



**Dumfries and
Galloway College**

One step ahead

RISK ASSESSMENT POLICY

Responsibility: Director of Estates and Sustainability

Issue Date: 14th May 2025

Equality Impact Assessment: 2nd April 2025

Version: 3



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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
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1991

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. *Responsibility*

- **Board of Management:** It is the responsibility of the Board of Management to ensure all Health and Safety practices are monitored via regular reporting. This ensures full compliance with all relevant legislation.
- **College Principal and CEO:** It is the responsibility of the Principal and CEO to ensure that suitable leadership and processes are in place to adequately implement Health and Safety compliance.
- **Senior Leadership Team:** It is the responsibility of the SLT to ensure that relevant and adequate resources and support are in place so that risk assessments can be undertaken.
- **College Managers:** It is the responsibility of all College managers to ensure all risks are adequately assessed in their area of responsibility. Managers

have a duty to consult with the relevant employees, including any trade union representatives, in this process.

- **All employees:** It is the responsibility of all employees to assist in the creation of risk assessments by using their practical knowledge and experience to help identify potential hazards and suggesting workable solutions.
- **All College Users:** It is the responsibility of everyone to comply with risk assessments at all times.

6. *Policy*

6.1 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 Management of Health and Safety at Work Regulations 1991 and outlines its approach which is:

- 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. The College commits to providing effective instruction, training, support and supervision to enable all employees to understand their roles and responsibilities under the Health and Safety at Work Act.

7. *Distribution*

All Staff
All Students
Repository

8. *Revision Log*

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
31.03.2022	Responsibility	Changed from Head of Corporate Services to Director of Estates and Sustainability
02.04.2025	Format	Updated to reflect current Document Control Template, inclusion of EIA
20.04.2025	Policy Statement	Minor change of wording to reflect Management of H&S at work regs

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	
Risk Assessment Policy	Director of Estates and Sustainability	3	14.05.25	

Appendix 1 – Equality Impact Assessment

Document:	Risk Assessment Policy
Executive Summary:	This policy is likely to have no impact on the majority of protected characteristics and additional considerations, in relation to any aspect of the three duties. However, there is a potential positive impact in relation to disability in tailoring assessments to ensure safety applies to all staff and students, regardless of mental or physical health and ability issues.

Duties:

1: Eliminate discrimination, harassment and victimisation

2: Promote equality of opportunity

3: Promote good relations

* Human Rights to privacy and family life, freedom of thought and conscience, education, employment

PSED Impacts

	Commentary
Age	This policy does not appear to have any impacts, positive or negative, across these protected characteristics in terms of any of the three aspects of the duty.
Gender	
Gender Based Violence	
Gender identity/ reassignment	
Marriage/civil partnership	
Pregnancy/maternity	
Religion or Belief	
Race	
Sexual Orientation	
Disability	There is a potential positive impact in relation to disability in tailoring assessments to ensure safety applies to all staff and students, regardless of mental or physical health and ability issues. This eliminated discrimination, but has no

	effect on equality of opportunity or promoting good relations.
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Additional Considerations

Care experienced	The policy does not appear to have any impacts, positive or negative, in relation to the additional considerations.
Carers	
Mental Health	
Socio-economic status	
Veterans	
Human Rights*	The Human Right to Education is progressed by this procedure, as it ensures safe access to education for all students, and to Employment, in that it is intended to protect all staff.

Lead Officer:	Director of Estates and Sustainability		
Facilitator:	Director of Estates and Sustainability		
Date initiated:			
Consultation:	This policy is designed to meet Health and Safety legislation as outlined in the procedure documentation.		
Research:			
Signature	B. Currie	Date	2/4/2025