

## FSC OPERATIONAL CODES OF PRACTICE

### No. P2: RISK ASSESSMENTS FOR EDUCATIONAL ACTIVITIES

**Essential for:** All UMs  
All FSC employees

**Discretionary:**

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#### **Background**

Risk Assessment is the fundamental tool which FSC uses to ensure safety is effectively managed. The purpose of the Risk Assessment process is to identify hazards; assess who may be harmed and how; and manage them through safe systems of work.

In line with HSE guidelines FSC will follow five steps to risk assessment. Likelihood and severity will both be scored numerically (as shown in Appendix 1) with resultant risk being assessed as:

- >10 take immediate action to either remove or control the risk eg. less risky option, prevent access to hazard, reorganise work, issue PPE, provide welfare facilities
- 8-10 inform people of the risk and look at ways of reducing it
- <8 monitor the situation more closely and aim to reduce risk over longer term

All significant findings will be documented and will be periodically updated unless changed circumstances dictate an earlier review. An example of this is shown in Appendix 2.

#### **Principles**

For Educational Activities FSC has carried out Generic Risk Assessments; these cover all the activities that FSC offers and the environments that FSC operates in.

Before an educational activity takes place, the Generic Activity and Environment Risk Assessments should be consulted and a Site Working Information Card should be completed.

The Generic Risk Assessments will be updated regularly or in the light of changes or incidents.

The Site Working Information Card should be reviewed annually.

Staff who are responsible for areas of operation, or who are working outside the Centre buildings, will have training to enable them to undertake Risk Assessments in those areas. This training is a fundamental principle as FSC believes that an understanding of how to carry

out Risk Assessments in real time is essential in environments subject to the vagaries of weather, or owned or managed by others.

### **Monitoring & Auditing**

FSC has six levels of monitoring and auditing of its Risk Assessments and resultant safe systems of work.

1. All users will be asked to comment on FSC Health & Safety procedures.
2. All FSC staff are encouraged to feedback on FSC procedures in an open manner as part of a 'no blame' Health & Safety culture.
3. All Accidents and Incidents are reported, collated and analysed at both Centre and organisational level with all significant Health & Safety events reviewed.
4. FSC will carry out quarterly and annual internal Health & Safety audits and report these to its Health & Safety Committee, which reports directly to FSC's Executive Committee.
5. FSC will commission external Health & Safety audits on a three-year rolling programme.
6. FSC will make its OCoPs available to others, for use and comment, via its internet site.