

UNCLASSIFIED

MPCTTM

Inspiring 14–19 year olds

Motivational Preparation College for Training

MPCT Risk Assessment Policy



Copyright Statement

All information contained within this document is the property of MPCT. It may NOT under any circumstances be distributed, transmitted, copied or displayed without the written permission of MPCT. The information contained in this document has been prepared for the sole purpose of providing direction, information and guidance to MPCT employees, volunteers and ambassadors.

The material herein has been prepared in good faith; however, MPCT disclaims any obligation as to its accuracy and/or suitability for any usage or purpose other than which it is intended. © MPCT, 2016

Version Control

Effective version control is essential to ensure that MPCT document and policy versions are effectively tracked. All MPCT documents and policies are version controlled by applying the following process:

Draft Versions

Documents and policy version numbers starting with the number 0 indicate that they are in draft. This is followed by a version indicator.

e.g. 0.1 is the first draft of this document. Subsequent amendments are indicated by 0.2, 0.3 etc. until the document is live.

Live Versions

Document and policy version number starting with the number 1 or above indicate that they are live.

e.g. Version 1 Subsequent amendments are indicated by an increase in this number.

MPCT Risk Assessment Policy

1. Introduction.

1.1 MPCT is required by the Management of Health and Safety at Work Regulations to carry out risk assessments for all activities. Risk Assessments (RA) are also required by other legislation, i.e. Manual Handling, Visual Display Screen Equipment, COSHH etc. Where this has been carried out, for the activity in question, this obviates the need for a separate assessment. If there is perceived to be a 'medium', 'high risk' or 'intolerable risk' (as defined in the risk assessment Guidance) to either staff or students, then a written assessment is required. The results of the assessment and subsequent control measures would be made known to the staff and students concerned.

2. Statement of Intent.

2.1 MPCT will continue to assess all activities and establish written RA for those areas, which indicate the presence of risk and ensure the right level of control measures are in place to make the activity as safe as reasonably possible.

2.2 All activities prior to being authorized will be given an activity code from the Director of Risk Management Steve Williams (DRM) once he has confirmed and agreed to the activity and checked control measures to ensure that the activity taking place is where possible is as 'safe as reasonably practicable'. The MPCT Activity code is issued to the person in charge of the event on the premise that all control measures are in place and maintained throughout to ensure SSW throughout the activity reducing risk factors as appropriate.

3. Scope.

3.1 This policy is applicable to all MPCT employees while carrying out MPCT duties as part of their job role or when arranging activities involving MPCT Learners outside of the normal working hours, for example taking a part in a charity event,

UNCLASSIFIED

supporting external organisations etc.

3.2 It applies to all learners who attend MPCT and they are to be made aware through the Learner induction of their responsibilities towards H&S as well as MPCT responsibility to their safety while taking part in the programme and activities and controls in place while taking part.

3.3 Any visitors or contractors are also to receive a safety brief on visiting MPCT locations and relevant H&S guidance to the site and they are to abide by MPCT policy and procedures to ensure their own safety.

4. Responsibilities.

4.1 Staff are to ensure that any new activities or any changes to previous activity are RA and they must submit the RA for the relevant issued activity code from DRM.

4.2 Staff responsible should forward on the intent of the activity/event with any supplementary evidence such as letters/planning and RA within a minimum of seven working days. This is to ensure that the control measures are considered prior to issuing the activity code and giving time to make any required changes as directed.

4.3 The safety officer (DRM) will hold the register for all Risk Assessments and allocated activity codes. Staff are to be aware, that without the relevant activity code for activities they have not been cleared by the company to carry out activity until MPCT activity code issued and confirmed.

4.4 Staff responsible are to ensure that all the control measures are implemented and followed as stated within the RA for that activity. Failure to comply with this or any other MPCT H&S Policy/Procedure will be investigated and disciplinary action may be taken against offenders.

4.5 Failure to comply with Health and Safety duties, regulations, work rules and procedures regarding Health and Safety, on the part of any employee, will lead to

UNCLASSIFIED

investigation and where required disciplinary procedures being instigated.

5. Assessments.

5.1 Assessments will continue to be carried out using the MPCT RA Format, by those persons having control and immediate responsibility for the activity. The assessor will keep a record of the assessment and ensure that all staff and students involved are aware of the requirements of the control measures within the assessment.

5.2 A copy of the assessment is to be kept in the Health and Safety file and held for a minimum of 5 years even when it may be a redundant RA.

5.3 No Activity is to take place during or outside of MPCT working hours without being cleared and MPCT activity code issued. This includes during any weekend or evening support to any organisation, charity or other activity with MPCT or any external organisation. Failure to comply to this will result in disciplinary process being followed for offenders.

6. Training

6.1 All MPCT staff will continue to be required to carry out written RA will be trained by the Health and Safety Officer (DRM) for this purpose as well as receive further training through completing e-learning H&S Courses from entry level to level 2 courses dependent on job role within MPCT. Employees will also complete training through MPCT TAM on Risk Assessments and CPD through the year as required.

7. Risk Assessments

7.1 The concept of RA is not new, what is new is the emphasis on the '**Control measures**' of the RA in the management of Health and Safety. The Health and Safety at Work Act 1974 first brought the term risk assessment into focus using the words: "So far as is reasonably practicable".

7.2 Definitions

UNCLASSIFIED

- a) **'Hazard'** is the potential to cause harm that is inherent in an article, substance or activity.
- b) **'Risk'** is the likelihood that the hazard will cause harm in the actual circumstances of use.

8. Legislation

8.1 RA have been implicit under the Health and Safety at Work Act 1974 and explicit under regulations and have ensured that hazards are taken into account to understand the risks involved in doing a specific activity and supporting controls to reduce the risk factors to ensure as safe as reasonably practicable.

8.2 The Management of Health and Safety at Work Regulations requires a RA to be carried out by employers/employees to assess the risk to staff, students and others who may be affected by their undertaking, and to record the significant findings of the assessment and any group of employees as being especially at risk.

8.3 This also refers to employees carrying out work/activity within MPCT as part of their duty to ensure they have a RA in place and if a new activity they are responsible for ensuring new RA completed and submitted to DRM for MPCT Activity code. Without the activity code the activity is not signed off and should not take place.

8.4 Where an assessment has been completed the employee responsible for the activity is to review the activity and controls within the RA and ensure they are suitable taking account of the area, location, weather and any other factors on the day that may affect the risk. If required extra controls can be added or if unable to meet the controls and risks increase the activity should be changed (new location, reduced activity) or cancelled.

9. Requirements of Risk Assessments

9.1 The aim of risk assessment in MPCT is to Establish, if all elements of the SSW are not in place, whether there are any hazards not covered by the SSW and consequently if there is any residual risk.

9.2 Analyse the residual risk to decide if the residual risk is:

- a) Adequately controlled, where the risks are deemed acceptable by the person in charge of the training activity, in which case the activity can be carried out.
- b) Not Adequately Controlled, where there are unacceptable risks, in which case further measures are to be introduced to control adequately the risks.
- c) Where residual risks cannot be adequately controlled the activity is not to proceed unless the DRM grants dispensation.

9.3 A risk assessment, must be carried out by Instructions for the activity proposed if they are not covered by, or are contrary to, drills and activities the company normally carry out within the normal programme and if there is no current Risk Assessment with appropriate Activity code or different to the PT Handbook lessons and Risk assessments provided.

9.4 Risk assessments should:

- a) Identify the significant risks arising out of work. The level of detail in a RA should be broadly proportionate to the risk, with the RA undertaking the following:
- b) Ensuring that all relevant risks or hazards are addressed.
- c) Addressing what happens during activities.
- d) Ensuring that all groups of employees and others who might be

UNCLASSIFIED

affected are considered, including learners and the public.

- e) Identifying groups of workers who might be particularly at risk e.g. RA have been implicit under the Health and Safety at Work Act 1974 and young or inexperienced workers and disabled staff.
- f) Taking account of existing preventative or precautionary measures already completed within any previous RA.

9.5 Undertaking Risk Assessments.

a) **There are five steps to any risk assessment: Describe the Activity - the subject of the risk assessment then:**

1. Identify the Hazards associated with the Activity.
2. Decide whom they might harm and how - Identify any Existing Controls.
3. Evaluate the risks and decide on precautions - Identify any Residual Risks taking into account Existing Controls.
4. Record your findings and implement them -Identify the need for any Further Controls.
5. Communicate and Implement the Controls. -Review your assessment and update it if necessary

9 A lot of completing risk assessments is about using sound common sense and looked at in that way to reduce any potential of injuries. **The golden rule is: “If any doubt –Leave it out” or seek further advice.**

9.7 To establish Risk Rating, multiply “Severity” by the “Likelihood”

a) **Record the grading if score high then either improve control measures to reduce the score. If unable to reduce the risk rating**

UNCLASSIFIED

then you should rethink if activity should happen due to too

high-risk ratings.

- b) The Hazard Effect must first be categorized followed by probability or likelihood of harm occurring. MPCT uses the following categories:

9.8 Explanation of Terminology**Associated Keys: Likelihood X Severity = Rating**

Likelihood	Explanation		Seriousness	Explanation
5	Certain, Imminent/Almost certain		5	Fatality/Catastrophic Causing death to one or more persons. Major damage to buildings.
4	Likely to happen		4	Major injury, disabling disease, major damage Causing permanent disability, (e.g. loss of limb, hearing). Major damage to a single building.
3	May happen/Possible		3	Injury, non-disabling illness, serious damage, 7-day absence Causing temporary disability, (e.g. fractures) Damage to structure of building.
2	Unlikely		2	Minor injury, minor damage, first aid required Causing significant injuries, (e.g. sprains, bruises and lacerations). Damage to part of a building (e.g. floor, rooms).
1	Very unlikely/Rare		1	Insignificant Causing minor injuries, (e.g. cuts, scratches). Minor damage to decoration, (e.g. paint work)

Risk Assessment Factor. Multiply the Severity number by the Likelihood number to arrive at the risk factor for each hazard. This produces a number on a scale of 1 to 25.

RATING BANDS & ACTION REQUIRED

16 – 25 is a High risk and	<p>May require the provision of considerable resources involving special equipment, training, high levels of supervision, and consideration of the most effective methods of eliminating or controlling hazards (see 'Hierarchy of Control').</p> <p>Improve controls and rethink activity Immediately & consider Stopping work do not carry out activity. (Will require MD/Safety Officer) approval prior to going ahead!</p>
-----------------------------------	---

UNCLASSIFIED

8 – 15 is a Medium risk

Will require an appropriate level of resources. **Review control measures & Improve control measures if possible. (Will require to be signed off by either Manager, or Safety Officer prior to activity going ahead)**

1 – 6 is a Low risk

Actions should still be taken to try to reduce these risks further if possible within reasonable limits. **Maintain control measures (Signed/authorised by Lead Instructor)**

Acceptable Risk Ratings

	Rare	Unlikely	Possible	Likely	Almost certain
Insignificant	✓	✓	✓	✓	
Minor	✓	✓	✓	✓	
Moderate	✓	✓	✓		
Major	✓	✓			

10. Recording Risk Assessment

10.1 MPCT has GRA's (Generic Risk Assessments) for normal working patterns within centres, offices, and classrooms. There are also more detailed GRA's for most PT activities.

10.2 MPCT Generic Risk Assessments (GRA's) are employed where similar activities are undertaken or repeated. These assessments describe the hazards involved and a standard set of control measures that should be routinely employed to reduce the associated risks. Repetitive training activities/events carried out within the Company lend themselves particularly to GRA's. While these will suffice for many of the activities carried out by instructors within the college, they will not cover all eventualities.

10.3 It is the responsibility of **ALL** staff to make themselves familiar with these risk assessments and controls and ensure in place when carrying activities as part of MPCT programme. Where activities are not covered (this could be due to equipment, location or newly developed activity) a new risk assessment must be completed before the activity takes place.

10.4 If any activity differs to the GRA's then a new risk assessment is to be carried out and advice sought from safety officer (DRM).

UNCLASSIFIED

A New MPCT activity code will then be issued for authority to carryout activity.

UNCLASSIFIED

10.5 However, given infinitely variable factors present in some activities, for example the location of training, the weather or the state of training of personnel, GRA's will require careful scrutiny to ensure that they are applicable to the specific activity at that specific time and location by instructors/staff. **This is the responsibility of the Instructor carrying out the activity!**

10.6 Where the Instructor or person carrying out the training risk assessment considers that there are hazards requiring additional control measures, he should list them on the risk assessment form. If any changes or activity not covered by the current GRA in place for the activity, or controls adequate then new risk assessment to be completed.

10.7 Risk Assessment Blank Template and completed Risk assessments can be found within H&S Folders, PT folders for PT activities/lessons. They can also be found on the MPCT Interface under Health & Safety for reference and referral if required, or request blank RA electronically from DRM or seek advice on any RA in place.

10.8 Where activities are not covered (this could be due to equipment, location or developed activity) a new RA **must** be completed before the activity takes place and passed on to DRM Steve Williams for action within 7 working days where possible to enable enough time to confirm or make amendments to RA 'control measures'. The activity is only authorized once an activity code has been issued.

11. Disciplinary Action

11.1 Failure to comply to MPCT Health & Safety Policy or the Risk Assessment Policy may lead to disciplinary action being taken against offenders after investigation.

11.2 Disciplinary action will be taken for any failure to comply with MPCT H&S Policy and the RA Policy by MPCT Staff responsible.

11.3 Anyone who is proven to fail in his or her responsibility and breaks policy with risk to endanger others by not ensuring Safe Systems of Work

UNCLASSIFIED

(SSW) or endanger the Safeguarding of young people may be dismissed

immediately.

12. Advice and Support.

12.1 MPCT Staff all have support and able to gain advice from their line manager or DRM directly to support compliance; gain advice on completion of risk assessments and ensuring all activities taking place are; '**as safe as reasonably practicable**'.