

Risk Assessment

Bridgwater & Taunton College

Approved by SMT 23.09.2022



This is the risk assessment for:

BTC Collegewide

Overall and final responsibility for health and safety in this area:

Senior Management Team

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Bridgwater & Taunton College staff

1. General Collegewide

What are the hazards?	Who might be harmed?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
General emergency including fire, explosion, terrorist threat or other major event	Staff, students, visitors, contractors, public	<ul style="list-style-type: none"> Emergency evacuation procedure to enable safe evacuation Staff/student induction process Signs and notices Instructions to visitors Contractor induction process Maintenance of extinguishers and alarms Fire warden checks carried out Emergency drills and practices Fire and department fire assessments Evac chairs available Personal Emergency Evacuation Plans completed for individuals with specific needs 	<ul style="list-style-type: none"> Fire Warden training available to new fire wardens and existing fire warden renewal certification Additional evac chair training available Investigate and develop major incident procedure and planning, including incident scenario 	Health & Safety Team, Estates	<p>As required</p> <p>As required</p> <p>Ongoing</p>

What are the hazards?	Who might be harmed?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
Injury caused by workplace or work process	Staff, students, visitors, contractors, public	<ul style="list-style-type: none"> • Departmental Risk Assessments available • Health and Safety signage • Safe systems of work • Supervision of students and non-competent staff • Security of workshops and teaching areas • Provision of Duty Manager on campus • First Aid rota for trained staff during normal working hours • Department first aider in high-risk areas • First aid kits available in all areas of the college • Defibrillator available on campus 	<ul style="list-style-type: none"> • Specific training for Duty Managers • Renewal/refresher First Aid training when required • Regular maintenance carried out on machinery • Regular toolbox talks on safe working practices 	Health & Safety Team, Heads of Department, Duty Managers	As required
Personal Safety – Violence and aggression	Staff, students, visitors, contractors, public	<ul style="list-style-type: none"> • Staff and student induction and awareness raising • College procedure for inappropriate behaviour • CCTV coverage • Provision of Skyguard alarms for vulnerable staff • Provision of Duty Manager on campus • Local police community support regularly on site 	<ul style="list-style-type: none"> • Duty Managers and identified staff trained in dealing with violence and aggression • Improve partnerships with PCSO's 	Director of Student Services, Heads of Department, Duty Manager, staff	Ongoing
Personal Safety – Theft or property damage	Staff, students, visitors, contractors, public	<ul style="list-style-type: none"> • Staff and student induction and awareness raising • CCTV coverage • Provision of Duty Manager on campus • Local police community support regularly on site 	<ul style="list-style-type: none"> • Improve partnerships with PCSO's • Regular awareness raising of theft 	Director of Student Services, Heads of Department, Duty Manager, staff	Ongoing
Lone Working	Staff, students, contractors	<ul style="list-style-type: none"> • Staff and student induction and awareness raising • Contractor induction • Staff, students and contractors ensure their whereabouts are reported to an appropriate member of staff • Emergency contact details available on iTrent • High risk activities are not carried out • Department Lone Working Risk Assessment available where needed • Provision of Duty Manager on campus 	<ul style="list-style-type: none"> • Contact emergency services if in immediate danger 	Director of Student Services, Heads of Department, Duty Manager, staff	Ongoing


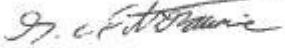
What are the hazards?	Who might be harmed?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
Driving for Work	Staff	<ul style="list-style-type: none"> • Vehicle insured for business use, in suitable condition with valid tax and mot certificate • Correct licence held by driver for type of vehicle being used • Access to communication • Diary entry of visit to be up to date • Driver to follow road traffic law and highway code • Regular vehicle checks 	<ul style="list-style-type: none"> • BTC Driving for Work Risk Assessment completed with additional mitigating actions relevant to Department 	Director of Student Services, SMT, Health & Safety Team	As required
Vehicles on campus	Staff, students, visitors, contractors, public	<ul style="list-style-type: none"> • Speed limit displayed • Barriers and speed humps • Accessible parking bays • Electric Vehicle Charging Points 	<ul style="list-style-type: none"> • Accessible parking in restricted areas to be discussed with Tutor, Health & Safety Team, Facilities Team 	Staff, students, visitors, contractors, public	Ongoing
Breakdown of Lift	Individuals with mobility needs	<ul style="list-style-type: none"> • Lift emergency response alarm • 24-hour emergency response by lift engineers • Access to door over-rides by Facilities Maintenance Team • Evacuation chairs available • Staff training and awareness • Provision of Duty Manager on campus • Regular maintenance and servicing • Regular Engineer inspections 	<ul style="list-style-type: none"> • Ensure guidance is kept in reception • Additional training on Evac chairs • Ensure guidance shared with Duty Manager 	Director of Student Services, Facilities Manager, Facilities Maintenance Team	Ongoing
Injury to individual using an accessible toilet	Individuals with specific needs	<ul style="list-style-type: none"> • Accessible toilet alarms • Procedure for responding to an accessible alarm • Staff training • Provision of Duty Manager on campus • Regular maintenance and servicing 		Director of Student Services, Facilities Manager, Facilities Maintenance Team	Ongoing
Staff illness or health related incident	All staff	<ul style="list-style-type: none"> • Health surveillance checks and monitoring • Occupational health assessments • Sickness and absence monitoring • Back to work procedure • Awareness training for all managers • Health and Wellbeing Support • Absence Management Policy available • Management of Stress Policy available 	<ul style="list-style-type: none"> • Individual risk assessments completed for people with specific needs 	SMT, HR, Health & Safety Team	Ongoing

What are the hazards?	Who might be harmed?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
Infections and diseases (including respiratory/Covid)	Staff, students, visitors, contractors, public	<ul style="list-style-type: none"> • Staff induction and awareness training • Incident reporting procedures for managing infection and diseases • Links and contacts with Occupational Health department • Links and contacts with UK Health Security Agency • Encourage people to clean hands thoroughly and regularly with soap and water or hand sanitiser • Encourage sufficient ventilation • Respect personal space where possible and reasonably practicable • Hygiene clean carried out daily • Touch points regularly cleaned throughout the day 	<ul style="list-style-type: none"> • Follow Government advice and guidance as necessary • Investigate and develop Major incident procedure and planning • Encourage and enable vaccination • Individual risk assessments completed for people with specific needs 	Director of Finance & Estates, Head of Estates, Health & Safety Team	Ongoing
Emergency involving the structure of a building or breakdown of building services, including water, electric, gas, flood, etc	Staff, students, visitors, contractors, public	<ul style="list-style-type: none"> • Internal Facilities Maintenance Team • Emergency contact list • Provision of Duty Manager on campus • Business continuity procedure 		Director of Finance & Estates, Head of Estates, Health & Safety Team	As required
Major incident involving staff or students during an activity or off-site visit	Staff, students, public	<ul style="list-style-type: none"> • Off-site educational visits procedure • Off-site education visit Risk Assessment approved prior to visit • Communication device available • Driving for Work Risk Assessment • Competent minibus drivers/reputable transport company • Driver awareness training • Vehicle checks 	<ul style="list-style-type: none"> • Increase checks and assessments of drivers 	Director of Student Services, SMT, Health & Safety Team	As required
Injury caused by college facilities including access routes, fixtures or fittings	Staff, students, visitors, contractors, public	<ul style="list-style-type: none"> • Facilities Risk Assessments • Ongoing process of planned improvements • Process for reporting faults • Routine maintenance checks of equipment 	<ul style="list-style-type: none"> • Devise planned maintenance schedule 	Director of Finance & Estates, Head of Estates, Facilities Manager	As required

What are the hazards?	Who might be harmed?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
Injury or damage caused by adverse weather conditions including severe storm, flood, freezing or external threat of fire	Staff, students, visitors, contractors, public	<ul style="list-style-type: none"> • Estates Risk Assessments • Emergency contact list • Provision of Duty Manager on campus • Business continuity procedure 	<ul style="list-style-type: none"> • Devise planned maintenance schedule 	Director of Finance & Estates, Head of Estates, Facilities Manager	As required
Injury caused by or during an externally planned major event including sports, conference or open day	Staff, students, visitors, contractors, public	<ul style="list-style-type: none"> • Event Risk Assessment • Emergency contact list • Trained first aider 	<ul style="list-style-type: none"> • Devise emergency strategy 	SMT, Head of Department	As required
Use of Display Screen Equipment (DSE)	Staff	<ul style="list-style-type: none"> • DSE assessment of workstation • Workstation and equipment set to ensure good posture and to avoid glare and reflection on the screen • Work planned to include regular breaks or change of activity • Adjustable window coverings at window • Provision of eye tests for DSE user 	<ul style="list-style-type: none"> • Remind staff to take regular breaks/change activity from monitor/keying • Ensure any actions highlighted in DSE Workstation assessment are followed up • Remind staff they are to inform manager of any pain that may have linked to the computer use 	Staff, Health & Safety Team, HR	As required
Manual Handling	Staff	<ul style="list-style-type: none"> • Manual handling awareness course undertaken by all staff • Staff ensure situation assessed and care taken when carrying out manual handling activity • Trolley used to transport heavy/bulky items • High shelves for light objects only 	<ul style="list-style-type: none"> • Remind staff that they should not try to lift objects that look or appear too heavy or bulky to handle. • Ensure manual handling course undertaken by new starters as part of induction programme and refreshers undertaken by all staff regularly. 	Staff, CMT	Ongoing
Working at Height	Staff	<ul style="list-style-type: none"> • High shelves for light objects only • Staff trained in first aid allocated to area and available to respond as required • Collegewide Ladder Register • Ladder Safety Procedure 	<ul style="list-style-type: none"> • Elephant foot used to reach • Ensure staff receive first aid refresher training as required • Ladder Safety training undertaken as required • Working at Height Procedure to be devised • Working at Height training undertaken as required 	CMT, Staff, Health & Safety Team	Ongoing

What are the hazards?	Who might be harmed?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
Working in extreme weather – heat	Staff, students, contractors	<ul style="list-style-type: none"> • Turn off lights (if natural light levels allow) • Ensure good ventilation in rooms • Take regular breaks • Drink plenty of fresh water (little and often) • Turn off equipment (where possible) • Wear appropriate, light, loose-fitting clothing • Avoid travelling when temperatures are at their peak • Restrict exposure time • Appropriate PPE worn/used as identified 	<ul style="list-style-type: none"> • Departmental Risk Assessment reviewed for high-risk areas involving persons, animals or property • Close all windows and blinds at the end of the day • Hot desk from another cooler area (if possible) • Ensure you have drinking water available when you travel • Regular toolbox talks on safe working practices • Assessment of staff for any new or existing health conditions 	Staff, students, contractors	As required
Working in extreme weather – cold conditions	Staff, students, contractors, public	<ul style="list-style-type: none"> • Take regular breaks • Restrict exposure time • Wear protective clothing when outdoors 	<ul style="list-style-type: none"> • Regular toolbox talks on safe working practices • Assessment of staff for any new or existing health conditions 	Staff, students, contractors	As required
Injury or illness as a result of using kitchen area	Staff	<ul style="list-style-type: none"> • General good housekeeping • Care taken when using hot water • Fridge/microwave cleaned • Staff trained in first aid allocated to area and available to respond as required 	<ul style="list-style-type: none"> • Ensure staff receive first aid refresher training as required. 	Staff	Ongoing
Injury from slips and trips	Staff, students, visitors, contractors, public.	<ul style="list-style-type: none"> • General good housekeeping • All areas well lit • No trailing leads or cables • Staff keep work areas clear, eg no obstructions left in walkways, deliveries stored safely • Staff trained in first aid allocated to area and available to respond as required 	<ul style="list-style-type: none"> • Remind staff to keep area tidy and free of obstructions • Ensure staff receive first aid refresher training as required 	CMT, staff	Ongoing
PPE	Staff, students, contractors	<ul style="list-style-type: none"> • Correct PPE is worn for the activity/offsite visit • If correct PPE is not available, do not undertake activity or task and request PPE to be supplied by line manager 	<ul style="list-style-type: none"> • Regular awareness raising of safe use of PPE 	Staff, students, contractors, Health & Safety	Ongoing

Specific Department/Activity Risk Assessments are also completed, as required

Signature of Principal and Chief Executive		Print Name Mr Andrew Berry	Date 26.09.2022
Signature of Health & Safety Representative		Print Name Mr Mark Fitzmaurice	Date 26.09.2022
Subject to review, monitoring and revision every 12 months or sooner if work activity changes or following an incident			