 18th January 2021

Version: 2



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Risk Assessment Policy

1. Purpose

The purpose of this policy is to guide on the appropriate use of Risk Assessments to ensure the College is complying with its duties under the Health and Safety at Work Act 1974.

2. Scope

The policy applies to activities which take place across all College functions including those which are for the purpose of learning. The policy also applies to activities which take place in other premises but where College work is being undertaken such as schools or work-based learning premises.

3. References

- ▶ Health and Safety Policy
- ▶ Risk Assessment Procedure

4. Definitions

Risk Assessment: is the identification, evaluation and examination of the levels of risks involved in a situation that could cause harm and decide whether or not adequate

precautions have been taken to minimize this risk to acceptable levels.

Hazard: is something that has the potential to cause harm, such as chemicals, electricity, working from a ladder etc.

5. Policy Statement

Dumfries and Galloway College is committed to achieving and maintaining the highest possible standards of Health and Safety for all staff, students, visitors and others who may be affected by our operations and activities, wherever we may be working. The College is required by much of the legislation covering Health and Safety in the workplace and by the Management of Health and Safety at Work Regulations to carry out risk assessments for all activities.

Dumfries and Galloway College Risk Assessment Policy is based on the following principles:

- To employ effective and manageable practices and procedures to identify and deal with risks.
- To ensure that all responsible for carrying out risk assessments are instructed in the process and aware of their responsibilities.
- To ensure that there is an effective system for referring reports to the appropriate person/persons.
- To ensure that there is an effective system for checking that satisfactory remedial action, where required, is taken.
- To ensure that the policy is monitored regularly to assess whether it is being effectively pursued and whether satisfactory standards of safety performance are being achieved.

Compliance with this Policy and associated Procedure is a matter of law and as such any non-compliance will be raised through line management and actioned as appropriate.

6. *Distribution*

All Staff
All Students
Repository

Revision Log		
Date	Section	Description
14.01.2021	2, 3, 4 5	Sections added as per document control template. Section 5 additional wording regarding compliance
20.05.2021	Distribution	Quality Manual changed to Repository
31.03.22	Responsibility	Changed from Head of Corporate Services to Director of Estates and Sustainability

THIS FORM TO BE UPDATED WHENEVER THERE IS A CHANGE IN ANY SYSTEM DOCUMENT				
Document Name	Document Owner	Revision Number	Date of Issue	Date of Withdraw
Risk Assessment Policy	Head of Corporate Services	1	02.06.21	
Risk Assessment Policy	Director of Estates and Sustainability	2	31.03.22	