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ES-1003 Risk Assessment for Projects and Events Policy

Policy

The purpose of this policy is to enable Florida Institute of Technology (Florida Tech) to meet its duty to students and employees by creating a culture of undertaking risk assessments to reduce the risks of all Florida Tech educational activities to the greatest extent possible. The aim is to protect the health, safety and well-being of students, employees, visitors and others affected by our activities and to avoid any damage to property and the environment.


This policy and procedures provide a framework for personnel to follow in the completion of risk assessments. Under the General Duty Clause, Section 5(a)(1) of the Occupational Safety and Health Act of 1970, employers are required to provide their employees with a place of employment that is "free from recognized hazards that are causing or are likely to cause death or serious physical harm." Florida Tech has an absolute duty to carry out risk assessments to ensure this obligation is met.

Florida Tech must take a proactive approach to managing risk and thereby reduce the likelihood that personnel will be harmed through negligence and lack of foresight or proper planning.

Purpose

By focusing on prevention, as opposed to reacting when things go wrong, it is possible to prevent accidents and injuries from occurring that could possibly cause nonreversible damage. Once a risk assessment has been completed, the significant risks must be communicated to personnel, to enable their cooperation and informed decisions. The communication can be verbal, and/or in written format. Where appropriate a copy of the risk assessment should be provided, followed by a discussion of the findings during a review or meeting.

What is a risk assessment? Risk assessment is a tool for conducting a formal examination of a hazard to people, property or the environment.

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- A hazard is something with the potential to cause harm.
- A risk is an evaluation of the probability (or likelihood) of the hazard (harm) occurring.
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property).

Risk assessment is the measure, action and procedures that are in place to minimize or mitigate the possible outcomes of risk (e.g. required training, appropriate supervision, clear work procedures-standard operating procedures, preliminary visits, warning signs and control barriers).


Risk assessments are used to identify the potential hazards to people from Florida Techs' activities (e.g. safeguarding related, site security, slips, trips, falls, poor health, equipment, sports, boarding, recreation), property (fire), strategic (reputation, loss of personnel, impact on development), financial (falling rolls), compliance (data protection) and environmental (hazardous waste).

Procedures and Responsibilities


1. Responsibilities for Risk Assessments Florida Tech's responsibility.
 - a. It is Florida Tech's responsibility, through its management, to ensure risk assessments are completed and implemented. The work involved to meet this responsibility is delegated to key roles within the Institute; namely Department Heads or Managers, their direct line managers (e.g. Deputy Head (Academic) etc.) and the Office of Environmental Health and Safety.
 - b. The Environmental Health and Safety Department monitors and evaluate risk assessments, and reports on risk assessment to the Risk Manager.
2. Projects/Events requiring Environmental Health & Safety review.

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- a. Project/event paperwork must be submitted no later than **2-business days before** the event to allow proper review of documentation (required safety training; project location; map; procedures for the event).
3. Responsibilities Department Heads.
- a. The Department Heads or Managers have control over the activities in their departments and therefore need to ensure that decisions made consider safety requirements. A key way to achieve this is by completing a risk assessment and ensuring work activities within the department are carried out safely. Department Heads or Managers are responsible for ensuring appropriate risk assessments are in place and reviewing them to ensure the risk assessment accurately reflects operations and activities in their department. Department Heads or Managers should ensure that risk assessments are posted for ease of access and reference. Department Heads or Managers should ensure department risk assessments are reviewed at a minimum annually, and after an incident or accident.
 - b. Each department is responsible for ensuring risk assessments are in place for all work activities, the Environmental Health & Safety Department will work with all departments to provide advice and support. General risk assessments should consider the following generic hazards:
 - Safeguarding of students
 - Manual handling
 - Working at height
 - Slips, trips, and falls
 - Hazards from equipment/machinery used
 - Long periods of work
 - Substances hazardous to health
 - Noise
 - Access and egress
 - Preventing unauthorized access to high risk areas

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- c. Each department will have specific hazards that need to be assessed; for example, tree work by the Grounds Department, hot work by the Maintenance Department and Plant Room operations in a Sports Complex. Risk assessments should aim to eliminate the hazard where reasonably practicable, reduce the risks, and protect personnel by identifying safe ways of working and reducing the likelihood of ill health or injury.
 - d. Department Heads and Managers are responsible for ensuring their staff are briefed on risks specific to their department and the control measures to be used to protect the health and safety of personnel.
4. Responsibilities of all staff.
- a. All new members of staff are given an initial introduction into the Institute's arrangements for risk assessments and environmental health & safety.
 - b. All staff responsible for completing risk assessments will be provided with training to equip them with the knowledge and understanding of the risk assessment process and the skills required to undertake a suitable and sufficient risk assessment. Staff organizing Florida Tech activities (events, etc.), and leading trips, are responsible for the completion of risk assessments, with support from the Department of Compliance and Risk Management, and/or the Environmental Health & Safety Department.
 - c. Florida Tech provides professional training courses for personnel who work in Science, Art and Design and Technology. Florida Tech offers training in Risk Assessment via an online learning management system. One-on-one assistance can be provided.
5. Educational Visits.
- a. Florida Tech has a separate policy for educational trips involving personnel that is overseen by the Department of Compliance and Risk Management.
6. Requirements for contractors engaged on behalf of Florida Tech.

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a. If a contractor is employed to undertake work on behalf of Florida Tech, the person engaging the contractor must ensure that the following requirements are satisfied:

- Suitable and sufficient risk assessment that covers the work must be provided by the contractor.
- Public and Employers Liability Insurance – copies must be provided by the contractor.
- Adherence to safeguarding arrangements. The contracting member of staff must liaise with the Human Resources Department or the Environmental Health & Safety Department to ensure appropriate vetting checks for the contractor's staff or arrangements for suitable supervision of the contractor are in place.


b. These requirements apply for example to contractors undertaking maintenance work or constructing a marquee. They are mandatory (including during Institute holidays).

7. Events at Florida Tech.


a. Planning for significant events at Florida Tech will also require a risk assessment. The event organizer should consider the following (please note this list is not exhaustive) with support from the Environmental Health & Safety Department:

- Safety of temporary structures
- Sufficient lighting
- Safe access and egress
- First aid provision and equipment
- Recording of accidents/incidents
- Fire safety arrangements and venue capacity limits
- Segregation of pedestrians and vehicles (Inc. parking arrangements)
- Safeguarding requirements

8. Conducting a Risk Assessment

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- a. Appendix 1 contains a template document and guidance on how to undertake a risk assessment. The template is based upon the Institute's four-step approach to risk assessment. A risk assessment should be carried out by a staff member who is trained and competent to do so, someone who understands the circumstances, the potential harm and the deviations. To perform a risk assessment, consider what in the activities, might cause harm to people and decide whether you are doing enough to prevent that harm. Once the risks have been identified, determine the appropriate and sensible control measures to mitigate the risks.
- b. It is crucial that the risk assessment, particularly the control measures, reflect activities and arrangements that are in place. If a control measure is identified as being required in the recorded risk assessment, it must be implemented. Personnel involved in the activities should be consulted and involved with the risk assessment process and the results must be effectively communicated to all employees and students. The written document should describe the risks associated with the proposed activity and provide guidance and instructions for managing them.
- c. When completing a risk assessment, the focus should be on significant risks associated with the activity. You do not need to include insignificant risks. In other words, you do not need to include risks from everyday life unless your work activities increase the risk.
- d. Risks should be reduced to the lowest reasonably achievable level by taking preventive measures, in order of priority. This is what is meant by a "hierarchy of control." The list below sets out the order to follow when planning to reduce risks you have identified. Consider the headings in the order shown, do not simply jump to the easiest control measure to implement:
 - Elimination - Redesign the job or substitute a substance so that the hazard is removed or eliminated.
 - Substitution - Replace the material or process with a less hazardous one.
 - Engineering controls - for example use work equipment or other measures to prevent falls where you cannot avoid working at height, install or use additional machinery to control risks from dust or fumes or separate the hazard from operators by methods such as enclosing or guarding dangerous items of

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machinery/equipment. Give priority to measures that protect collectively over individual measures.


- **Administrative Controls** - These are all about identifying and implementing the procedures you need to work safely. For example, reducing the time workers are exposed to hazards (e.g. by job rotation), prohibiting use of mobile phones in hazardous areas; increasing safety signage and performing risk assessments.
- **Personal protective clothes and equipment** - Only after all the previous measures have been tried and found ineffective in controlling risks to a reasonably practicable level, must personal protective equipment (PPE) be used. For example, where you cannot eliminate the risk of a fall, use work equipment or other measures to minimize the distance and consequences of a fall (should one occur). If chosen, PPE should be selected and fitted by the person who uses it. Workers must be trained in the function and limitation of each item of PPE.

9. Review of risk assessments

a. All risk assessments should be regularly reviewed:

- If there is significant change in the circumstances, (e.g. new equipment/ways of working)
- After an accident or incident
- If the original assessment is no longer valid, (e.g. change in regulations, policy or changes in technology/science).
- In all other cases regularly (annually)

b. Risk assessments should also be reviewed and recorded, when major structural work is planned or if work practices change. The Institute's arrangements for the management of health and safety include plans for regular safety and occupational health audits of workspaces and other owned property.

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Appendix 1 General Risk Assessment Template and Guidance

Risk Assessment Guide and Instructions

Below are some guidelines to assist you with completing a Risk Assessment.

The first column highlights the Task or Activity that is being assessed, e.g. using a ladder, working alone, using chemicals, using tools.

Step 1: Look for the hazards & list any that will exist as a result of the Task or Activities. A hazard is something that has the potential to cause harm.

- What equipment, materials and chemicals will be used?
- What are the ground and weather conditions?
- How waste will be stored and disposed of?
- Are there any electrical installations?
- Any working at height or risks from activities at height?
- How much noise and dirt/dust will there be created?
- Will anyone be undertaking any heavy lifting?
- Are there any chemical or hazardous substances being used?
- What hazardous vehicles/equipment will be used?
- Can other contractors, staff, students or visitors harm themselves as a result of your activity?
- What mechanical movements and lifting operations have to be considered?
- Will there be any hot works?
- How will flammable substances be stored?
- What is the risk of fire starting or spreading - what prevention measures will be put in place for your activity?
- Are any powerhand tools being used?
- Is there anything that could pose a slip/trip hazard?

Step 2: Evaluate the risk level

Who will be affected by the work and most at risk? How might they be harmed?

Think of staff, students, other contractors and visitors near where you are working. Safe working depends on co-operation and exchange of information between all on site, so take this into account and consider necessary precautions on every aspect of the work being carried out, which may include training and the provision of relevant information.

A risk is the likelihood of someone (or something) being harmed by the hazard. Once you have done this adequately, you can then decide on the appropriate action you are going to take or are needed to eliminate the risks to people's health or safety. Use the matrix below to assess the risk before you control it.

RISK MATRIX - EVALUATION OF RISKS							Green = Very Low Risk		
CONSEQUENCE or SEVERITY									
LIKELIHOOD	Very Likely	5	5	10	15	20	25	Light Green = Low Risk	
	Likely	4	4	8	12	16	20		
	Possible	3	3	6	9	12	15		Yellow = Medium Risk
	Unlikely	2	2	4	6	8	10		Amber = High Risk
	Very Unlikely	1	1	2	3	4	5		Red = Very High Risk
				Near Miss	Minor injury Cuts and abrasions	7 Day + injury Deep wounds, fracture, burns, temporary blindness	Serious injury Fractures, loss of fingers, damaged eyes.		Major injury/Death Loss of limbs/sight/hearing

Step 3: Detail the control measures you will be putting in place to control the hazard and reduce the likelihood of injury.


Ask yourself:

- Can the hazard or risk be removed completely or done in a different way.
- If the risk cannot be eliminated, can it be isolated, controlled or reduced and how.
- Can protective measures be taken that will protect the entire all people on site?
- Protective work wear (PPE) should be considered as the last step to take and may not be the only solution.
- Use the matrix to assess the risk when you have control measures in place.

Write down the findings of your Risk Assessment. Pass on information about significant risks to those people identified as "Who might be harmed" and record what measures you have taken to control those risks. Write it all down, and remember to keep it simple. If actions are required record on the form what is needed, by who & by when. You only need to keep the actual risk assessment, not this guidance section.

Step 4: Review your findings:

This allows you to learn by experience and take account of any unusual conditions or changes that occur throughout. Update the Risk Assessment as and when required, such as if new work practices equipment are brought in or new staff employed or the working environment changes in any way. Ordinary hand-written changes are quite acceptable, but remember to implement the changes required for next time.

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RISK ASSESSMENT					
<small>Please read the guidelines prior to completing your Risk Assessment</small>					
Building/Area/Activity being assessed:				Risk Assessment completed by:	
				Job Title:	
				Date of assessment:	
				Date for review:	
TASK or ACTIVITY	HAZARD	WHO MIGHT BE HARMED	RISK LEVEL (Low/Med/High)	CONTROL MEASURES CURRENTLY IN PLACE OR REQUIRED (Add any other control measures/actions you feel are required)	NEW RISK LEVEL (Low/Med/High)

References

- a. General Duty Clause, Section 5(a)(1) of the Occupational Safety and Health Act (OSHA) of 1970.