

## RISK ASSESSMENT & HEALTH SURVEILLANCE

### Policy & Procedures

Risk assessment is an important tool in protecting learners, employees and members of the public.

The law requires LTS to identify and assess significant workplace risks; it encourages us to focus on the risks that really matter in the workplace - the ones with the potential to cause real harm. This should involve a process of analysing hazards, assessing risks and selecting correct risk reduction measures.

The law does not expect us to eliminate all risk, but we are required to protect people as far as 'reasonably practicable'. In many instances, simple straightforward measures can be effective in controlling risks.

Risk assessment should also identify whether there is a need for Health Surveillance. Health Surveillance is used to monitor a person's ongoing health if there is a risk to their health from, a work activity or exposure to certain noise or vibration, ionising radiation, solvents, fumes, dusts, biological agents and other substances hazardous to health, or work in compressed air.

LTS' Risk Assessment Policy is based on the HSE's '5 Steps to Risk Assessment'. Each year every member of staff is asked to review existing risk assessments and amend/add where necessary. Learners on our work-based learning programs discuss and carry out risk assessments each time they use the practical training workshop. Risks are assessed and broken down within the following areas: -

- Driver Training (LGV)
- FLT
- Classrooms
- Offices
- Workshop
- Fire
- Car Park
- Yard (rear)
- Working at Height
- Environmental Impact
- Work Based Learning. (separate folder – IHT office)

All employees/learners are introduced to risk assessment and the hazards they may come across during induction. They are trained to identify risks in an on-going basis, to reduce risks to a minimum and to report risks where applicable. It is not necessary to formalise in writing each task that may be carried out at LTS. It is far more important for all staff to adopt a system of assessing the risks they may come across an ongoing basis.

Using The Health & Safety Executive guidance on Health Surveillance it has been decided that the only work activity that is considered not to be completely covered by control measures identified in risk assessment is the use of Display Screen Equipment (DSE). Therefore all staff/learners using DSE for a significant part of their normal work (daily, for continuous periods of an hour or more) will be trained (see LV 1 H&S Induction Training) in ways to reduce the health impacts and will report to the Training Manager/Assistant Training Manager any ongoing health issues they may have. Annually 'all staff' ongoing health and well being is discussed and recorded where applicable within their annual performance review.



Richard W Little – Chairman

#### Document Control

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