

Risk Assessment Policy			
Policy ✓	Code of Practice	Guidance	Procedure
Organisation-wide ✓ Local			
<i>Approved by the University Health &amp; Safety Committee</i>			
Chairperson: Dr Manuel Alonso    Review Date: October 2025    Next Review date: October 2028			
<p>The purpose of presenting this document to the University Health &amp; Safety Committee</p> <p>Standard 3-year review ✓ Changes in practice and/or legislation...    New policy document...</p>			

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## **1 Introduction**

This policy outlines the framework by which Brunel University of London identifies, assesses, and manages risks to the health, safety, and welfare of its staff, students, contractors, and visitors. It supports compliance with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, the Personal Protective Equipment at Work Regulations 2022, and other relevant legislation. Risk assessment forms a key part of the University's safety management system aligned with HSG65 'Managing for Health and Safety' and ISO 45001:2023.

## **2 Scope**

This policy applies to all Brunel University of London activities where health and safety risks exist, including research, teaching, estates, facilities, student activity, and contractor operations. It applies to all staff, students, visitors, contractors, and others who may be affected by university activities. Under Section 3(1) of the Health and Safety at Work etc. Act 1974, the University has a duty to protect non-employees who may be affected by its operations.

## **3 Purpose**

The purpose of this policy is to ensure that significant risks arising from university activities are properly identified, assessed, and managed to prevent injury, ill health, or environmental damage. It defines a consistent process for completing and reviewing risk assessments, ensuring adequate control measures are applied and monitored.

## **4 Responsibilities**

### **4.1 Executive Team Members and Senior Managers**

Executive Team Members and Senior Managers are responsible for:

- Ensure suitable and sufficient risk assessments are completed for all operations under their control.
- Provide adequate resources, training, and competent support.
- Review significant risks annually and report findings to the University Health and Safety Committee.

### **4.2 Heads of Department / Supervisors:**

Heads of Department / Supervisors must

- Ensure local risk assessments are completed, reviewed, and communicated.
- Confirm that staff, students, and contractors are trained and competent to undertake their tasks safely.

- Ensure assessments consider individual capability, including health, pregnancy, or disability, under the Equality Act 2010.

#### **4.3 Employees, Research staff and Students**

Employees, research staff and students must:

- Comply with University health and safety procedures and use all control measures provided.
- Report hazards, unsafe acts, and near misses.
- Participate in training and risk assessment discussions.

#### **4.4 Contractors and Partner Organisations:**

- Provide suitable and sufficient risk assessments under the Management of Health and Safety at Work Regulations 1999.
- Coordinate with the University to avoid conflicts of risk (MHSWR Reg. 11).

#### **4.5 Occupational Health:**

Provide guidance where risk assessments identify health surveillance requirements.

- Maintain records for a minimum of 40 years in accordance with COSHH Regulation 11(3).

### **5 Risk Assessment Process**

Risk assessments must be suitable and sufficient, covering all foreseeable hazards and persons who may be affected. The University follows HSE's five-step model:

1. Identify hazards.
2. Decide who may be harmed and how.
3. Evaluate the risks and decide on precautions.
4. Record findings and implement them.
5. Review and update as necessary.

Risk assessments must be reviewed whenever there is reason to suspect they are no longer valid, following significant changes in process, personnel, legislation, or incidents reportable under RIDDOR 2013.

Assessments must be documented on the University's digital system (e.g. IntraBrunel or SHE Assure) for audit, version control, and accessibility.

### **6 Types of Risk Assessment (non-exhaustive list)**

- General Risk Assessments – standard assessments covering routine activities.
- Task-Specific Risk Assessments – for defined high-risk activities or procedures.
- COSHH Assessments – for work involving hazardous substances.

- Manual Handling Assessments – as required under MHOR 1992.
- DSE Assessments – for staff using computer equipment.
- Fire, Legionella, and Building-Related Assessments – to align with the Building Safety Act 2022 and
- Fire Safety (England) Regulations 2022.
- Dynamic Assessments – real-time evaluations of changing risk situations; these must be documented retrospectively where they alter control measures.

## **7 Training and Competence**

Managers must ensure all persons undertaking risk assessments are competent through suitable training, experience, or supervision. Training records shall be maintained, and refresher training provided at least every three years or following significant change.

All staff must complete the Basic Risk Assessment compliance training module.

## **8 Communication, Consultation, and Review**

Risk assessments shall be shared with affected staff, students, and contractors. Consultation with Trade Union Safety Representatives and the University Health and Safety Committee forms part of the review process. This policy shall be reviewed every three years or after any major incident, change in legislation, or audit finding, in line with HSG65 Plan–Do–Check–Act principles.